

Parent Communication Templates

Professional templates for behavior updates

classroompulse.io

Daily Behavior Update

Use for regular communication about behavior progress

Dear [Parent Name],

Today's behavior summary for [Student Name]:

- [Target behavior]: [# of occurrences] (compared to average of [X])
- [Replacement behavior]: [# of occurrences]
- Overall day rating: [Great/Good/Challenging]

Highlights: _____

Areas to work on: _____

Please let me know if you have questions.

[Teacher Name]

Weekly Progress Summary

Use for weekly check-ins on IEP goal progress

Weekly Behavior Progress Report

Student: _____

Week of: _____

Goal: [Copy IEP goal here]

This week's data: [Summarize]

Trend: [Improving/Stable/Declining]

Next steps: [What we're working on]

Positive News Note

Dear [Parent],

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

Today, [he/she] [specific positive behavior]. This shows [progress toward/mastery of] [skill/goal].

We celebrated by [how you reinforced].

[Teacher Name]

Concern Communication

Important

Guidelines for communicating concerns:

1. Lead with positives
2. Be specific and objective
3. Focus on behavior, not character
4. Include data/frequency
5. Propose solutions/next steps
6. Invite collaboration

Do's and Don'ts

Do	Don't
Use objective language	Label the child
Share specific data	Use vague descriptions
Include positives	Focus only on problems
Propose solutions	Just report issues
Invite questions	Close communication

Automated Parent Reports

Classroom Pulse generates professional parent reports with your data automatically. Save hours of writing.

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