

WEEKLY & MONTHLY NEWSLETTER TEMPLATE

A weekly newsletter template and a monthly one, not one page reused, plus a quick note home, a family reply slip, a month-at-a-glance roll-up, and a newsletter log. Fillable PDF.

SEND HOME Weekly Classroom Newsletter Template

A full weekly update: this week's learning, reminders, upcoming dates, and a shout-out. In one page sent home every week this template is used.

CLASSROOM / TEACHER WEEK OF GRADE / SUBJECT FOCUS SENT VIA

This week in our classroom

Reminders for home

Upcoming dates

DATE	EVENT	NOTES

Shout-outs

Mark one or more categories used in this issue (page 5)

☐ Learning — What the class studied, practiced, or explored

☐ Reminders — Something families need to send in, sign, or remember

☐ Upcoming Dates — An event, deadline, early release, or day off

☐ Shout-Outs — A classroom win, big or small, worth celebrating

☐ Ask For — Something the classroom could use help with

SEND HOME Monthly Classroom Newsletter Template

A broader monthly update instead of four weekly ones: highlights, a month-at-a-glance calendar, and a closing word from the classroom.

CLASSROOM / TEACHER MONTH SCHOOL YEAR

This month's highlights

Month-at-a-glance dates

DATE	EVENT	NOTES

A word from our classroom

Thank you & shout-outs

SEND HOME Quick Note Home Slip

For one specific thing that cannot wait for the next full newsletter. One line, a category mark, home in under a minute — still logged on page 11.

CLASSROOM / TEACHER DATE WRITTEN BY

Today in one line

Mark one or more categories from the key (page 5)

☐ Learning — What the class studied, practiced, or explored

☐ Reminders — Something families need to send in, sign, or remember

☐ Upcoming Dates — An event, deadline, early release, or day off

☐ Shout-Outs — A classroom win, big or small, worth celebrating

☐ Ask For — Something the classroom could use help with

This week's quick notes so far (optional running list)

DAY	ONE-LINE NOTE	CATEGORY

When to use the quick version instead of a full newsletter

Most weeks run on the usual template. The quick version takes under a minute: one line and a category mark. Use it for one item that cannot wait for the next weekly or monthly issue, and still log it on page 11 exactly like a full newsletter.

Before you send the quick version

☐ This really is one specific item, not a substitute for the next full newsletter.

☐ At least one category from the key is circled or typed, so the log (page 11) has something to copy.

☐ If more needs explaining later, a full weekly or monthly template can still be written and sent as a follow-up.

SEND HOME Sign-and-Return Family Reply Slip

The one slip in this file meant to be filled in by the family, not the teacher, and sent back the same way the newsletter arrived.

CLASSROOM / TEACHER DATE FROM (FAMILY MEMBER)

A note or question for the teacher

Mark any that apply

☐ I received this newsletter or note.

☐ I have a question (write above).

☐ I would like a call or email back.

☐ I can help with something (write below).

I CAN HELP WITH BEST WAY TO REACH ME (PHONE OR EMAIL)

FAMILY SIGNATURE DATE RETURNED

How this slip travels

The one slip in this file meant to be filled in by the family, not the teacher. Detach it and send it home attached to a newsletter or quick note, and it comes back the same way — folder, email, or app — whichever this classroom usually uses. Log a reply received on the Newsletter Log (page 11) the day it comes back.

Before you send this back

☐ Written in plain words.

☐ Names one specific thing, not just "everything is."

What happens after this comes back

The teacher logs a reply received on page 11 the day it arrives and answers any question here the

TRACKING This Month at a Glance

Roll four weeks of newsletters onto one page before writing the Monthly Classroom Newsletter Template (page 7), so nothing is written from memory.

CLASSROOM / TEACHER MONTH SCHOOL YEAR

WEEK OF	NEWSLETTER SENT?	MAIN TOPIC	REMINDER SENT?	REPLY RETURNED?
Week 1	Yes	Plant life cycles	Yes (Field trip form due Friday)	Yes
Week 2	Yes	Measurement in math	No	No
Week 3	Yes	Community helpers unit	Yes (Picture day Thursday)	Yes
Week 4	Yes	Review and quiz prep	No	No
Month total	4 of 4	-	2 of 4	2 of 4

Building this page

Copy each row from this month's Newsletter Log (page 11): whether a newsletter went home that week, the main topic, whether a reminder was sent, and whether a reply came back.

Category tally for the month (optional)

CATEGORY	TIMES USED THIS MONTH
Learning	4
Reminders	2
Upcoming Dates	2
Shout-Outs	4
Ask For	0
Total marks	12

Reading this page at a glance

☐ A month with most weeks sent and a steady mix of categories is an ordinary month, not a concern by itself.

☐ A drop in replies returned several months in a row is worth a note at the next team meeting, not a quick fix on this page alone.

☐ A month total noticeably short of four weeks sent usually means a row was never logged — check the log loss

EXAMPLE One Month of Newsletters, Filled In

An invented third-grade classroom and one month of newsletters, rolled up and summarized. Every number on this page is added so the arithmetic can be checked.

This Month at a Glance for Ms. Rivera's Grade 3 Classroom, invented

Four weeks, a newsletter sent every week = 4 of 4 = 100%. Two weeks carried a reminder (Week 1's field trip form, Week 3's picture day) = 2 of 4 = 50%, and the same two weeks had a reply returned, also 2 of 4 = 50%.

WEEK OF	NEWSLETTER SENT?	MAIN TOPIC	REMINDER SENT?	REPLY RETURNED?
Week 1	Yes	Plant life cycles	Yes (Field trip form due Friday)	Yes
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Week 3	Yes	Community helpers unit	Yes (Picture day Thursday)	Yes
Week 4	Yes	Review and quiz prep	No	No
Month total	4 of 4	-	2 of 4	2 of 4

Category tally for the same month

Learning and Shout-Outs: 4 each (every week). Reminders and Upcoming Dates: 2 each (the two weeks above). Ask For: 0. 4+4+2+2+0=12 marks total, a direct count of the four log rows.

CATEGORY	TIMES USED THIS MONTH
Learning	4
Reminders	2
Upcoming Dates	2
Shout-Outs	4
Ask For	0
Total marks	12

What the Monthly Classroom Newsletter Template (page 7) would pull from this roll-up

Highlights: the same four topics above, one per week. Month-at-a-glance dates: the two weeks that carried a reminder become the two calendar dates below.

DATE	EVENT	NOTES
Week 1	Field trip form due Friday	
Week 3	Picture day Thursday	

How This Newsletter System Works

A weekly template, a monthly template, a quick note, and a reply slip. Set the five content categories once on page 5, and every page in this file uses the same five.

IF THIS WEEK LOOKS LIKE THIS...	USE THIS PAGE	WHAT IT DOES
You send a newsletter home every week	Weekly Classroom Newsletter Template (6)	A full week's learning, reminders, and dates in one page
Your school or team prefers one update a month	Monthly Classroom Newsletter Template (7)	A broader monthly update with a month-at-a-glance calendar
You need to get one specific thing home today	Quick Note Home Slip (8)	One line and a category mark, home in under a minute
A family wants to write back or ask something	Sign-and-Return Family Reply Slip (9)	A tear-off slip the family fills in and sends back
You want to build the month from your weekly ones	This Month at a Glance (10)	Roll four weeks of topics and reminders onto one page first
You need to track what went home and when	Newsletter Log (11)	One row every time a newsletter or note goes home

What's inside, in the order you'd use it

- 1 Setup: name the classroom and set the five content categories once (page 5).
- 2 Send the Weekly Classroom Newsletter Template most weeks (page 6), or the Monthly Classroom Newsletter Template instead if your team sends one update a month (page 7).
- 3 Reach for the Quick Note Home Slip for one item that cannot wait (page 8).
- 4 Attach the Sign-and-Return Family Reply Slip when a reply matters (page 9).
- 5 Roll each week's topics onto This Month at a Glance before writing the month's newsletter (page 10).
- 6 Log every newsletter and note the same day it goes home (page 11).
- 7 Plan a few weeks ahead with the Content Planner (page 14), and write from the Newsletter Blurb Starters (page 13).

What this file is not

Not a per-student log and not a behavior or data-collection tool — it carries no ratings, no points, and no student-specific record of any kind. It does not store or send anything on its own and does not replace a school newsletter platform if your school already has one; it is the template to write from, print or type into, for any classroom, special education or general education.

Three habits this file assumes

- ☐ Agree on the five content categories (page 5) with any co-teacher or aide who writes a newsletter.
- ☐ Send something every week or month you have committed to, so the log (page 11) is never missing a row.
- ☐ Log each newsletter or note the same day it goes home, so This Month at a Glance (page 10) is a copy, not a guess.

A full weekly update: this week's learning, reminders, upcoming dates, and a shout-out, in one page sent home every week this template is used.

CLASSROOM / TEACHER

WEEK OF

GRADE / SUBJECT FOCUS

SENT VIA

This week in our classroom

Reminders for home

Upcoming dates

DATE	EVENT	NOTES

Shout-outs

Mark one or more categories used in this issue (page 5)

- ☐ Learning — What the class studied, practiced, or explored
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- ☐ Ask For — Something the classroom could use help with

NEEDS A REPLY? (CIRCLE) YES / NO

IF YES, BY (DATE)

Using this template

Fill this page in as the week ends and send it home that day. Log it on the Newsletter Log (page 11) the same day, and use the Sign-and-Return Family Reply Slip (page 9) if a reply is expected back. For one thing that cannot wait until the next weekly issue, use the Quick Note Home Slip (page 8) instead and still log it.

Monthly Classroom Newsletter Template

A broader monthly update instead of four weekly ones: highlights, a month-at-a-glance calendar, and a closing word from the classroom.

CLASSROOM / TEACHER

MONTH

SCHOOL YEAR

This month's highlights

Month-at-a-glance dates

DATE	EVENT	NOTES

A word from our classroom

Thank you & shout-outs

Building this newsletter

Pull the highlights and dates straight from This Month at a Glance (page 10) rather than writing the month from memory. Use this template instead of four weekly issues when your school or team prefers one update a month.

Sign-and-Return Family Reply Slip

The one slip in this file meant to be filled in by the family, not the teacher, and sent back the same way the newsletter arrived.

CLASSROOM / TEACHER

DATE

FROM (FAMILY MEMBER)

A note or question for the teacher

Mark any that apply

- ☐ I received this newsletter or note.
- ☐ I have a question (write above).
- ☐ I would like a call or email back.
- ☐ I can help with something (write below).

I CAN HELP WITH

BEST WAY TO REACH ME (PHONE OR EMAIL)

FAMILY SIGNATURE

DATE RETURNED

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Before you send this back

- ☐ Written in plain words.
- ☐ Names one specific thing, not just “everything is fine.”
- ☐ The best way to reach you is filled in, if a reply back matters.

What happens after this comes back

The teacher logs a reply received on page 11 the day it arrives and answers any question here the same way the newsletter travels — folder, email, or app. A question that needs a longer conversation gets a phone call or a meeting, not just a line on the next newsletter.

EXAMPLE

One Month of Newsletters, Filled In

An invented third-grade classroom and one month of newsletters, rolled up and summarized. Every number on this page is added so the arithmetic can be checked.

This Month at a Glance for Ms. Rivera's Grade 3 Classroom, invented

Four weeks, a newsletter sent every week = 4 of 4 = 100%. Two weeks carried a reminder (Week 1's field trip form, Week 3's picture day) = 2 of 4 = 50%, and the same two weeks had a reply returned, also 2 of 4 = 50%.

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What the Monthly Classroom Newsletter Template (page 7) would pull from this roll-up

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Week 1	Field trip form due Friday	–
Week 3	Picture day Thursday	–

Reading this example

- ☐ A reminder and a reply returned happened to land in the same two weeks here; that is this month's pattern, not a rule.
- ☐ Every number above is a count of the table rows shown on this page, not a separate claim.

Ms. Rivera's Grade 3 Classroom is an invented classroom for this example; no real teacher, student, or family information is used or shown.