

# ***Take Your Teacher to Work Day***

## **Telephone Script**

### **Confirmation of Job Shadowing Appointment**

**Teacher:** Good morning/afternoon, this is \_\_\_\_\_ from \_\_\_\_\_ School. I am calling to confirm my career shadowing experience for *Take Your Teacher to Work Day*. During our last conversation, we scheduled the shadowing for **(insert date)** from **(insert time)**. Are there any special instructions you may have for me such as parking, where to meet, etc. that we did not already discuss?

**Note:** *Pause and wait for a response*

**Teacher:** I look forward to meeting you on the **(insert date)** and participating in this shadowing experience at **(insert business name)**. Have a nice day! Goodbye.

**Note:** *When making this call, please refer to the **Teacher Responsibilities Checklist and Business Contact Form***

