

Student-Led Conference Phone Script

(only if you need it...)

Hi, _____ ! I'm calling to set up an appointment for our student led conference. Tuesday, November 8 and Wednesday, November 9 are conference days from 11:30 – 2:50 and from 4:00 – 7:00. Our conference will be 20 minutes long and my teachers will also be available so that you can talk with them. I will be leading the conference and showing you my portfolio.

I am looking at the master schedule. What time would work best for you? (*Look at the clipboard and suggest an opening.*) You'll be able to see my elective and PE teachers before or after our conference.

Ok! I have signed you up for our conference at _____ (time) on Tuesday, November 8 (or Wednesday, November 9). I promise I'll remind you. See you at home.

To win big points, close with...

I love you! You're the best! I promise I'll clean my room this weekend! I'll shovel the driveway, too, since I know you could use the help! I'll even do the dinner dishes all week!

(After you get off the phone, remember to record the time on the master schedule using an overhead projector marker.)

