Parent Behavior Communication

Templates for home-school partnership

classroompulse.io

Positive Update Template

Dear [Parent Name],

I wanted to share some great news about [Student]!

Today during [activity], [he/she] [specific positive behavior]. This is [progress toward goal/improvement/great example of skill].

We reinforced this by [what you did]. At home, you might [suggestion for reinforcement].

Keep up the great partnership!
[Teacher Name]

Daily Behavior Report

Student: _____ Date: _____

Behavior	Goal	Today	Trend
			!' !" !'
			!' !" !'

Highlights: _____

Notes: _____

Parent Signature: _____ Comments: _____

Concern Communication Template

Dear [Parent Name],

I wanted to reach out about [Student]'s behavior today.

During [specific time/activity], [objective description of behavior]. This [occurred X times / lasted X minutes].

We responded by [what adults did]. [Student]'s response was [outcome].

We believe this may be related to [possible factor if known]. To support [Student], we plan to [next steps].

I'd appreciate your insight about [specific question]. Could we schedule a brief call or meeting?

[Teacher Name]

Weekly Summary Template

Week of: _____

- Behavior Goal 1: [Progress summary]
- Behavior Goal 2: [Progress summary]
- Best day: [Day] - [What went well]
- Challenge day: [Day] - [What was difficult]
- This week we're focusing on: [Strategy]
- How you can help: [Specific suggestion]

Communication Best Practices

☐ Lead with positives

☐ Use objective, factual language

☐ Focus on behavior, not character

☐ Include data when possible

☐ Offer partnership, not blame

☐ Provide actionable suggestions

☐ End with openness to dialogue

Automated Parent Reports

Classroom Pulse generates professional parent communications with your data - saving you time while building partnerships.

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