

# PHONE CALL SCRIPTS

0

absences

## POSITIVE PHONE CALL

**RECOMMENDED FOR:** 0 absences; preventative, relationship-building

- “Hello (caregiver name), this is (your name) calling from (school). I’m (scholar name)’s (relation to scholar- teacher, counselor, etc.).
- I just wanted to reach out to let you know that she/he.... (positive statement about scholar)
  - Admirable quality of theirs
  - Something nice they did for another scholar
  - Positive behavior you observed
- Do you need anything from the school at this time, or do you have any questions about school?
- Thanks for your time!”

2+

absences a month

## ATTENDANCE CALL

**RECOMMENDED FOR:** 2+ absences a month

- “Hello (caregiver name), this is (your name) calling from (school). I’m (scholar name)’s (relation to scholar- teacher, counselor, etc.).
- We missed \_\_\_\_\_ today!
- Mention a positive statement about scholar.
- Please tell \_\_\_\_ I hope they’re feeling better (or statement pertaining to reason for absence if not illness).
- I look forward to seeing \_\_\_\_\_ tomorrow (or the next school day).

*Updated 022824*

