

COMMUNICATION LOG CHECKLIST

FOR PARENTS OF CHILDREN WITH SPECIAL NEEDS

BEFORE IMPLEMENTING THE LOG

Meet with teacher to discuss:

①

Best format

(notebook vs. single worksheets)

②

Expectations

What information do you need?

Accomplishments (student excelled at A, B or C)

Challenges (student needs work on A, B or C)

What information do you want?

Positive, negative behavior reports

Social check-in (did child have fun with a particular student, did teen team well with another student on a project)

Purchase notebook or create binder for single worksheets

ONCE LOG IS IMPLEMENTED

①

Is the process working?

Put all requests or reminders in writing?

②

Do you have a major concern?

Request in-person meeting or phone call

③

Are you checking the log daily?

Put reminders on your device calendar to check each night.

④

Are you sharing home events?

(e.g. - child's grandparents are visiting, pet died, father traveling)

DON'T FORGET!

1

Information you share may be seen by multiple people

2

Teachers have busy days, too! Don't get upset if teacher or therapist occasionally is unable to fill out the log daily

3

Space is limited. Have questions? Ask!