

Sample Blackboard Connect Ed & PA Messages

ABSENCE PREVENTION DURING HOLIDAYS

LONG VACATION ALERT

English: Good evening, this is [name/title] from [school] calling with a reminder that school will be closed for [winter break/spring break/summer] vacation between [date] and [date]. Please take family trips during vacation days only. Students must return to school on [day/date]. Remember, student cannot miss more 7 days in the school year to reach their attendance goal for proficiency. Thank you.

Spanish: Buenas tardes, habla [name/title] de la escuela [school] para recordarle que la escuela estará cerrada para vacaciones de [winter break/spring break/summer] del día [date] hasta [date]. Favor de planear sus salidas y actividades solamente durante estos días festivos. Los estudiantes deben regresar a clases el día [date]. Acuérdesse, estudiantes no pueden faltar más de 7 días del año escolar para poder alcanzar su meta de asistencia proficientes. Muchas gracias.

3-DAY WEEKEND ALERT

English: Good evening, this is [name/title] from [school] calling with a reminder that we have a 3-day weekend coming up next week. School will be closed on [day/date]. Please make sure your child returns to school on [day/date]. Remember, student cannot miss more than 7 days in the school year to reach their attendance goal for proficiency. Thank you.

Spanish: Buenas tardes, habla [name/title] para recordarle que próximamente tendremos un fin de semana largo. La escuela estará cerrada este [day/date]. Todos los estudiantes deben regresar el [day/date]. Acuérdesse, estudiantes no pueden faltar más de 7 días del año escolar para poder alcanzar su meta de asistencia proficientes. Muchas gracias.

HOLIDAY VACATION ALERT

English: Good evening, this is [name/title] from [school] calling with a friendly reminder that school will be closed on [day/date] in observance of [holiday]. All students must return to school on [day/date]. Remember, students cannot miss more than 7 days in the school year to reach their attendance goal for proficiency. Thank you.

Spanish: Buenas tardes, habla [name/title] de la escuela [school] para recordarle que la este [day/date] será día feriado por motivo de [holiday]. Todos los estudiantes deben regresar a la escuela el día [day/date]. Acuérdesse, estudiantes no pueden faltar más de 1 día de escuela cada mes o 7 días del año escolar para poder alcanzar su meta de asistencia proficientes. Muchas gracias.

NON-LAUSD HOLIDAY

English: Good evening, this is [name/title] from [school] calling to inform you that [Date/holiday] is not a holiday for LAUSD. All students are expected to attend school on [date]. If your child will be absent on this date, please call or send a note to the school with the reason for the absence. Thank you.

Spanish: Buenas tardes, habla [name/title] de la escuela [school] para informarle que [holiday] no será un día feriado escolar y por lo tanto habrá clases el [day/date]. Se espera que todos los estudiantes asistan el [date]. Si su hijo/a estará ausente este día, por favor llame o mande una nota a la escuela indicando la razón por la ausencia. Muchas gracias.