



DISTRICT-LEVEL COMMUNICATION

GOAL	ACTION STEPS	OWNER / AUDIENCE	TIMELINE	EVALUATION	REVIEW
<i>Identify what you want to accomplish with your communication.</i>	<i>List the steps to implement this communication, including the medium.</i>	<i>Identify who is responsible for managing this implementation and who the audience is.</i>	<i>Identify the start and ending dates of this plan.</i>	<i>List measures or evidence you will use to evaluate whether this plan accomplishes its goal.</i>	<i>Identify the date you will review the implementation of this plan.</i>

SITE-LEVEL COMMUNICATION

GOAL	ACTION STEPS	OWNER / AUDIENCE	TIMELINE	EVALUATION	REVIEW
<i>Identify what you want to accomplish with your communication.</i>	<i>List the steps to implement this communication, including the medium.</i>	<i>Identify who is responsible for managing this implementation and who the audience is.</i>	<i>Identify the start and ending dates of this plan.</i>	<i>List measures or evidence you will use to evaluate whether this plan accomplishes its goal.</i>	<i>Identify the date you will review the implementation of this plan.</i>



EDUCATOR-LEVEL COMMUNICATION

GOAL	ACTION STEPS	OWNER / AUDIENCE	TIMELINE	EVALUATION	REVIEW
<i>Identify what you want to accomplish with your communication.</i>	<i>List the steps to implement this communication, including the medium.</i>	<i>Identify who is responsible for managing this implementation and who the audience is.</i>	<i>Identify the start and ending dates of this plan.</i>	<i>List measures or evidence you will use to evaluate whether this plan accomplishes its goal.</i>	<i>Identify the date you will review the implementation of this plan.</i>

STUDENT-LEVEL COMMUNICATION (IF USING STUDENT SELF-REPORT)

GOAL	ACTION STEPS	OWNER / AUDIENCE	TIMELINE	EVALUATION	REVIEW
<i>Identify what you want to accomplish with your communication.</i>	<i>List the steps to implement this communication, including the medium.</i>	<i>Identify who is responsible for managing this implementation and who the audience is.</i>	<i>Identify the start and ending dates of this plan.</i>	<i>List measures or evidence you will use to evaluate whether this plan accomplishes its goal.</i>	<i>Identify the date you will review the implementation of this plan.</i>



FAMILY-LEVEL COMMUNICATION

GOAL	ACTION STEPS	OWNER / AUDIENCE	TIMELINE	EVALUATION	REVIEW
<i>Identify what you want to accomplish with your communication.</i>	<i>List the steps to implement this communication, including the medium.</i>	<i>Identify who is responsible for managing this implementation and who the audience is.</i>	<i>Identify the start and ending dates of this plan.</i>	<i>List measures or evidence you will use to evaluate whether this plan accomplishes its goal.</i>	<i>Identify the date you will review the implementation of this plan.</i>