Sample Parent phone call script:

**Initial call-**

Good morning this is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from Whitney elementary. I am calling because your child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has \_\_\_\_\_\_\_\_ absences. We know that when a child reaches 9 or more absences that they are at an increased risk of falling behind in their classes. 10% days absent about 18 days increases the chances that your child will not read or master math at the same level as their peers. We miss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when he/she isn’t at school and we would like to help you in any way that we can.

We understand that students get sick and if they are vomiting/have a fever/or have other special medical emergencies we would like them to stay home. We have set up an incentive/relationship building program at Whitney. Your child will check in with me when they get to school in the morning. This is to help build a relationship with an additional adult at school. They will also check out with me when they leave school. Each time they check in and out the will receive 3 points. IF they are tardy or check out early they will receive 2 points. They will receive a ROAR ticket each day that they have 6 points and at the end of the month if they have 95% of their points they will receive a pizza party with the principal and Assistant principal. We are very excited to begin this program! Do you have any questions for me?

**Script for missed day**

Good morning/afternoon,

This is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from Whitney elementary. I am calling because we missed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at school today. How is he/she doing? Is there anything that we can do for you and \_\_\_\_\_\_\_\_\_\_\_\_\_\_?