

Communication Checklist for K-12 Educators



Ensure your messages to families are clear, relevant, and engaging.

CHANNEL SELECTION

- Have you chosen the most appropriate channel for your message?
 - Consider: Is this best as a 1:1 communication, a newsletter, or a general announcement?
- Does the chosen channel align with the urgency and importance of the message?
- Have you considered your audience's preferred communication methods?
- For important messages, are you using multiple channels to ensure reach?
- Is the selected channel accessible to all intended recipients?

READABILITY

- Have you used clear, descriptive titles for easy skimming?
- Have you used bullet points or numbered lists instead of blocks of text?
- Is the most important information prioritized at the top?
- Is the message concise, focusing on key points?
- Have you used a consistent, easy-to-read format across all communications?

ACCESSIBILITY

- Is the language free of educational jargon and acronyms?
- Have you provided translations for families who speak languages other than English?
- Is the font size and type easily readable on both digital and printed formats?
- Have you checked the readability on mobile devices?
- Have you provided alternative formats (e.g., audio messages) for families with different needs?

RELEVANCE

- Is the information tailored to the specific grade level or student group?
- Have you included actionable information for families to support their child's learning?
- Does the message align with current classroom or school activities?
- Have you connected the information to student learning outcomes or school goals?

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ENGAGEMENT

- Have you included options for two-way communication?
- Are there clear instructions on how families can respond or ask questions?
- Have you provided multiple communication channels for families to choose from?
- Is there an opportunity for families to give feedback on school communications?

TIMELINESS

- Is the information current and up-to-date?
- Have you given families enough advance notice for important dates or events?
- Are you maintaining a consistent communication schedule (e.g., weekly updates)?



Remember: Effective communication is key to building strong family-school partnerships in K-12 education!



Tip for Principals: Encourage your teachers to use this checklist regularly to ensure consistent, high-quality communication across all grade levels.



Tip for Teachers: Consider sharing this checklist with a colleague and reviewing each other's communications periodically for fresh perspective and continuous improvement.



Tip for Communication Staff: Develop a guide for when to use each communication channel available in your school or district. This can help ensure consistency across all school communications.