

Sample School Scripts

The first phone call to the school

Hello, my name is _____. I am the court appointed Guardian Ad Litem for _____. I have been appointed by the court to make service and placement recommendations that I believe are in _____ best interests. The interagency agreement with the school board and our office allows me to observe _____ in the classroom, speak with _____ service providers, participate in conferences regarding _____ and obtain educational records. I would like a copy of _____ most recent two report cards as well as any disciplinary reports or records and the email address of _____ primary/core teacher. I was also wondering if there is information available online and if so, how to access it.

The first email to the teacher

Hi:

My name is _____. I am the court appointed Guardian Ad Litem for _____. I have been appointed by the court to make service and placement recommendations that I believe are in _____ best interests. The interagency agreement with the school board and our office allows me to observe _____ in the classroom, speak with _____ service providers, participate in conferences regarding _____ and obtain educational records.

You are essential to helping me get to know _____ and making recommendations in _____ best interest. I really appreciate your time and assistance.

I would like to set up a time to (discuss) (come to the school to observe and discuss) _____ with you.

In the meantime, always feel free to contact me with any concerns you have regarding _____ as well as things I should be praising and/or encouraging _____ for.

- If the child is on a 504 Plan, also request a copy of the most recent testing and/or eligibility report as well as a copy of the former and current 504 Plan and any progress reports for those two plans.
- If the child is on an IEP, also request a copy of the last evaluation, the last two IEPs and the last two progress reports.