



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?