



Teacher-Parent Communication Scripts

A script bank for calming communication when a student is stuck, avoiding work, melting down, or refusing. Includes email and text templates to keep parents informed and calm

When a Student is STUCK

- What part is giving you trouble? Let's work through it.
- If you need help, I'll be here when you're ready.

When a Student is AVOIDING

- I've noticed you're having a hard time getting started. Let's pick one problem to work on first..
- You don't have to do it all; let's focus on just this part right now

When a Student is MELTING DOWN

- It looks like you're really upset. Let's find a quiet spot to calm down.
- I see it's too much for you right now. We'll figure it out when you're ready.
- I hear you're feeling upset. Let's pause and talk when you feel better.

When a Student is REFUSING

- It seems like you're not ready to work right now. Let's take a break.
- You don't have to like this. Let's start together, then I'll do the next one after you.

Email and Texts Templates

Hi [Parent's Name],

I wanted to let you know [Student's Name] was feeling [stuck/frustrated/anxious] today, so we [worked through it / took some calming time and tried again]: How can we work together to support better days?

[Your Name]

Trust-Building Updates

- ☐ [Student's Name] followed directions well today!
- ☐ Wanted to share [Student's Name] worked hard on [specific task]!
- ☐ [Student's Name] had a tough time in [Subject] with [brief description of issues]. Let's work together to help them succeed. Thank you!
- ☐ Can we schedule a meeting to discuss some concerns about [Student's Name]? Would [time] be convenient for you?



Quick, positive updates show you notice their child's progress and care beyond issues.