

Parent Communication Templates

First Week Behavior Tracking Introduction

Template 1: Introductory Email

Subject: Excited to work with [Student Name] this year!

Dear [Parent Name],

I wanted to reach out in the first week to introduce myself and share how much I am enjoying getting to know [Student]. I have already noticed [specific positive observation].

To best support [Student], I will be collecting some data on how they are adjusting to the new year. This helps me see what is working and adjust my approach as needed.

I would love to hear from you: What helps [Student] succeed? What should I watch for?

Looking forward to a great year together!

Template 2: Weekly Update Format

This week in [Student Name]'s classroom:

Successes: _____

Working on: _____

Strategy that helped: _____

How you can support at home: _____

Key Messages for Data Discussions

- "Data helps me see patterns" - I identify what triggers and what helps
- "Data shows progress" - Even small improvements become visible
- "Data guides decisions" - I adjust based on evidence, not guessing
- "Data supports your child" - IEP teams need this for appropriate services

Communication Preferences

Parent preferred contact method: _____

Best time to reach: _____

Frequency of updates preferred: _____

Topics parent wants updates on: _____

