

Communication Templates

To the best of your ability document communication with caseworkers, therapists, teachers, over email.

1. Be polite
2. Be detailed
3. Save email threads

Example #1 Correspondence to a Case Manager

Dear [Name Of Caseworker],

This is a follow up to your visit today at 1:00pm. I appreciate the time you took to explain this process to me and I appreciated the gentle tone you used with the kids. This really helped to put them at ease. It is my understanding that you will review the safety plan we have in place with your supervisor and contact me tomorrow.

Sincerely,
[Your Name]
[Your Number]

Example #2 Correspondence to a Teacher

Dear [Name Of Teacher],

I'm touching base with you today about my son, (name). He had a really rough night last night and didn't sleep well. He may be struggling today at school. He may need a little extra time with the resource teacher. I am available if he needs to call home.

He just recently started having a lot of questions about his adoption. We have identified trusted people he can talk to if he has any questions. (Mom, Dad, Therapist and Grandma) We let him know that if he has any questions or thoughts about the details while he's at school that he can tell you and you will let us know.

Thank you so much for all of your support this year. We appreciate you.

Sincerely,
[Your Name]
[Your Phone Number]

Example #3 Correspondence to a Therapist or Medical Provider

Dear [Therapist's Name],

We have been documenting the successes and concerns with (child) this week and want to share them with you.

- [Day Of The Week], at [Time Of The Day] - She used a coping skill to work through a difficult situation with a friend. Instead of arguing, she took a deep breath and listened first.
- [Day] at [Time] - She had difficulty sleeping and woke up multiple times during the night. She eventually slept on the floor of our room. We researched and found that she had an ice cream party at school that afternoon. She does seem to have difficulty with sugar.
- [Day] at [Time] - She was very upset at dinner because she didn't like the smell of peas, she threw her plate and raged for about 2 hours. She finally collapsed around 8 and fell asleep on her floor. We were able to pick her up and put her into bed. She seemed much better on Saturday morning after a good night sleep. We were able to help her make amends with her siblings.

Sincerely,
[Your Name]