Communication Plan for Family of:

# Developed: Date

Student name:

Language spoken at home:

Preferred Mode of contact in household (ask about watts app as that is commonly used)

* **Email** -
* **Text message with translation -**
* **Phone call using a translator -**
* Other
* School liaison (**One** person from school/agency should be calling the family on all matters):
* Contact Person in household (may or may not be parents):
* How often will family be communicated with:

Notes:

* Anything relevant to working hours of parents, times to call etc.
* Transportation issues:

Contact Log

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| --- | --- | --- | --- | --- |
| **Date** | **Mode** | **The person you spoke with** | **Topic** | **Outcome** |
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Contact Log[[1]](#footnote-1):

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| --- | --- | --- | --- |
| Date | Issue of conversation | Who did you speak to directly? | Outcome of meeting |
| 9/2/2020 | Communication Plan | Mrs. Ramirez | Developed plan |
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1. Info taken and modified from Colorin Colorado: <https://www.colorincolorado.org/article/communicating-important-information-ell-families-strategies-success> [↑](#footnote-ref-1)