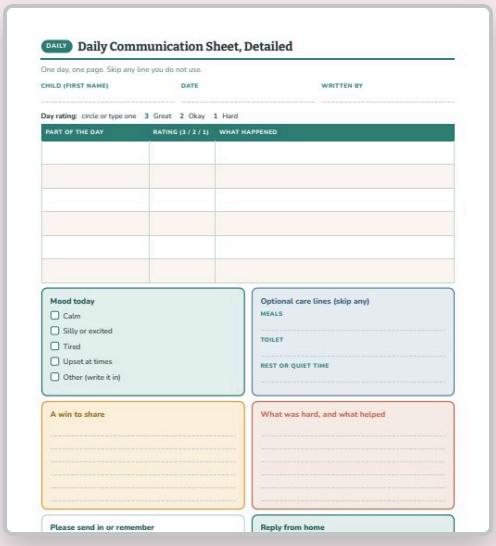
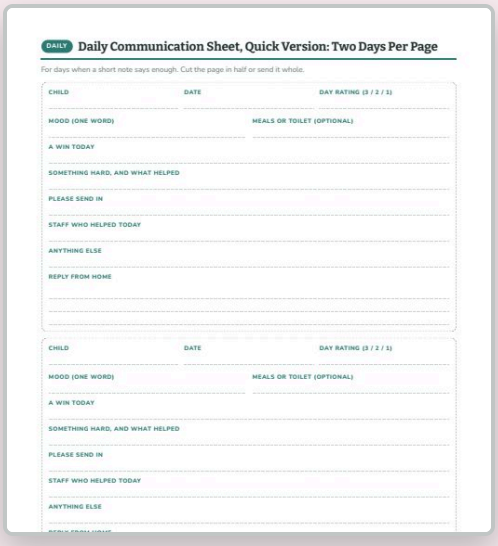
HOME AND SCHOOL

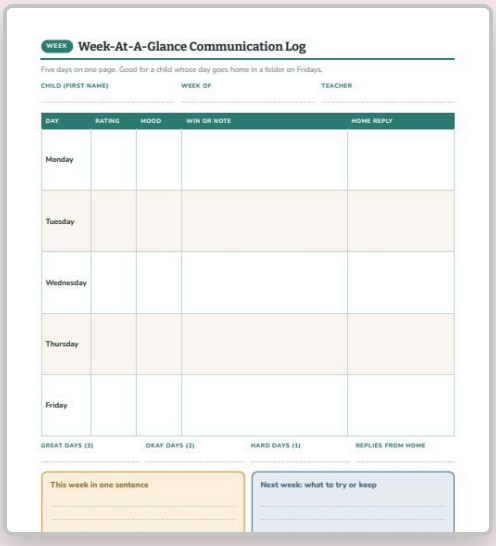
EDITABLE

DAILY COMMUNICATION SHEET

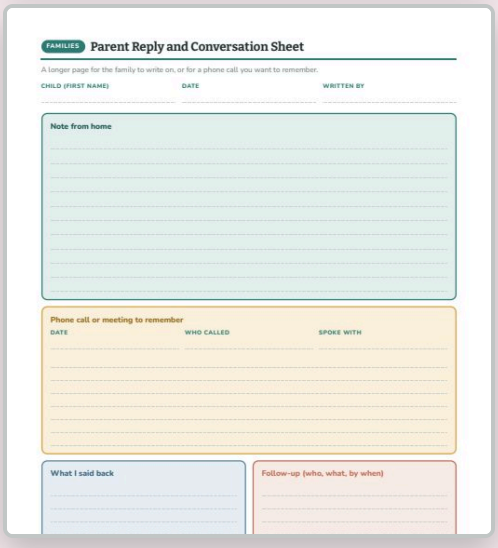
A teacher-to-parent daily note with a place to write back. Fillable PDF.

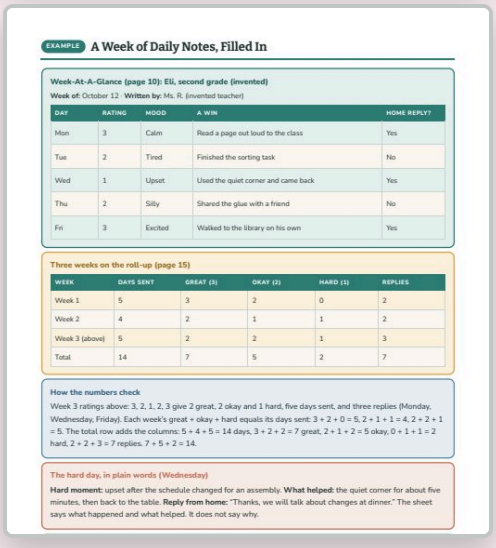












Fillable PDF | **18 Pages** | **Day Rating and Mood** | **Parent Reply**

BRIGHT PATH SPED

DAILY SHEET

Start Here: Which Page for Which Day

Three steps: set up once, send a sheet home each day, read what comes back. Pick the page that fits the day.

SITUATION	USE	WHERE
Sending a full note home at the end of the day	**Daily Communication Sheet, Detailed**	Page 7
A short note on a busy day	**Quick Version, Two Days Per Page**	Page 8
The family wants school to know something at drop-off	**Morning Check-In From Home**	Page 9
Five days on one sheet, sent home on Fridays	**Week-At-A-Glance Log**	Page 10
A month of notes in one place	**Month-At-A-Glance Log**	Page 11
Art, the aide, the bus or a substitute has a note to add	**Specials and Support Staff Notes**	Page 12
The family wants to write more, or you took a phone call	**Parent Reply and Conversation Sheet**	Page 13
Writing the note and not sure what to say	**Daily Note Starters**	Page 14
Turning the weeks into something to show at a conference	**Roll-Up: Weeks and Months**	Page 15
Starting the year with a welcome letter to families	**Cover Letter to Families**	Page 6

Three steps

1. Set up once (page 5): the child's first name, the rating key, and which optional lines you will use.
2. Send a sheet home each day (page 7 or 8) and file the copy that comes back.
3. Once a week, count the ratings on the roll-up (page 15).

What this file does not do

- [ ] Interpret a day. It records what happened; the team decides what it means.
- [ ] Name a condition or a label. Nothing here is pre-filled about any child.
- [ ] Set your district's rules for what goes home; that line is yours to write.
- [ ] Add up the ratings for you. It is a fillable PDF, typed or handwritten.

Your district's policy on notes home, if any

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DAILY Daily Communication Sheet, Detailed

One day, one page. Skip any line you do not use.

CHILD (FIRST NAME) _____ DATE _____ WRITTEN BY _____

Day rating: circle or type one **3** Great **2** Okay **1** Hard

PART OF THE DAY	RATING (3 / 2 / 1)	WHAT HAPPENED

Mood today

- ☐ Calm
- ☐ Silly or excited
- ☐ Tired
- ☐ Upset at times
- ☐ Other (write it in)

Optional care lines (skip any)

MEALS _____

TOILET _____

REST OR QUIET TIME _____

A win to share

What was hard, and what helped

Please send in or remember

Reply from home

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WEEK Week-At-A-Glance Communication Log

Five days on one page. Good for a child whose day goes home in a folder on Fridays.

CHILD (FIRST NAME) _____ WEEK OF _____ TEACHER _____

DAY	RATING	MOOD	WIN OR NOTE	HOME REPLY
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

GREAT DAYS (3) _____ OKAY DAYS (2) _____ HARD DAYS (1) _____ REPLIES FROM HOME _____

This week in one sentence

Next week: what to try or keep

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SUMMARY

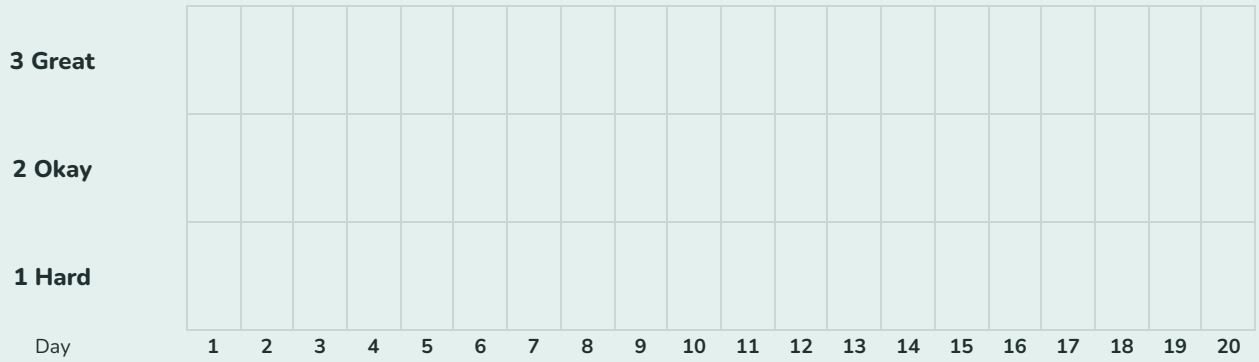
Roll-Up: Weeks and Months of Daily Notes

Count the ratings once a week, then plot the days on the graph. Ready for a conference.

CHILD (FIRST NAME) _____ MONTH OR TERM _____ TEACHER _____

WEEK	DAYS SENT	GREAT (3)	OKAY (2)	HARD (1)	REPLIES BACK
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Total					

Plot a dot for each school day, then connect the dots



Day numbers 1 to 20 run left to right. Three days in a row at the bottom is a reason to call, not a score.

What the weeks show (write in the numbers)

What the team and the family will do next

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EXAMPLE

A Week of Daily Notes, Filled In

Week-At-A-Glance (page 10): Eli, second grade (invented)

Week of: October 12 · **Written by:** Ms. R. (invented teacher)

DAY	RATING	MOOD	A WIN	HOME REPLY?
Mon	3	Calm	Read a page out loud to the class	Yes
Tue	2	Tired	Finished the sorting task	No
Wed	1	Upset	Used the quiet corner and came back	Yes
Thu	2	Silly	Shared the glue with a friend	No
Fri	3	Excited	Walked to the library on his own	Yes

Three weeks on the roll-up (page 15)

WEEK	DAYS SENT	GREAT (3)	OKAY (2)	HARD (1)	REPLIES
Week 1	5	3	2	0	2
Week 2	4	2	1	1	2
Week 3 (above)	5	2	2	1	3
Total	14	7	5	2	7

How the numbers check

Week 3 ratings above: 3, 2, 1, 2, 3 give 2 great, 2 okay and 1 hard, five days sent, and three replies (Monday, Wednesday, Friday). Each week's great + okay + hard equals its days sent: 3 + 2 + 0 = 5, 2 + 1 + 1 = 4, 2 + 2 + 1 = 5. The total row adds the columns: 5 + 4 + 5 = 14 days, 3 + 2 + 2 = 7 great, 2 + 1 + 2 = 5 okay, 0 + 1 + 1 = 2 hard, 2 + 2 + 3 = 7 replies. 7 + 5 + 2 = 14.

The hard day, in plain words (Wednesday)

Hard moment: upset after the schedule changed for an assembly. **What helped:** the quiet corner for about five minutes, then back to the table. **Reply from home:** "Thanks, we will talk about changes at dinner." The sheet says what happened and what helped. It does not say why.

What is not on the page

No label, no goal, no score for Eli and no advice to the family. Eli and Ms. R. are invented, for illustration only.

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ORGANIZER

Daily Sheet Binder Cover and Tabs

Print on cardstock for a cover, a spine insert, and five divider tabs.

Binder cover and spine insert

CHILD (FIRST NAME) OR CLASS

SCHOOL YEAR

Print this page, trim it to fit your binder's cover sleeve and spine sleeve, and slide each piece in.

Daily Communication Sheet

Home and School · Day by Day

Five divider tabs

Print on cardstock and trim along each tab's border, then tuck it behind the matching section.

SETUP | DAILY | WEEK | MONTH | REPLIES

What is behind each tab

TAB	PAGES BEHIND IT	WHAT IS THERE
Setup	Pages 5–6	The setup page and the cover letter to families
Daily	Pages 7–9	Detailed, quick and morning check-in sheets
Week	Page 10	The week-at-a-glance log
Month	Pages 11–12, 15	The month log, staff notes and the roll-up
Replies	Pages 13–14, 16	Parent reply sheet, note starters and the example

Reprint any tab or the cover on its own if a label gets scuffed.

Setting it up, once

1. Print this page on cardstock, one copy.
2. Trim the cover and the spine insert and slide them into the binder's sleeves.
3. Trim the five tabs and tuck each behind its section, using the key.
4. Print the working pages (5 through 15) on regular paper and file them behind their tab.
5. Print a fresh month page (11) at the start of each month.
6. Fill in the setup page (5) before the first sheet goes home.

A sturdier binder, with no extra printing

Slide the cover and each tab into a plastic sheet protector before trimming. A protected tab lasts a school year of being pulled on.

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