

The Welcome Script

Teacher: Hi! May I speak to the parent or guardian of (student's name)?

Parent: This is the parent

Teacher: My name is (Your Name)! And I am thrilled to serve as you (content) teacher this year! I'm just calling to welcome you and your family to my class. How was your summer?

Parent: (Varied Response)

(Teacher actively listen during this time so you can continue a casual conversation! Once you wrap up the conversation, proceed to the rest of the script.)

Teacher: Well, I have reviewed some of (student name)'s information from last year and I see he/she has (input POSITIVE observation from research)

[Example of positive observation would be honor roll, perfect attendance, etc.]

Parent will respond and continue conversation. Once you have completed reviewing this point, proceed to next text.

Teacher: Wow! That's pretty awesome! Can you help me understand (ONE wondering you may have had during your research.)? How can I help you this year?

[Ex. of a wondering would be excessive absences, additional help needed in Math or Reading, etc.]

Parent will respond, and the teacher will continue to professionally facilitate the conversation.

Teacher: Got it! Well, Mr./Mrs. (parent name), I have really enjoyed speaking with you. I really want to make a strong effort to communicate with my parents this year. Let me remind you our open house will be (input date and time). I also want you to know we will be operating with a hybrid model for our classroom just in case we experience extended intercessions as we did last year for COVID 19.

If you would like to reach me, you can (input contact information). Thanks for taking the time to speak with me. I look forward to seeing you at our open house!