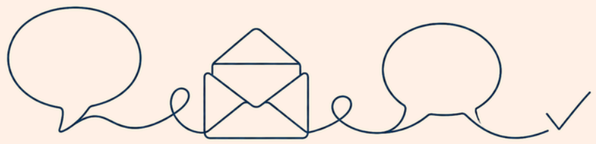
PARENT COMMUNICATION PACK

Scripts, Templates & Systems to Write Parent Emails You Feel Good About



CATHY WHITE, ED.D.

DRCATHYWHITE.COM

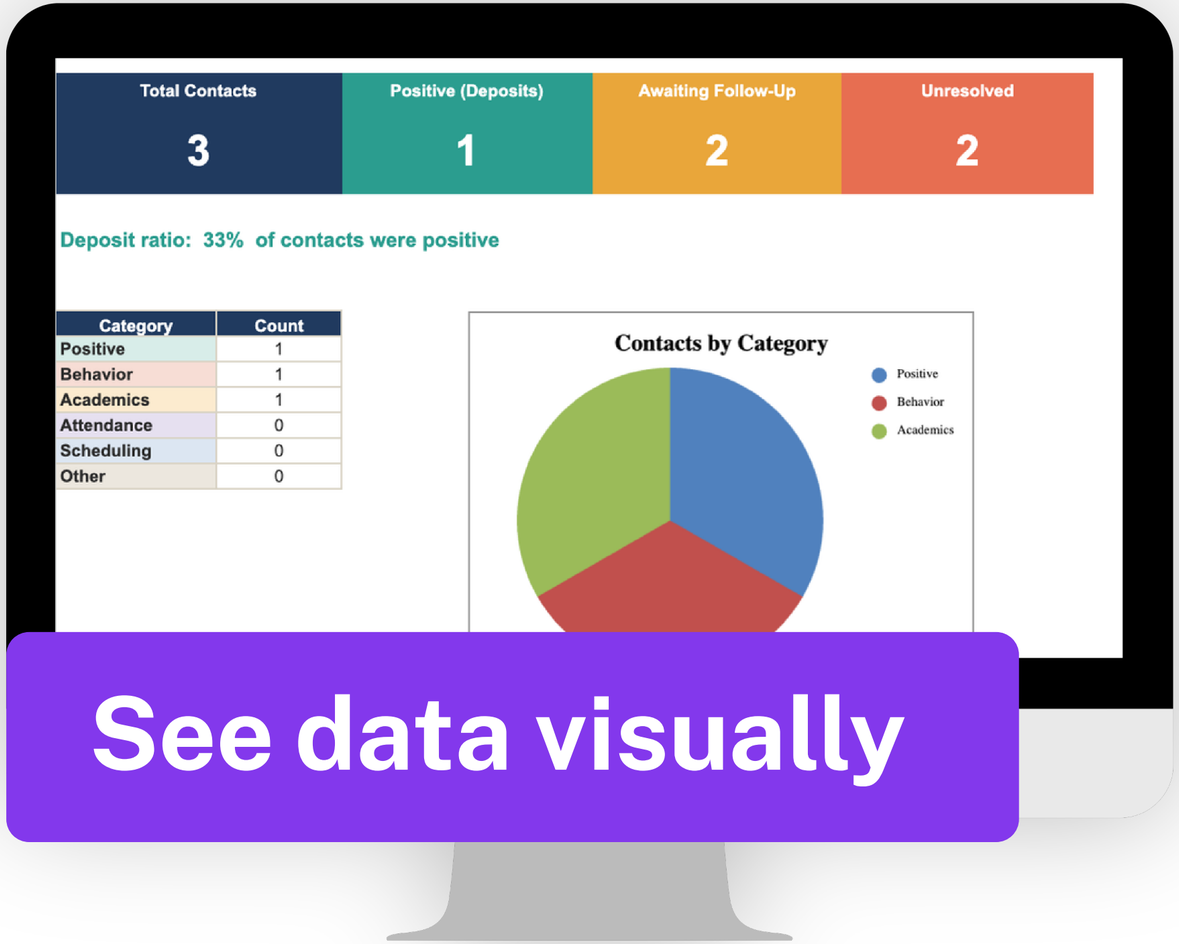
2 GUIDES

5-PART EMAIL FRAMEWORK

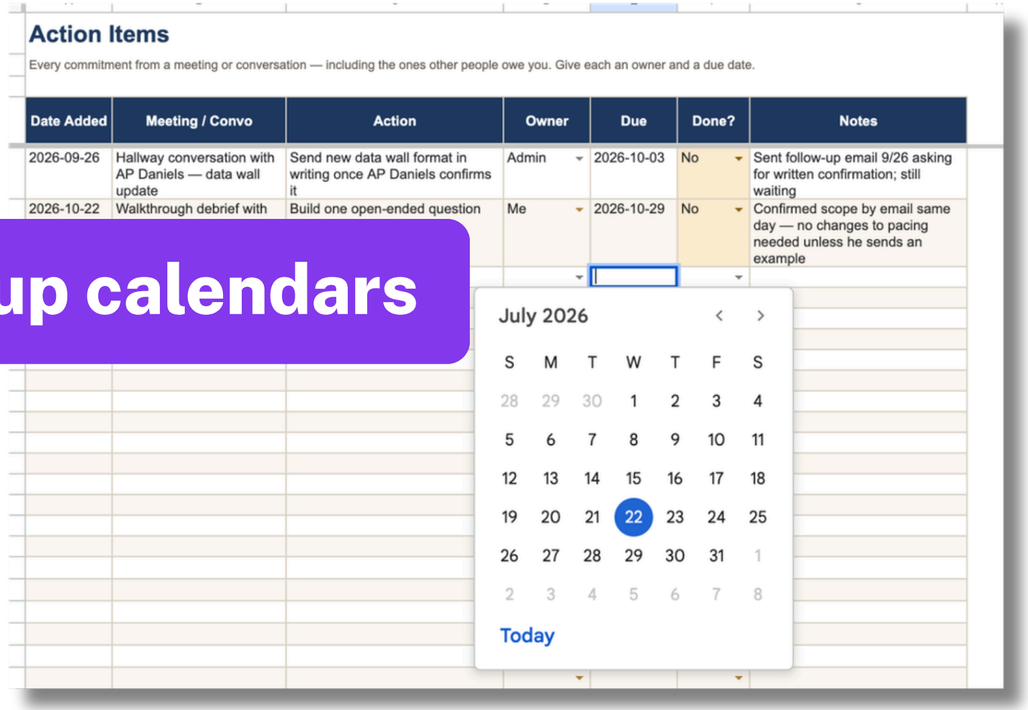
6 EDITABLE TEMPLATES

7-TAB SHEET

TRACK COMMUNICATION, FOLLOW-UP, & POSITIVE/NEGATIVE CONTACTS



See data visually



Pop-up calendars

GUARDIAN CONTACT LIST & COMMUNICATION LOG

Guardian Contact List

Enter each family once. These names feed the dropdowns on the other tabs — no retyping. Fill the shaded cells.

Student	Guardian Name	Relationship	Phone	Email	Preferred Method	Notes (best time, language, etc.)
Ethan Ramirez	Maria Alv					
Sophie Chang	David Ch					
Marcus Green	Rosa Ma					

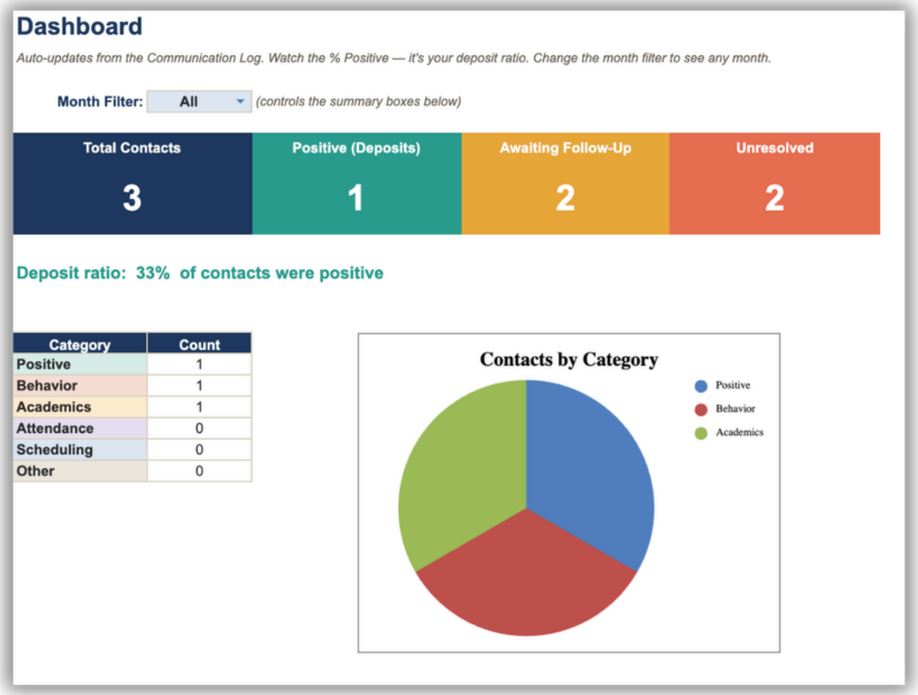
Communication Log

Every contact, logged the same day in camera language. Tag positives — they're your deposits. Shaded cells are yours to fill.

Date	Student	Guardian/Contact	Method	Category	Notes (what was said / decided — facts only)	Recap Email Sent	Follow-Up Needed	Follow-Up By	Resolved	Deposit / Withdrawal
2025-10-07	Marcus Green	Rosa Martinez	In-Person	Positive	Told grandmother Marcus helped a new student find their class unprompted. She was pleased.	No	No		Yes	+ Deposit
2025-10-09	Sophie Chang	David Chang	Email	Academics	Shared 2 missing lab writeups (due 9/30, 10/6). Quiz scores solid. Offered Thurs homeroom catch-up.	Yes	Yes	2025-10-16	No	– Withdrawal
2025-10-14	Ethan Ramirez	Maria Alvarez	Phone Call	Behavior	Called re: two redirections during group work 10/13. Agreed on a check-in signal. Mother supportive.	Yes	Yes	2025-10-21	No	– Withdrawal

Color-coded log

GUARDIAN CONTACT LIST & COMMUNICATION LOG



Dashboard

Auto-updates from the Communication Log. Watch the % Positive — it's your deposit ratio. Change the month filter to see any month.

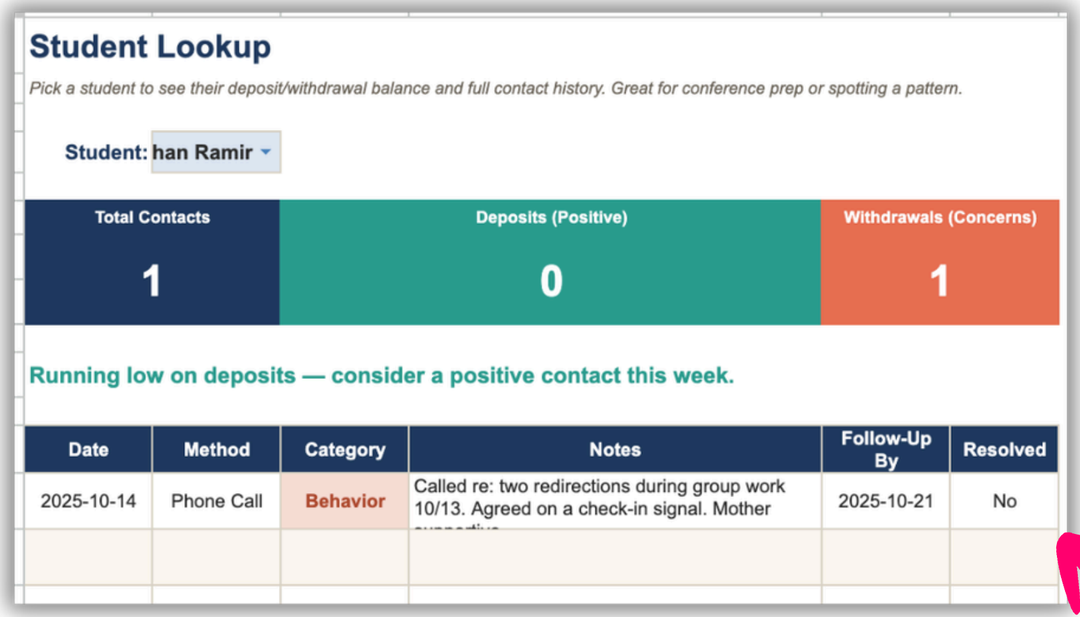
Month Filter: All *(controls the summary boxes below)*

Total Contacts	Positive (Deposits)	Awaiting Follow-Up	Unresolved
3	1	2	2

Deposit ratio: 33% of contacts were positive

Category	Count
Positive	1
Behavior	1
Academics	1
Attendance	0
Scheduling	0
Other	0

Class dashboard



Student Lookup

Pick a student to see their deposit/withdrawal balance and full contact history. Great for conference prep or spotting a pattern.

Student: han Ramir

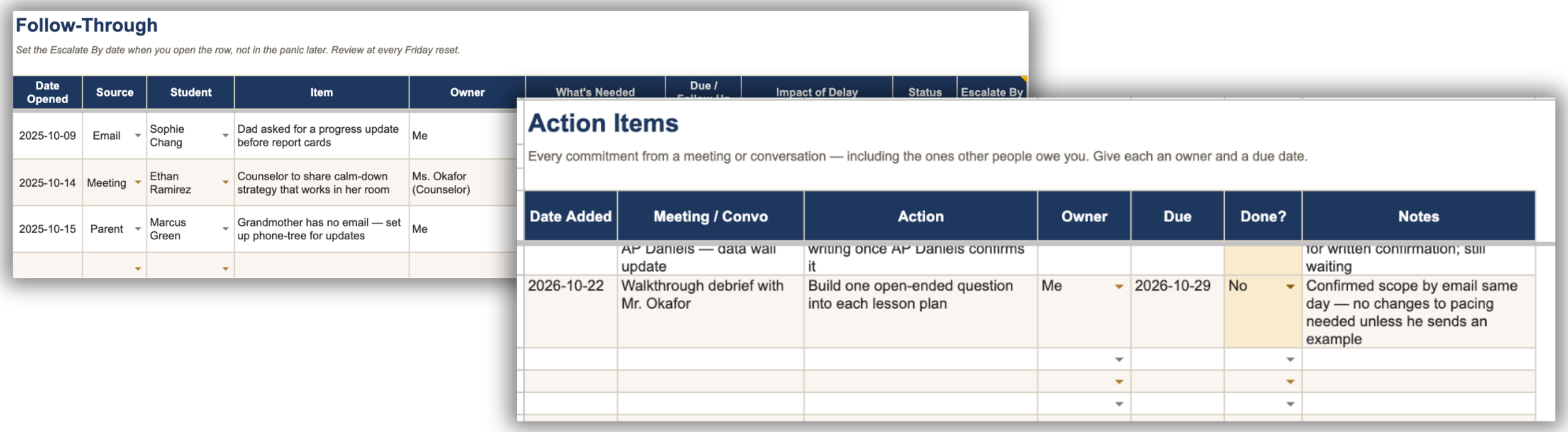
Total Contacts	Deposits (Positive)	Withdrawals (Concerns)
1	0	1

Running low on deposits — consider a positive contact this week.

Date	Method	Category	Notes	Follow-Up By	Resolved
2025-10-14	Phone Call	Behavior	Called re: two redirections during group work 10/13. Agreed on a check-in signal. Mother	2025-10-21	No

Individual students

FOLLOW-THROUGH & ACTION ITEMS



Follow-Through

Set the Escalate By date when you open the row, not in the panic later. Review at every Friday reset.

Date Opened	Source	Student	Item	Owner	What's Needed	Due / Follow-Up	Impact of Delay	Status	Escalate By
2025-10-09	Email	Sophie Chang	Dad asked for a progress update before report cards	Me					
2025-10-14	Meeting	Ethan Ramirez	Counselor to share calm-down strategy that works in her room	Ms. Okafor (Counselor)					
2025-10-15	Parent	Marcus Green	Grandmother has no email — set up phone-tree for updates	Me					

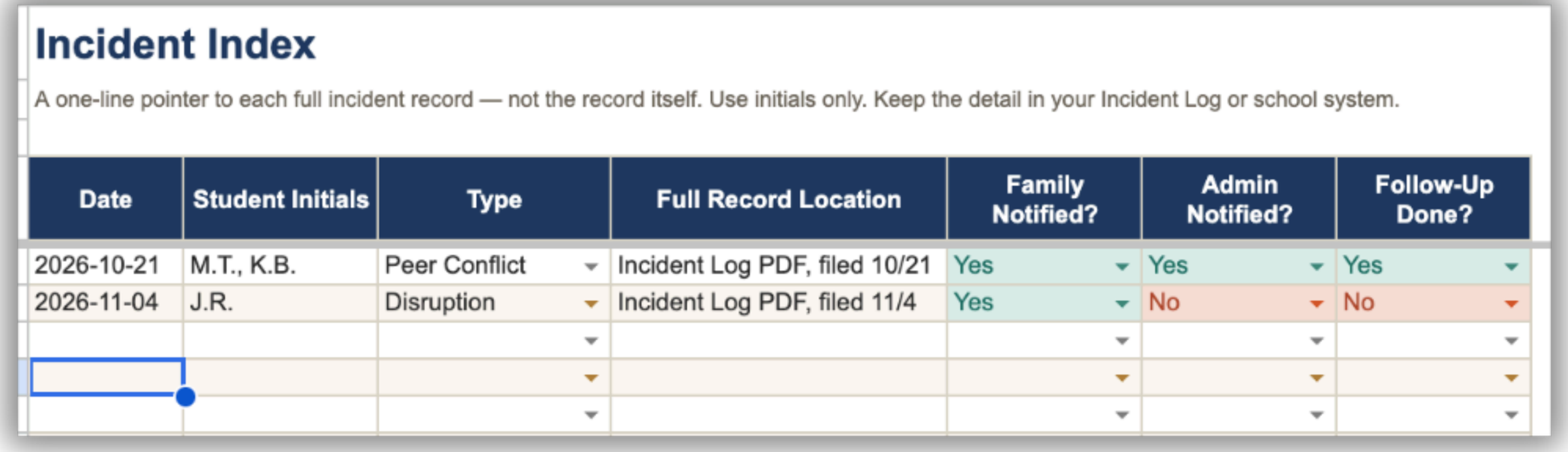
Action Items

Every commitment from a meeting or conversation — including the ones other people owe you. Give each an owner and a due date.

Date Added	Meeting / Convo	Action	Owner	Due	Done?	Notes
	AP Daniels — data wall update	writing once AP Daniels confirms it				for written confirmation; still waiting
2026-10-22	Walkthrough debrief with Mr. Okafor	Build one open-ended question into each lesson plan	Me	2026-10-29	No	Confirmed scope by email same day — no changes to pacing needed unless he sends an example

Free up mental space & reduce the chance of forgetting something important.

INCIDENT INDEX



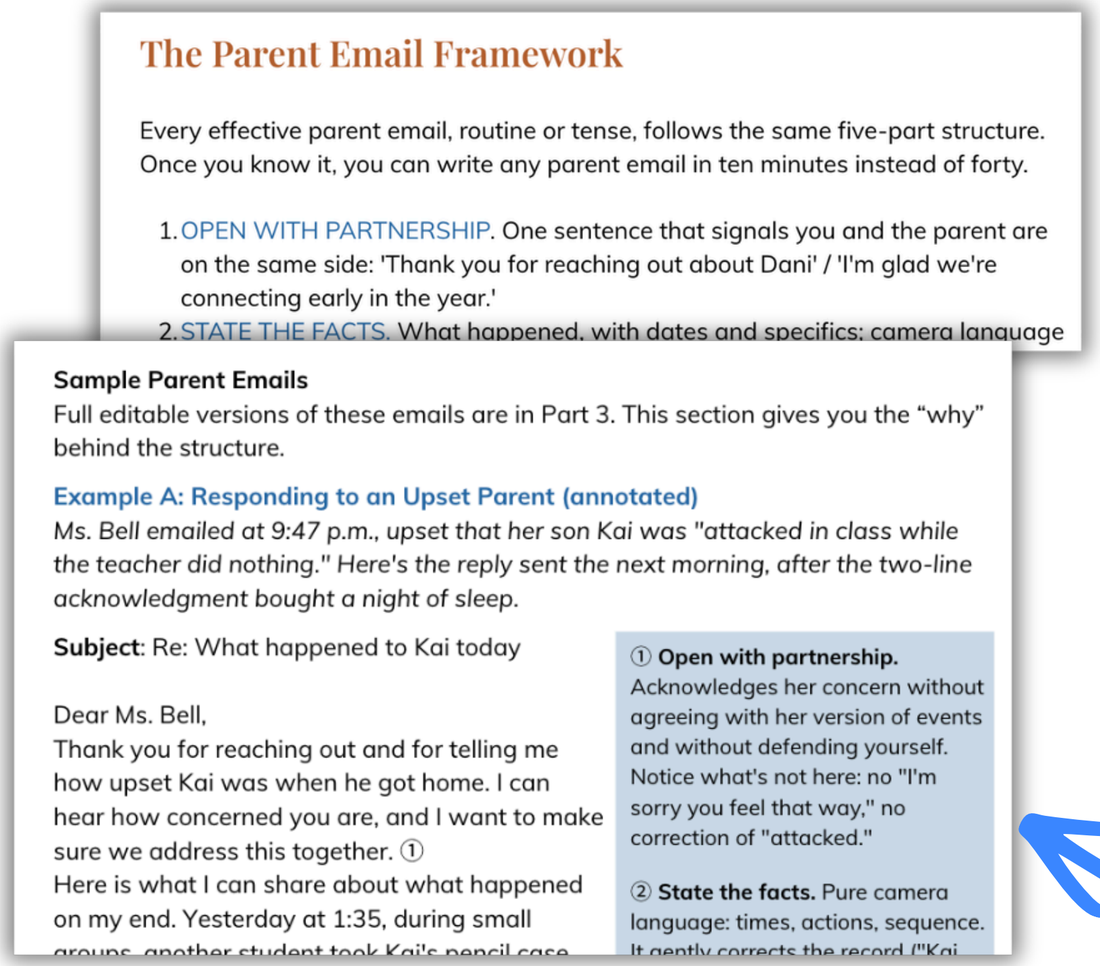
Incident Index

A one-line pointer to each full incident record — not the record itself. Use initials only. Keep the detail in your Incident Log or school system.

Date	Student Initials	Type	Full Record Location	Family Notified?	Admin Notified?	Follow-Up Done?
2026-10-21	M.T., K.B.	Peer Conflict	Incident Log PDF, filed 10/21	Yes	Yes	Yes
2026-11-04	J.R.	Disruption	Incident Log PDF, filed 11/4	Yes	No	No

Documentation & Patterns

5-PART PARENT EMAIL FRAMEWORK



The Parent Email Framework

Every effective parent email, routine or tense, follows the same five-part structure. Once you know it, you can write any parent email in ten minutes instead of forty.

1. OPEN WITH PARTNERSHIP. One sentence that signals you and the parent are on the same side: 'Thank you for reaching out about Dani' / 'I'm glad we're connecting early in the year.'
2. STATE THE FACTS. What happened, with dates and specifics: camera language

Sample Parent Emails

Full editable versions of these emails are in Part 3. This section gives you the "why" behind the structure.

Example A: Responding to an Upset Parent (annotated)

Ms. Bell emailed at 9:47 p.m., upset that her son Kai was "attacked in class while the teacher did nothing." Here's the reply sent the next morning, after the two-line acknowledgment bought a night of sleep.

Subject: Re: What happened to Kai today

Dear Ms. Bell,
Thank you for reaching out and for telling me how upset Kai was when he got home. I can hear how concerned you are, and I want to make sure we address this together. ①
Here is what I can share about what happened on my end. Yesterday at 1:35, during small groups, another student took Kai's pencil case

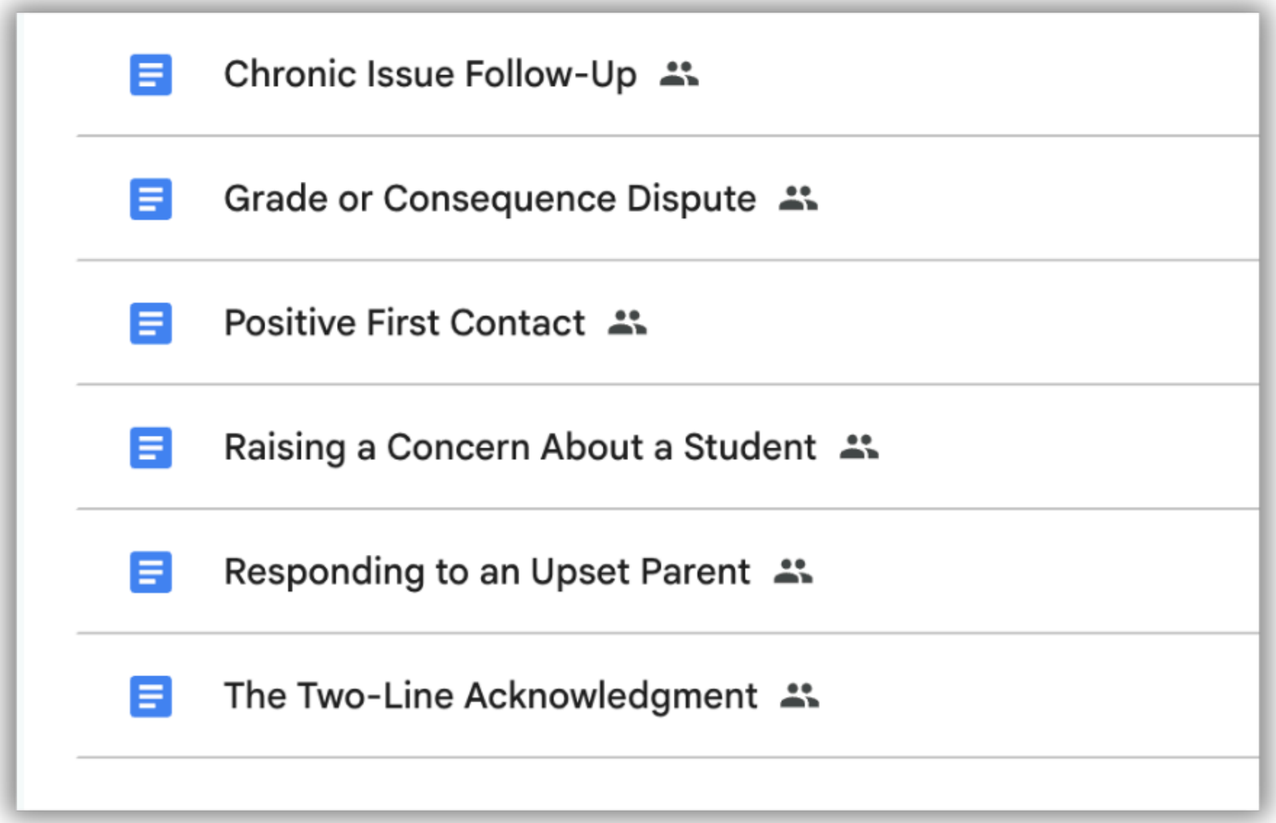
① **Open with partnership.** Acknowledges her concern without agreeing with her version of events and without defending yourself. Notice what's not here: no "I'm sorry you feel that way," no correction of "attacked."

② **State the facts.** Pure camera language: times, actions, sequence. It gently corrects the record ("Kai

Simple structure for any parent emails.

2 annotated examples of how it's done.

6 EDITABLE EMAIL TEMPLATES



Copy, fill in, and press send.

✓ **DONE!**



My name is Cathy White, Ed.D., and I'm the creator behind Pathwise Works. I've spent 25+ years in education, and I build frameworks and systems to help educators have **more time** to actually teach.

Work smarter, not harder!

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