



CHECK LIST FOR COMMUNICATIONS

Best Practices Involving Communications:	Is the <i>best practice</i> evident?	Any revisions and/or actions necessary?
The message proactively includes information the stakeholder needs to know, and the school's website (internal and/or external) has been updated to reflect this new information.		
The message is responsive to the information needs of the group (and their preferences for receiving information) and is written in a way that minimizes the potential for mis-interpretation or misunderstanding.		
The message includes consistent language throughout and is consistent with previous messages.		
The message initiates or maintains a consistent pattern for communication with the stakeholder group (e.g. sent at the same time/day and in the same forma) or makes clear the reason for breaking with the pattern.		
The message has clearly defined key take-aways, is concise, avoids jargon/acronyms, and is streamlined by combining multiple messages and/or including links to separate documents with greater details on topics in the message.		
The message makes clear whether any changes are mandatory or optional, as well as expectations for when the change will begin.		
The method of delivery and format ensures equitable access to information (e.g. does not exclude those without internet access, or who don't speak/read English, etc.)		
The message is transparent about the source of information or data; or the source, process, and justification for any decisions being announced; etc.		
The information in the message supports the social emotional needs of the receiving stakeholder(s).		
The tone of the message conveys the sender's intent and is likely to evoke the intended emotional response from the recipient.		
Actions required by the receiver of the message are made clear and includes a due date and format for responding.		
There is a mechanism for two-way communications: the recipients are provided a clear way in which they can provide feedback, ask		

<p>questions, express concern, etc.</p>		
<p>There is a well understood “process” in place for reviewing and approving <i>communications sent on behalf of the school</i> and / or for reviewing and approving <i>communication requests of the school</i> (such as requests from local agencies or community partners who approach the school to distribute information about their programming)</p> <ul style="list-style-type: none"> ➤ The message conforms to commonly accepted school or district conventions and guidelines for communicating with the public. ➤ The message includes accurate contact information for the sender or the designee who will receive responses. ➤ The sender has the authority to communicate on behalf of the program or school. ➤ The message has been reviewed and approved for content and quality by the principal or their designee if this is part of the “process.” 		