

NAVIGATING SCHOOL EMAILS

A Communication Roadmap



Advocating for your child's education is important as a parent, and open communication with their school can make a big difference. Whether you have concerns about academics, behavior, social challenges, or special education services, knowing how to communicate effectively can help ensure your child receives the support they need.

1

Short & Focused

Stick to one main concern per email and avoid unnecessary details.

Example: "I'd like to discuss strategies to support my student's reading comprehension."

2

Be Specific

Provide clear examples rather than broad statements.

Instead of: "My student is behind in math!"

Say: "My student struggles with multiplication and gets frustrated with homework."

3

Keep Tone Polite

Stay calm and respectful, even if you're frustrated.

Example: "I appreciate your time and want to work together to find a solution."

4

Ask for Solutions

Instead of making demands, request collaboration and possible solutions.

Example: "Can we schedule a meeting to discuss classroom strategies that could help my student stay engaged?"

5

Follow-Up

If you don't receive a response, politely check in after a reasonable timeframe.

Example: "I want to follow up on my previous email regarding my child's support plan. Please let me know a convenient time to discuss."