

## **Parent Communication Checklist**

- ☐ Go to the school/classroom orientation and/or school/classroom meeting nights to get information including teacher(s) contact information (e.g., telephone number or school e-mail address), record for future reference the convenient times to get in touch with the teacher(s).
- ☐ Read the school policy forms and note the school/class/course rules.
- ☐ Read and responded, if needed, to all notices, forms, assignments and behavior reports, etc.
- ☐ Go to parent-teacher conferences and other school meetings. When unable to attend work with the teacher(s) to make alternative plans to get student information.
- ☐ Mark personal electronic or traditional calendar as a reminder of special school activities, meetings and events to attend with my child.
- ☐ Share when appropriate with key school personnel major life changes that take place at home (e.g., death in the family, birth of a sibling, divorce, etc.) things that may affect my child's academic or behavior performance.
- ☐ Share information with key school personnel information about my child's accomplishments at home or in extracurricular activities.
- ☐ Inform the teacher(s) that informal information about progress, assignments and behavior should be sent on a regular basis and formally at least once each grading period.
- ☐ Give the teacher(s) my contact information and convenient times they can get in touch with me and how best to contact me.
- ☐ Tell the teacher(s) to report about both strengths and weaknesses of my child.
- ☐ Ask teacher(s) questions to clarify systems of class rules, routines, and learning goals.
- ☐ Talk to the teacher(s) as soon as a question or concern surfaces regarding my child.
- ☐ Let the teacher(s) know that I would like to be as actively involved as possible in my child's education.
- ☐ Ask teacher(s) to keep me informed when visits to the class/course would be appropriate or needed to view student work.
- ☐ Work with the teacher(s) to clarify academic and behavioral goals for the year/course.
- ☐ Act as a partner with the teacher(s) to support my child's education and learning success.
- ☐ Tell the teacher(s) directly that I would like to work together with them to solve any issues concerning my child.
- ☐ Contact the teacher(s) to give feedback about the things in class/course that my child enjoyed.
- ☐ Communicate with the teacher(s) whenever I have questions, concerns, or suggestions to improve my child's learning.

- ☐ Ask teacher(s) for any suggestions about activities to do at home to build on skills being worked on in class/course.
- ☐ Inform my child that I will support the teacher's classroom rules and work goals.
- ☐ Communicate respect for and appreciation for teacher(s) and school in interactions with my child.
- ☐ Thank the teacher(s) directly or indirectly (especially with my child's knowledge) whenever possible for their efforts-remember that teacher(s) need praise too!

### **Reference**

Patrikakou, E. N. (2008). *The power of parent involvement: evidence, ideas, and tools for student success*. Retrieved from Center on Innovation & Improvement  
[http://education.praguesummerschools.org/files/education/patrikakou\\_2.pdf](http://education.praguesummerschools.org/files/education/patrikakou_2.pdf)