**Sample Phone Call Script for the Classroom Teacher**

**Introduction:**

Say “hi” to the parent. Introduce yourself and make sure this is a good time for them to talk.

**Purpose for the call:**

Explain why you are calling. Be specific. (i.e. I’m calling because I’d like to talk with you about information gathered from reading assessments and observations about your child as a reader)

Share with them what they can expect while their child is receiving targeted reading instruction and tell them a little bit about the type of intervention their child will be doing.

**Inquire:**

Ask if they have any questions for you or if there is anything they would like to share.

**Thank you:**

Thank them for their time and support. Tell parents that you appreciate their role in contributing to the students’ growth as a learner and that you value their partnership.

**Follow up:**

Say goodbye and let them know that you plan to follow up with either an email or information sent home with their child.