

Parent/Caregiver-Teacher Collaboration Checklist

Practical Steps for Building Strong Family Partnerships

Use this checklist throughout the school year to strengthen communication, build trust, and create meaningful partnerships with families and caregivers.

Get the Year Off to a Strong Start

- ☐ Introduce yourself to every family and share your preferred contact information.
- ☐ Learn each family's preferred method of communication.
- ☐ Invite families to share their child's strengths, interests, and goals.
- ☐ Communicate classroom expectations and how families can stay involved throughout the year.

Keep Communication Ongoing

- ☐ Reach out with positive news before concerns arise.
- ☐ Share regular updates about classroom learning and student progress.
- ☐ Respond to family questions in a timely and respectful manner.
- ☐ Provide translated communication or interpretation when needed.
- ☐ Use multiple communication methods to ensure every family can stay connected.

Collaborate Around Student Success

- ☐ Begin conversations by highlighting student strengths.
- ☐ Ask families for their perspective before developing a plan of action.
- ☐ Set shared goals with students and families.
- ☐ Identify ways learning can be reinforced outside of school.
- ☐ Follow up on previously discussed goals and celebrate progress.

Create Opportunities for Engagement

- ☐ Invite families to classroom or school events.
- ☐ Offer flexible opportunities for participation, including virtual options when possible.
- ☐ Encourage students to share their learning through portfolios, projects, or student-led conferences.
- ☐ Ask families for feedback on how the school can better support them.

Reflect Throughout the Year

- ☐ Have I had a meaningful interaction with every family?
- ☐ Have I celebrated student successes as often as I've addressed concerns?
- ☐ Do families know I value their knowledge and perspective?
- ☐ Have I built trust through consistent, two-way communication?
- ☐ What is one relationship I can strengthen this month?

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