|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Audience** | **Information to be communicated** | **Frequency of communication** | **Target dates for communication** | **Communicator** | **Method of Communication** |
| School Staff | Example: Schoolwide behavior and attendance data, informal survey data (when available), team agendas, calls for action from the school community | Example: Monthly | Example: 9/1, 10/1, 11/1, 12/1, 1/7, 2/1, 3/1, 4/1, 5/1, 6/1  | Example: Principal | Example: Written – Email communication |
| Students |  |  |  |  |  |
| Families |  |  |  |  |  |
| Out-of-School Time Partners |  |  |  |  |  |
| Network/District |  |  |  |  |  |
| Community |  |  |  |  |  |