

Audience	Communication Objective	Intended Message	Media	Timing
Parents and guardians	Inform parents of existence of major assignments and tests	Parents can help students get ready for assignments	Email	Beginning of semester with information on all assignments.
Parents and guardians	Give parents a reminder of due dates	Parents can help students maintain their personal calendars	Email list-serv	3 class meetings before assignment is due
Parents, guardians, interested parties	Maintain interest in class for students' support network	Updating on the day's activities and student performance	Twitter	Daily
Individual Parents	Inform parent of student activity	Open individual lines of communication	Phone call	Rotating schedule
Individual Parents	Arrange meeting	Willingness to meet in person	Phone call	As needed