

Daily Home–School Communication Sheet

CONFIDENTIAL

Two per page — cut in half to save paper. Fill in as the day goes, not at 3pm.

STUDENT		DATE	COMPLETED BY
TODAY WAS: great · good · okay · hard			
ATE	BATHROOM	MOOD / BEHAVIOR	THERAPIES TODAY
SOMETHING GOOD THAT HAPPENED TODAY		WHAT WE NEED FROM HOME	

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Weekly Home–School Summary

For families who prefer one note a week instead of one a day.

STUDENT		WEEK OF	COMPLETED BY
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DAY	HOW THE DAY WENT	NOTES FOR HOME
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

PROGRESS TOWARD IEP GOALS THIS WEEK

QUESTIONS OR NOTES FROM HOME (family fills in and returns)

Parent Communication Log

The documentation record. Keep this even when nothing is wrong — especially then.

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Keep for the full school year

STUDENT		CASE MANAGER	SCHOOL YEAR	
DATE	METHOD	WHO	WHAT WAS DISCUSSED	FOLLOW-UP NEEDED

Method: phone · email · in person · note home · interpreter call.
Why this matters: in a dispute, "we told the family" is not evidence — a dated log entry is. Log the attempted contacts too (voicemail, unreturned email); a pattern of documented attempts protects both you and the student.

Making Home–School Communication Actually Work

Lead with something specific and good

"Had a good day" tells a family nothing. "Asked a peer to play at recess without prompting" tells them their child is growing. Specificity is what makes families trust the hard messages later.

Do not send the first hard note cold

If the first communication a family receives all year is a behavior incident, it lands as an accusation. Regular small positives buy the credibility you will need on a difficult day.

Write it so it can be read out loud

Skip acronyms. "SDI," "LRE," and "BIP" mean nothing to most families, and a note full of jargon signals that the school is talking to itself, not to them.

Match the family's language

If the family's home language is not English, a translated note is not a courtesy — under IDEA, families have a right to information in a language they understand.

Log it even when it goes well

The log is not only for problems. A year of documented positive contact is the strongest possible evidence that the school engaged the family in good faith.

Tired of rebuilding these forms every year?

IEP Goal Writer saves each student's profile once, then generates goals, PLAAFPs, progress notes, and parent updates from the same data — free to try at iepgoalwriter.pro

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