

PARENT COMMUNICATION FORM (PCF)

Date: _____

Dear

_____,

As children develop through the elementary years, they are learning how to interact with others and how to meet their needs in positive ways. I am writing to let you know that your child, _____, had a learning experience in school today. We believed it was important to share this information with you:

- 1) What was reported:
- 2) How your child described his/her actions:
- 3) If necessary, how I investigated and what I determined happened:
- 4) What consequence was assigned for having engaged in that behavior:
- 5) What will happen if this behavior occurs again:

Please sign and return this letter to school in an envelope addressed to me as soon as possible. Please don't hesitate to contact me if you have any questions or concerns.

Thank you.

Principal/Designated Staff Date

Parent Date

**Once the "Incident Report Form," "Follow Up Form," "Parent Communication Letter," and "Think About It Form" are completed, they will be stapled together and placed in a secure location in the office of a designated staff person.*