**Phone Call Script**

**For Students who are Chronically Absent**

**If Parent/Guardian is available:**

Good morning/afternoon, my name is <<STATE YOUR NAME>> and I’m <<STATE YOUR TITLE>> calling from <<SCHOOL NAME>>. May I please speak to the parent/guardian of <<STUDENT’S NAME>>?

* Thank you so much for answering my call. How is <<STUDENT’S NAME>> doing?
* Our records indicate that your student has <<TOTAL NUMBER OF ABSENCES>> absences this year. One of LAUSD top priorities is student attendance. The goal is for all students to have less than 7 absences. May I ask - what are the reason(s) for <<STUDENT NAME>>’s absences?
* <<SCHOOL NAME>> and LAUSD has resources to help your student overcome any barriers to regular attendance so that <<STUDENT NAME>> can achieve academic success. We encourage you to come to school to access the resources by talking to <<PSA COUNSELOR/ SCHOOL STAFF>>.

We are partners with you and we are here to support your child’s education. We appreciate your time, and we thank you for all that you do to support <<STUDENT NAME>>’s education. Please reach out to <<PSA COUNSELOR/ SCHOOL STAFF>> at <<SCHOOL PHONE #>> if you ever have any questions or need any support. Thank you.”

**If Parent/Guardian is NOT Available:**

Leave a general message for parent to return the call.

“Good morning/evening: I am calling from <<SCHOOL NAME>> and this message is in regards to school attendance. One of L.A. Unified’s top priorities is student attendance. Academic success begins with excellent attendance. Excellent attendance means no more than 7 absences all year. Please make sure to send your child to school every day. Every day matters. We are partners with you and we are here to support your child’s education. If you have any questions and/or concerns, please feel free to call us back at <<SCHOOL PHONE NUMBER>>. Thank you.”