School-to-home communication checklist

Inclusive School Environment

☐ We have created a welcoming school environment that is conveyed by the front office and the positive attitudes of teachers and staff.

☐ When sending a message to families, my school translates into their primary home language.

☐ I am reaching parents in their preferred methods such as: text, email, web and mobile app

☐ We host a variety of school events and meetings to make families feel included and part of the school community.

☐ We are reaching all families in our communication; and have visibility into the ones we are not reaching so we can update.

Modern Communication

☐ We can quickly and securely notify parents about urgent and everyday school matters.

☐ As a school leader, I have visibility into all school-home communication.

☐ My office can easily manage and maintain our family and staff roster.

☐ We are data-driven and measure the efforts we put into parent communication & engagement.

☐ My families have clear and consistent ways of finding information about their child and school.

Parent Engagement

☐ We offer two-way communication between school & families, creating a collaborative dynamic.

☐ Teachers send messages, share photos and documents to so parents can have meaningful conversations with their child.

☐ We offer a variety of volunteer opportunities, making it easy to sign-up from a mobile device.

☐ We empower families to collaborate with each other in committees to support the school.