

Relationship Building Visit Guidance

Before the visit

- ☑ **Call and confirm the visit beforehand.**
 - Confirm the date, time and location of the visit, as well as your partner's name. Restate that the purpose of the visit is to help you build a relationship and better support the child.
- ☑ **Touch base with your partner.**
 - Discuss the questions you'll ask, and any existing knowledge or experience you have with the student and the family.
- ☑ **Remember to avoid taking paper or pencil into the visit if at all possible.**
 - Taking notes may help you to remember things, but it can make people very nervous.

During the visit

A relationship building visit is just a natural conversation between people who are trying to get to know each other. To make the most of the conversation, there are a few important things you'll want to share with and learn about from families:

- ☑ **Background.** Share some information about who you are and why you are there.
- ☑ **Getting to know the student.** Ask about the student's interests, strengths, areas for growth, and previous experience with school.
- ☑ **Getting to know the family.** Ask about the family member's interests, background, and previous experience with school.
- ☑ **Hopes and dreams.** Ask the family about their hopes and dreams for their child and then share your hopes and dreams for the student.
- ☑ **Expectations.** Ask the family for one expectation they have of you or the school that would make this year run smoothly. Share one (only one) expectation you have for this student.
- ☑ **Invitation.** Invite the family to one important activity or event at the school. Pick something that will be learning-focused and particularly meaningful to the family and student.
- ☑ **Communication preferences and next steps.** Set the stage for continued, proactive communication by asking the family the best way for getting in touch and sharing the best way for them to reach you.

After the visit

- ☐ **Log your visit and enter your notes.**
 - What is the student interested in?
 - What are the student's strengths and areas of growth?
 - Are there any immediate adjustments you might have to make for them in the classroom?
 - How will you communicate with this family during the year? Why?
 - What does this family expect from you or from the school?
- ☐ **Start thinking about your future communication with this family.**
 - The visit should be the beginning of consistent, positive, and two-way communication with the family throughout the school year. Begin to block and calendar time for consistent calls, individualized notes or emails, or other methods of communication that families prefer.



REAL FAMILY
ENGAGEMENT