Welcome Phone Call/Conversation Checklist

Did you....

☑ Introduce yourself? Tell the family member about your background, history, and interests?

☑ Ask for the family member’s correct name, relationship to the student, and contact information?

☑ Let the family member know how much you care about his or her child and that you value his or her engagement?

☑ Share your broad goals/high expectations for your students (graduate high school, go to college, etc.)?

☑ Ask the family member about hopes and dreams for his or her child?

☑ Ask the family member about his or her child—what does he or she like to do at home? What are his or her hobbies? His or her strengths?

☑ Ask the family member about his or her background, interests, and previous experience with school?

☑ Invite the family member to engage this year by sharing opportunities to get involved in the classroom, ways to support learning at home, etc.?

☑ Ask the family member if there is anything else you should know right away about him or her or the child?

☑ Give the family member information on multiple ways to reach you if he or she has questions, changes phone numbers, or needs additional support?