Newsletters convey timely information in a small amount of space, usually targeting a specific audience. A weekly or monthly newsletter can be a highly effective way to communicate with families. By keeping a newsletter to one or two pages in length, families are more likely to read it in its entirety and keep it handy for future reference.

Using **bold** or ***italics*** gives emphasis and draws the reader’s eye to a heading or topic. As you design your newsletter, consider putting information in the same place each time so that your readers know where to look. For example, publish your **“Upcoming Events”** information on the front page of the newsletter in a boxed in or shaded area.

Just remember, if translation services are required for your written materials, pre-planning is important.

**Suggested Newsletter Topics**

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| **School-wide Newsletters** | **Classroom Newsletters** | **Linked to Learning** |
| * Notes from the principal
* Notes from the school nurse
* Testing information and dates
* Site Council recruitment and dates
* Parent organization information
* Event or deadline reminders
* Latchkey information
* Contact information
* Website information
 | * What we’ve been learning
* What we will learn next week (or next month)
* Things to bring to school
* Testing information and reminders
* Scheduled activities in the classroom
* Field trips
 | * Facts about …
* “Ask Me” question …
* Activities to do at home
* Homework tips
* Student features
* Articles written by students
* Articles written about students
* Quotes about family engagement topics
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| **Calendar Reminders** | **Thank You’s / Accolades** | **Families** |
| * School calendar
* School-wide events
* Sporting events
* Field trips
* No school days
* Early dismissal information
* Parent-teacher conferences
* Concerts
* Pictures
* Deadline information
* Grade-level reminders
 | * Student / Family of the week
* Thank you’s to volunteers
* Thanks you’s for donations
* Community partner recognition
* Birthdays
* Student achievements outside of the classroom
* Perfect attendance
* Honor Roll
* 25 Books Campaign
* State Assessment honors
* Extra-curricular honors
* Student recognition
 | * Featured families
* Featured family activities (reports)
* Healthy living tips / recipes
* Pictures from family events
* Highlight a social service or community resource
* Requests for volunteers
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