|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |  |  |  |  |  |

**TOOL: Creating a Communication Strategy**

**Collaborating closely with out-of-school time partners?** See the [OST-enhanced version of this tool](http://schoolguide.casel.org/uploads/2019/01/tool-creating-a-communication-strategy-OST.docx?utm_source=Resources-OST&utm_medium=Download&utm_campaign=OST_Links).

([http://bit.ly/2DskzzM](http://schoolguide.casel.org/uploads/2019/01/tool-creating-a-communication-strategy-OST.docx?utm_source=Resources-OST&utm_medium=Download&utm_campaign=OST_Links))