



## *Sample Phone Call Script*

Hi, Mr./Ms. [parent's name],

I am [yourname], [student's name]'s teacher. How are you today?

I'm calling because I want to get to know my students' families better and I want families to get to know me as well. I believe this makes me a better teacher.

I know how much your child means to you and I have no doubt that, together, you and I will make the rest of this year successful for him/her.

I would like to set up a time when I can visit you and [student's name] in your home. I will bring my colleague [name], who is [title], with me. It will be a short visit that will only take 30-40 minutes.

The two dates I have in mind are [two dates] at [time] or [time]. Do any of these work for you?

Okay, I'll call you either the day before or the day of the visit to confirm. Thanks!  
I'll see you then!