

Staying in the Loop With Teachers & Coaches

Be present in their school life even on off weeks

STILL DAD

SETUP CHECKLIST

- Get every teacher's email address directly from the school
- Make sure the school has your email on file as a separate contact
- Request that all school communications be sent to you directly
- Create your own account on the school parent portal
- Subscribe to the school newsletter or app independently
- Contact the coach or activity leader to introduce yourself
- Get the team/group communication app or email list
- Ask to be added to class communication if it exists
- Confirm the school has updated emergency contact info

START OF EACH SCHOOL YEAR

- Email each teacher within the first week: introduce yourself
- Ask the best way to stay in contact with each teacher
- Ask if there are any concerns about your child from last year
- Ask what the year's major projects or events will include
- Confirm how grades and homework are communicated home
- Note parent-teacher conference dates immediately
- Ask about any volunteer or classroom participation opportunities
- Ask the coach what the season schedule looks like
- Find out if there are any events you specifically should not miss

COMMUNICATION SCRIPTS

INTRODUCING YOURSELF TO A TEACHER (EMAIL)

Hi [Teacher name], I'm [child's] dad: I wanted to introduce myself at the start of the year. I'm actively involved in [child's] education and would love to know the best way to stay in the loop on their progress and any important announcements. My email is [your email] and my phone is [number]. Please don't hesitate to contact me directly.

INTRODUCING YOURSELF TO A COACH

Hi Coach [name], I'm [child's] dad. I wanted to make sure you have my direct contact: [email / phone]. I'm at as many games and practices as I can be. If there's ever something I should know about [child's] participation or progress, please reach out to me directly.

FOLLOWING UP AFTER MISSING A GAME OR EVENT

Hi Coach [name], I wasn't able to make [event] this past [day]: I wanted to check in. How did [child] do? Is there anything I should be aware of or working on with them at home?

CONTACTS: FILL IN

Homeroom / main teacher

Additional teacher(s)

School principal

School nurse

School office / main line

Coach / activity leader

School counselor

Teachers and coaches are allies. Most are glad when a parent is involved. Don't wait for the other parent to keep you informed: build your own direct lines.