

Communication Plan and Timelines for Collaborating with Parents on Understanding Data and Existing Supports

The information teachers must share with parents/caregivers during the school year is listed below. Additional information not listed on the chart may be shared if desired.

Information to Share with Parents/Caregivers	When/How Information is Shared	Who is Responsible?	How a record of the communication is kept
All Students - Assessment Information to be Shared			
Measures of Academic Progress (MAP) Assessment Results	Once yearly: 1. Spring information sent home with end-of-year report cards	(Who runs the reports?) Grades K-5 Classroom Teacher	1. Parent/Caregiver Communication Checklist
Minnesota Comprehensive Assessment Student Report	1. Final Spring MCA results are organized by the district and sent out by the schools in the following fall.	District Curriculum personnel; Building Personnel; Classroom Teachers	1. Parent/Caregiver Communication Checklist
Some Students – Intervention Information to be Shared			
Parent/Caregiver Notification of Intervention (what the intervention will involve) and Diagnostic Assessment Information (Diagnostics are not required with Standard Protocol Interventions.)	Information can be shared in one of the following ways prior to the start of the intervention: 1. Parent/Caregiver Notification of Intervention is sent home 2. Parent is emailed or telephoned by the interventionist or classroom teacher who explains the intervention and diagnostic assessment information (if completed), and then the Parent/Caregiver Notification of Intervention is sent home 3. Interventionist and/or classroom teacher meet with the parent/caregiver and the Parent/Caregiver Notification of Intervention and diagnostic assessment information are explained	The teacher providing or responsible for the interventions and/or the Classroom Teacher	1. Parent/Caregiver Communication – Intervention Checklist

Communication Plan and Timelines for Collaborating with Parents on Understanding Data and Existing Supports

Information to Share with Parents/Caregivers	When/How Information is Shared	Who is Responsible?	How a record of the communication is kept
How the Parent/Caregiver can help their children with reading skills at home	<ol style="list-style-type: none"> 1. Parents/Caregivers of students receiving interventions are notified of general strategies (read-alouds, paired reading) for helping students at home. These can be accessed on the district website, or parents may be given handouts. 2. Specific intervention strategies are under development. When developed, they are 	Interventionist and/or Classroom Teacher	1. Parent/Caregiver Communication – Intervention Checklist
Progress Monitoring Reports	<p>Progress Monitoring information can be shared in one of the following ways either weekly or twice a month (depending on how often the child is being progress monitored) during the intervention:</p> <ol style="list-style-type: none"> 1. Progress Monitoring Report is sent home along with a brief note of explanation from the interventionist 2. Parent is emailed or telephoned by the interventionist, who explains the progress monitoring results, and then the Progress Monitoring Report is sent home 	Interventionist	1. Parent/Caregiver Communication – Intervention Checklist
Change of Intervention Information/Progress Monitoring Reports/Diagnostics or other Data	<p>When a change of intervention is necessary, information can be shared in one of the following ways prior to the change:</p> <ol style="list-style-type: none"> 1. A brief note from the interventionist explaining the change in intervention is sent home 2. Parent is emailed or telephoned by the interventionist, who explains the change in intervention 3. Interventionist meets with the 	Interventionist	1. Parent/Caregiver Communication – Intervention Checklist

Communication Plan and Timelines for Collaborating with Parents on Understanding Data and Existing Supports

Information to Share with Parents/Caregivers	When/How Information is Shared	Who is Responsible?	How a record of the communication is kept
Termination of Intervention; Final Assessment/Data Results	<p>When an intervention is to be ended, information can be shared in one of the following ways prior to the termination:</p> <ol style="list-style-type: none"> 1. A brief note from the interventionist explaining why the intervention is to be terminated is sent home, including what the next steps will be 2. Parent is emailed or telephoned by the interventionist, who explains the reasons for the termination and what the next steps will be 3. Interventionist meets with the parent/caregiver and explains the reasons for 	Interventionist	1. Parent/Caregiver Communication – Intervention Checklist
Some Students – Child Study Team/Problem-Solving Process			
Special Education Due Process Forms	Follow Special Education/CST protocol	Classroom Teacher and/or Interventionist	Special Education Procedures