

Family Communication Preferences Form



Welcome from [School Name]!

Dear Families,

We are excited (about the school year or to welcome you to the school) and believe strong communication between home and school helps students succeed. Please help us communicate with you by sharing what works best for you.

Student Name: _____ Grade/Teacher: _____



Who Should Receive Communications?

*Please list all caregivers who should receive information about your student

| Name | Relationship to student | Contact Information | Lives with Student? |
|-------|-------------------------|---------------------|------------------------------|
| _____ | _____ | _____ | <input type="checkbox"/> Y/N |
| _____ | _____ | _____ | <input type="checkbox"/> Y/N |
| _____ | _____ | _____ | <input type="checkbox"/> Y/N |

Do these caregivers need separate copies of communications? Y/N

Are there legal restrictions on information sharing we should know about? Y/N

*If yes, please provide documentation to the school office.

What else would you like us to know?

Communication Preferences

Language Preference

What is your preferred language for communications?

English Spanish Other: _____

Do you need translation services for meetings or phone calls?

Yes No

If yes, which language? _____



Method Preference

Please rank your preferred methods for REGULAR communications

*(1 = most preferred, leave blank if not applicable)

| | | |
|--------------|---------------------------|------------------------------------|
| Text Message | Phone Call | Communication App (ClassDojo..etc) |
| Email | Paper Notice with Student | School Portal |

Other: _____

For URGENT matters, how should we contact you? (Check all that apply)

Phone Call Text Message Email

Timing Preference

Best times to contact you: (Check all that apply)

Early morning Afternoon (2pm-5pm) Weekends
School Hours Evening (5pm-8pm) Other

Best days to attend school events:

Monday Tuesday Wednesday Thursday Friday

Contact Information Communication Expectations

Contact Information

Primary

Name _____

Phone _____ Cell Home Work

Email _____

Is texting okay? Yes No

Secondary

Name _____

Phone _____ Cell Home Work

Email _____

Is texting okay? Yes No

Additional Considerations

Are there any barriers that make it difficult for you to communicate with the school?

- Work schedule conflicts
- Internet access
- Transportation challenges
- Child care needs
- Language barriers

What would help you stay better connected?

- Virtual meeting options
- Flexible meeting times
- Transportation assistance
- Child care during meetings
- Interpreter services
- Other

Communication Expectations

How often would you like to receive updates about your child's progress?

- Daily
- Weekly
- Bi-Weekly
- Monthly
- Only when there are concerns

What information is most important to you?

- Academic Progress
- Behavior Updates
- Upcoming Assignments
- Special Events
- Classroom needs
- Other



Our Commitment

Dear Families,

From your child's teacher, you can expect:

- Weekly updates about classroom learning and activities
- Responses to messages within 24 hours (on school days)
- Regular updates on your child's progress
- Advance notice of important dates and events
- Communication in your preferred language when possible

From the school, you can expect:

- Monthly school-wide newsletter
- Emergency notifications as needed
- Regular updates on social media and the school website
- Advance notice of school events and closures
- Translated communications as needed

Thank you for helping us communicate effectively with your family!

Please return this form to your child's teacher by _____



[School contact information]

Developed in partnership with the West Virginia Family Engagement Center

SCHOOL USE ONLY

Date Received:

Notes: