



Steps for Communicating Data in Family- Friendly Ways

Before Meeting with Families:

Review input that families have provided about their child's development (from developmental milestones checklists, family observation forms, etc.) and consider what they have observed at home. The combination of information gathered from families and teachers provides a more complete picture of children's development.

Print the child's latest assessment results (progress monitoring report, developmental milestones checklist, etc.) Review the child's skills/scores and prepare some talking points to discuss the child's development with the family.

Think about the family-friendly language you can use to avoid educational jargon or "teacher talk" (e.g., use the term *learning area* instead of *domain*) during the meeting.

While Meeting with Families:

Explain what it means to meet/not meet benchmarks or milestones (include an explanation of the features of the report you are sharing with the family).

Describe each learning area/skill in family-friendly terms and give specific examples of what these skills look like.

Explain why these early skills are important for their child's future learning and life.

Celebrate the learning area(s) in which the child is doing well and share activities that can provide additional challenge.

Discuss with sensitivity the learning area(s) in which the child needs extra support and share activities that families can do to support their child at home.

Create an action plan to document the next steps for how you and the family will work together to support the child (e.g., Family & Teacher Goal Setting Form).

After Meeting with Families:

Follow up with families to discuss the action plan and identify ways to provide additional support.