Communication, Coordination, and Collaboration Plan

**Directions:** Use the prompts in this section to craft a plan for how you will communicate, coordinate, and collaborate with stakeholders supporting the student. When preparing a communication, coordination, and collaboration plan, please take into account confidentiality or privacy limitations in terms of which information may be shared with which stakeholders.

Administrators

Guidance

and adjustment counselors

Family

liaison

Teachers (ELD,

content, SPED, specialists)

Nurse

Families/

Caregivers

**Student**

Community

organization

|  |  |
| --- | --- |
| **Guiding Prompts** | **Notes** |
| Transmission: Who is responsible for sharing which accurate and timely pieces of information with whom? Through what channels? How often? |  |
| Dialogue: When and how will portfolio quantitative and qualitative data inform dialogue among relevant stakeholder groups? |  |
| Coordination and collaboration: How will student support be coordinated among the various parties, and how might collaboration work? |  |
| Feedback loops: What external feedback loops (e.g., with families and caretakers, community organizations) need to be in place to support the students’ linguistic, academic, and social-emotional well-being and success? |  |
| Support: How will the portfolio information be used to support the student and caregivers? |  |
| Additional considerations: |  |