

Dear _____ :

Thank you for all you and your staff are doing to provide an education for our students this year!

I am the parent of _____ and I am writing to share some information with you about the most effective ways to communicate with our family, particularly during periods of remote learning or hybrid learning.

- The **primary language** spoken in our home is _____. In order to communicate effectively with our family, it will be important for you and your staff to use this language whenever communicating with me, both verbally and in writing. [*For families with students who have an IEP or 504 Plan:* In particular, it is very important that the school translates all of my student’s special education documents into this language and that an interpreter who speaks this language fluently is present at all meetings.]
- The best way(s) for my student’s teachers and service providers from school to communicate with me is by using the following method(s):

- Email: _____
- Text: _____
- Phone call: _____
- Voice mail: _____
- Whatsapp: _____
- Telegram app: _____
- Mail: _____
- Other: _____

- Here is a summary of the **days and times** when it is convenient for me to receive communications from the school (and when it is not):

These are days and times when it is CONVENIENT for the school to be in touch with me:	These are days and times when it is NOT CONVENIENT for the school to be in touch with me:
<input type="checkbox"/> My schedule changes regularly and it is not possible for me to tell you a day and time that is usually convenient. Please reach out to me in advance using the method I listed above to schedule a time when you need to speak with me.	

- In the past, I have been able to communicate effectively with _____. When possible, I would appreciate it if this person can contact me with messages or information from the school.
- In the past, here are some **things that have worked really well** for home-school communications with my family:

- In the past, here are some **things that have not worked well** for home-school communications with my family:

[The following sections are for families with students who have an IEP or 504 Plan.]

- The **primary language** spoken in our home is _____. It is particularly important that the school translates all of my student’s special education documents into this language and that an interpreter who speaks this language fluently is present at all meetings.
- Here is a summary of the **days and times** when it is convenient for me to participate in IEP or 504 Meetings regarding my student (and when it is not):

These are days and times when it is CONVENIENT for me to participate in meetings:	These are days and times when it is NOT CONVENIENT for me to participate in meetings:
<input type="checkbox"/> My schedule changes regularly and it is not possible for me to tell you a day and time that is usually convenient for me to participate in meetings. Please reach out to me in advance using the method I listed above to schedule a time for IEP or 504 meetings regarding my student.	

- When possible, I prefer to participate in IEP or 504 meetings in the following way(s):
 - In-person
 - By phone
 - Virtually/online
- For communications regarding my student’s IEP or 504 plan, I am particularly comfortable communicating with _____. When possible, I would appreciate receiving communications from this person.

Thank you very much for your attention to this information. I would appreciate it if you could place this letter in my student’s file and share it with all of the adults at school who teach or work with my student. If you have any questions, please do not hesitate to reach out to me in person. I look forward to collaborating with you to help my student have a successful year at school.

Sincerely,