**KyMTSS**

**Communication Plan Template**

The purpose of the Communication Plan is to authentically engage with staff, families, students and relevant community entities. A carefully crafted plan allows for the sharing of information and eliciting stakeholder input. An effective plan seeks to ***inform, prevent misunderstandings to reduce barriers, celebrate successes, build collective commitment, and facilitate gathering of valuable input and expertise.*** A carefully designed and implemented Communication Plan ensures diverse perspectives are included and everyone has a role in developing a system of continuous improvement.

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|  | Teams at all levels of the system use a written plan to communicate progress, celebrate successes, identify and address barriers to MTSS implementation and report on actions taken to resolve or address identified areas of concern. | | | | | | |
| Team  *What Team is meeting?* | **Rationale**  *Why is this communication needed? What is its purpose?* | **Audience**  *Who needs to be communicated with?*  *How can we be mindful of diverse perspectives?* | **Information or Messages**  *What needs to be communicated? How should it be crafted?* | **Methods**  *Which mode might be best: email, presentation, meeting, Webcast, etc.?* | **Responsibility**  *Who is responsible for crafting and sending the communication?*  *Who will gather stakeholder input and revise based on it?* | **Response**  *Timeline: What is the allotted time frame for gathering input?*  *Method: If seeking stakeholder input, how will it be gathered?* | **Success Indicators**  *What will determine the effectiveness of the communication?* |
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\*Add/delete rows as needed