

Connect & Reflect

Using a script can make family phone calls easier—and more productive. Here's a template you can use or adapt.



POSITIVE PHONE CALL SCRIPT

TOPIC	NOTES
1 Introduce yourself EXAMPLE: <i>Hi, Mrs. Lopez. I'm Miss Smith and I'm Sofia's teacher this year. I'm calling to introduce myself.</i>	
2 Welcome family as part of your class EXAMPLE: <i>I'm so happy to have Sofia in my class this year and look forward to meeting and learning more about you and the rest of your family.</i>	
3 Express the importance of partnership EXAMPLE: <i>I believe that working together is the best way to help Sofia thrive.</i>	
4 Conversation starter: Share a positive story or observation to learn something new EXAMPLE: <i>I love Sofia's curiosity—she asks such great questions in class! What kinds of things does she like to explore at home?</i>	
5 Establish the best times and methods of communication EXAMPLE: <i>I know you're a busy person. What's the best way for me to connect with you this year? Do you prefer emails, phone calls, or texts?</i>	
6 Thank you and closing EXAMPLE: <i>It's been a pleasure getting to know you. Do you have any questions for me? How can I support you?</i>	