

Communication Checklist for Interventions

Name of Student: _____

Parent/Caregiver: _____

Parent/Caregiver Contact Information: Phone - _____

Email - _____ Other - _____

Date Intervention Began: _____

1. Parent Notification of Intervention – Date Sent: _____
How was parent notified?
____ In person ____ Email ____ Phone Call ____ Note Home
Was additional diagnostic information sent? ____ Yes ____ No

2. Assistance for parents in helping their child at home –
Date Sent: _____
How was parent notified?
____ In person ____ Email ____ Phone Call ____ Note Home

3. Progress Monitoring Reports and Information – Must be sent at least twice per month:
Review #1 Date Sent: _____
How was parent notified?
____ In person ____ Email ____ Phone Call ____ Note Home

Review #2 Date Sent: _____
How was parent notified?
____ In person ____ Email ____ Phone Call ____ Note Home

Review #3 Date Sent: _____
How was parent notified?
____ In person ____ Email ____ Phone Call ____ Note Home

Review #4 Date Sent: _____
How was parent notified?
____ In person ____ Email ____ Phone Call ____ Note Home

Review #5 Date Sent:_____

How was parent notified?

___In person ___Email ___Phone Call ___Note Home

Review #6 Date Sent:_____

How was parent notified?

___In person ___Email ___Phone Call ___Note Home

Review #7 Date Sent:_____

How was parent notified?

___In person ___Email ___Phone Call ___Note Home

Review #8 Date Sent:_____

How was parent notified?

___In person ___Email ___Phone Call ___Note Home

Review #9 Date Sent:_____

How was parent notified?

___In person ___Email ___Phone Call ___Note Home

Review #10 Date Sent:_____

How was parent notified?

___In person ___Email ___Phone Call ___Note Home

4. Parent Notification of Change of Intervention – No form is required; the change can simply be explained to the parent.
Date Completed:_____
- How was parent notified?
___In person ___Email ___Phone Call ___Note Home
- Was additional diagnostic information sent? ___Yes ___No

5. Parent Notification of Termination of Intervention – No form is required; this can simply be explained to the parent.
Date Completed:_____
- How was parent notified?
___In person ___Email ___Phone Call ___Note Home
- Was final diagnostic information sent? ___Yes ___No
- Were next steps discussed? ___Yes ___No
- What are the next steps?_____
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