Attendance Campaign Script & Instructions

**The purpose of these calls is to inform and encourage families about the importance of attending school every day.** Please mark your sheet with the appropriate response for each person you reach. Only record “Spoke with” or “Did not speak with”. If you leave a message, the number is disconnected, etc. - please note that as well. A key for all non-completed/non-answered phone calls is below.

NH=Not Home (no answer) LM=Left Message LG=Language Barrier

RF=Refused WN=Wrong Number BZ=Busy

DC=Deceased WX=Disconnected

Please call each number on your list and ask for the person on your list **by name.** This is a friendly call. If they ask you questions, answer if you are able. However, if you do not know the answer – clearly note their question, name and number on your sheet and ***we will have someone*** ***call them back with the answer.*** Thank you for volunteering for this important effort!

**If you get an answering machine or voicemail, please leave this message:**

This is (your first name) and I’m calling from the Cleveland Schools (If an educator, state the building name). School begins soon and we can’t wait to work with your students! To find your back-to-school date, please visit **www.** **Get To School Cleveland Dot Com** or call (216) 838-0220. Thank you.

**SCRIPT:** Hi. I'm (state your name), a volunteer calling on behalf of the Cleveland Schools attendance campaign (*If an educator, state the building name*). Attendance is important to us. We’re entering year four of our Get 2 School You Can Make It attendance campaign and contacting as many parents as possible. We know that getting to school every day is not always easy, but we’re encouraging all CMSD students to begin the school year strong by attending daily.

Do you have any questions or is there any assistance I can provide you with to ensure your student is getting to school every day?

(*Answer questions if possible. If unable to answer question, let them know you will find the answer and will follow-up with them)*

**Did you speak with a live person? (Mark) Y(es)/N(o)**

If you speak with someone: Would you mind being one of our attendance partners and having a yard sign encouraging students to get back to school in your lawn?

***If yes: Thanks! We’ll get a sign delivered to you! If you have any questions about the attendance campaign, please visit our website www. Get To School Cleveland Dot Com. Thank you for your time.***

**#Get2SchoolCLE**