

# Family Communication Checklist

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Tips for explaining data clearly to parents and guardians.

## 1. Preparing to Share Data

- Review the data ahead of time so you feel confident explaining it.
- Identify the most important points families need to know.
- Prepare examples or visuals to make information easier to understand.
- Anticipate questions families may ask.

## 2. Using Clear, Simple Language

- Avoid jargon or technical terms when possible.
- Use plain-language explanations for key concepts.
- Break information into small, manageable pieces.
- Check for understanding throughout the conversation.

## 3. Explaining Student Data

- Start with strengths before discussing challenges.
- Explain what each data point means and why it matters.
- Connect data to real classroom examples.
- Clarify how data will be used to support the student.

## 4. Sharing Visuals and Reports

- Use charts, graphs, or dashboards to make data easier to see.
- Highlight key trends or patterns.
- Provide printed or digital copies for families to take home.
- Point out where families can find additional information.

## 5. Discussing Next Steps

- Explain what supports or interventions will be provided.
- Share how progress will be monitored.
- Offer strategies families can use at home.
- Set a follow-up date if needed.

## 6. Creating a Welcoming Environment

- Use a warm, respectful tone.
- Invite families to share their insights and concerns.
- Allow time for questions.
- Ensure families feel heard and valued.

## **7. Supporting Multilingual Families**

- Provide translated materials when possible.
- Use interpreters for meetings if needed.
- Avoid idioms or culturally specific phrases.
- Confirm understanding in the family's preferred language.

## **8. Following Up After the Conversation**

- Send a summary of key points discussed.
- Share next steps and timelines.
- Provide contact information for additional questions.
- Document the conversation for future reference.