

# Communication Log and Tracker

*A way to manage consistent communication with families*

## Daily Communication Tracker

Communication Log is designed to document all communication that you have with a student's parent or guardian. Adapt the log so it works for you! It should be easy to use and maintain. It is a great resource for attendance and tardies, or RTI family interventions. More examples can be found on sites like TeachersPayTeachers.com.

### Important information to track:

- Date
- Name
- Form of communication
- Reason for contact
- Details regarding the conversation
- Follow up

### Some Tips:

- Keep your log by the classroom door for easy access
- Take your communication log for pickup and dismissal
- Keep empty sheets
- Keep your log behind your sign out sheet during dismissal
- Highlight any follow up details
- Keep in a binder or clipboard with a writing utensil

## Positive Weekly Notes

Use a spreadsheet to ensure you have a systematic way to send positive notes to all students.

The table below has space for you to enter each student's name. Once you've sent a note home, just enter the date. Once your first column is filled, you know you've sent a positive note to each student in your class! Set a goal for yourself such as two notes per week.

### Examples of Weekly Communications

1. Notes/letters
2. Postcards
3. Emails
4. Text messages
5. Awards

### Topics to write about

1. Academics
  2. Behavior
  3. Accomplishments
  4. Motivations
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