[Template for phone call/voice message to discuss a concern (best to do this in a conversation and not an easily misconstrued text or email if you can)]

This is your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s teacher, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I’m calling to update you on something \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I are working on together. I’ve noticed that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is *(talking when other classmates are sharing out/arriving five minutes late to class the last few days/writing just a few sentences during our half hour of writing time)*. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I talked about this and we agreed that your child is going to try to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(specific step toward improvement)* in order to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(listen when others are talking/arrive on time/write twice this amount during independent work time)*. I’m going to support your child by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your child and I are going to check back on how this is working on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(date)*. I’ll call you then to update you as well. If you have any suggestions to further help \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ work toward this goal, please let me know.