

Welcome Call Planning Tool

Use this table to plan your beginning of the year relationship-building communication. If these communications happen with a partner, be sure to note who will take the lead in each section.

Component	Talking Points	Notes
1. Introduce yourself (and your partner if applicable) and confirm that this is still a good time to talk.		
2. Outline – quickly – the agenda and goals of the call. Ask if there is anything the family would add.		
3. Share: <ul style="list-style-type: none">• Your background• Your interests• How excited you are to teach their child!		
4. Ask: see Questions for Trust Building		

Component	Talking Points	Notes
5. Share: <ul style="list-style-type: none">• Your hopes and dreams for their student• Your expectations for engagement during the year		
6. Ask how the family would like to stay in communication over the year and share all the possible ways they can connect with you.		
7. Share any critical school or district updates.		
8. Ask the family if they have any final questions or concerns they'd like to share.		
9. Thank families for their time and share any next steps based on the conversation.		