**SAMPLE TELEPHONE SCRIPTS**

**Eighth Grade**

Mr. and Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am a teacheradvisor/counselor at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School.

As a follow-up to a letter you received this week, I am calling you to schedule an Individual Career Academic Plan (ICAP) Conference for you and your student on (Month Day(s)). We are holding these conferences for all eighth-grade parents and their students. We would like to discuss your child's career and academic goals, high school graduation requirements, Technology Center options, college entrance requirements, and talk about a plan for high school, which will help your student achieve his or her goals. We will also be enrolling your student in classes for the fall semester at the high school.

We feel it is important for our students to be equipped with the knowledge to help them make important academic and career decisions. We have learned that a student who gives careful consideration to career goals during middle school has a better chance of being successful when he or she leaves high school.

I recognize that you are a very busy person and that many of our parents work, but others I have called believe this conference was important enough that arrangements were made to take off work or rearrange schedules to attend. We now have a virtual option; however, it may take longer to cover material.

These conferences will take about 30 minutes of your time. They will be held in the at School. We have openings for conferences at (time and day) or (time and day). Which time would you prefer to come?

It would be helpful for you to write down the date and time of our appointment, as well as my name, on the letter that was sent to you by the school. Enrollment information will be sent home with your student prior to the conferences to give you time to look over our course offerings.

You will receive no further reminder of the conference. If for some reason you find you will not be able to attend, please notify the counselor at the school, so someone else can use your time slot.

Thank you for your time. It has been nice talking with you.

Goodbye.

**High School**

Mr. or Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_this is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am the

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ advisor at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_High School.

I am calling to schedule an enrollment conference with you on either

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We are holding these conferences for all our high school students and their parents.

**We would like to discuss your child's next year's enrollment and go over the high school graduation requirements, Technology Center options, college entrance requirements, and talk about a plan for high school which will help your student achieve his or her goals. We will also need your signature on your student's enrollment form *before he or she can be enrolled for next year*. Without your signature, he/she may lose the opportunity to take some of his/her first-choice classes.**

We feel that it is important for our students to be equipped with the knowledge needed to help them make important Individual Career Academic Plan (ICAP) decisions, and that the parents be informed to better assist their students in making these decisions.

**This conference will take about 15 minutes of your time. The conference will be held in the gym at the high school.** I have openings for conferences (list or offer an available slot). Which time would you prefer to come?

Be sure you write down the date and time of your conference. You will receive a postcard reminder in the mail. If for some reason you find you will not be able to attend, please notify me by calling \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **Remember**

 **will not be enrolled until you have signed his or her enrollment form.**

Thank you for taking your valuable time to better your student's success here at

 High School.

Goodbye.