



Statewide Family Engagement Center

WELCOMING WALKTHROUGHS

Communication Assessment

Your Name: _____ Date: _____

Name of School: _____

District: _____ Phone Number: _____

Component D: Home/School Communication

Written materials and school websites are often used as a communication tool between the school and their families and community. Announcements, newsletters, forms, social media pages. Parent communication platforms, and the school website are reviewed in this component. Take into consideration the ease of finding information, organization, tone and literacy level. The school will provide you access to technology to review these items. Be sure to take notes so you will be able to discuss your

observations and complete the reporting form with your teammates at the conclusion of your time.

Rate each question as follows:

- 1 = Not Applicable
- 2 = Not True
- 3 = Somewhat True
- 4 = Very True





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Questions (Indicator):	1 N/A	2 Not True	3 Somewhat True	4 Very True
1. All communication materials are written clearly and are free of educational jargon. If acronyms are used, they are spelled out the first time (ex: Parent Teacher Organization is used before using the acronym, PTO).				
2. The school website is well organized and easy to navigate. Information such as the school phone number and address are easy to find.				
3. School calendar is available in paper & digital formats and include the schools start/end times, early dismissal times and clearly marked vacations or other days off.				
4. The school attendance policy is clearly written and includes information about how to report absences or early dismissal.				
5. Information regarding transportation, school lunch, and breakfast/lunch menus are available. There is contact information available if parents have questions.				
6. There is evidence of collaboration between the school, parent/family group, and community.				
7. Photographs and articles in publications, social media, and the website mirror the diversity of the student body and the variety and types of programs/offerings.				



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Questions (Indicator):	1 N/A	2 Not True	3 Somewhat True	4 Very True
8. Events and activities are publicized frequently and through multiple methods to reach all families.				
9. Communications highlight a variety of programs (such as after school programs, music/art/theater, special education, multilingual learner programs, special events, and other resources) and the information is current.				
10. Articles about staff members, volunteers, students, and their families appear in publications.				
11. Student work featured in publications and in the community is representative of all students and grades.				
12. Two way communication via emails and phone calls are welcome and a virtual suggestion box is available. Administrators hold in person or virtual office hours.				
13. Educational and extracurricular programs are open to all. The list of clubs and activities is current, includes days/times they meet, and information about how to join. Families starting mid-year also receive information.				



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Questions (Indicator):	1 N/A	2 Not True	3 Somewhat True	4 Very True
14. Written publications are available in translated form, easily distributed to families who need them and the primary digital communications are translatable.				
15. Opportunities to extend learning outside of school are on the website (online learning sites, links to public libraries, college & career resources for life after high school, etc.)				
16. Administrators and staff members are visible at events and programs.				
17. There are multiple ways to sign-up, respond to, or ask questions about events (ex: contact info and person for event, QR code or Google form to reply, etc.)				
18. Student academic progress is communicated in a method that is easy to understand. (ex: Report cards include keys to help families understand rating scales)				
19. Does the school provide information on adult education, adult learning or enrichment opportunities in the school or community? (ex: parenting classes, English Language, citizenship classes, etc.)				
20. Administrators and staff are visible at arrival and dismissal time.				



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Notes: