**Communication Plan for Survey Results**

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| --- | --- | --- | --- | --- | --- |
| Group Receiving Communication | What is Communicated (Summarize main content ideas) | Format of Communication (newsletter, staff meeting, morning announcements, etc.) | When (List dates and times) | Responsible Person | Specific Action Steps |
| Staff |  |  |  |  |  |
| Students |  |  |  |  |  |
| Parents |  |  |  |  |  |