

[Phone Call Script](#)

[Email Script](#)

[Text Message Script](#)

Phone Call Script

(Ring... Ring...)

Teacher: Hello, is this [Parent's Name]?

Parent: Yes, speaking.

Teacher: Hi [Parent's Name], this is [Teacher's Name], [Child's Name]'s teacher. I hope you're doing well.

Parent: Hi [Teacher's Name]. What's up?

Teacher: I'm calling because I'm concerned about [Child's Name]'s attendance. I've noticed they've missed [Number] days of school recently.

Parent: Oh, yes. [Reason for absences - if the parent offers it].

Teacher: I understand things come up, and I want to be supportive. However, coming to school regularly is crucial for [Child's Name]'s academic progress. Missing even a few days can make it harder to keep up with the class, and it also impacts their social interactions with classmates.

Parent: I see your point.

Teacher: Is there anything going on that I should know about? Is there anything I can do to help?

Parent: [Parent's response]

Teacher: I want to work with you to make sure [Child's Name] is in school as much as possible. We can discuss any challenges and brainstorm solutions together. Would you be open to setting up a time to talk more about this?

- **If Parent is Agreeable:** Yes, that would be great.

Teacher: Wonderful! How about [Propose a date and time]?

- **If Parent is Not Agreeable**

- **Teacher:** No problem. Here's some resources we can offer [list a variety of supports from the school here]. Are any of those things you'd like me to get started for you?
 - *Be sure you write down everything they need and get it to the proper staff right away to ensure school follow-through which is crucial for relationship building.*

Teacher: Perfect. I'll look forward to talking with you then. Please know I'm here to help in any way I can.

Parent: Thank you for calling.

Teacher: You're welcome. Talk soon.

Email Script

Subject: Attendance Concerns for [Child's Name]

Dear [Parent's Name],

I'm writing to express my concern about [Child's Name]'s recent attendance. I've noticed that [Child's Name] has missed [Number] days of school over the past [Time period].

Regular attendance is critical for [Child's Name]'s academic success. Missing school can make it difficult to stay on track with lessons, participate in group projects, and build relationships with classmates. It also impacts their overall understanding and retention of the material.

I understand that there might be circumstances affecting [Child's Name]'s attendance, and I'd like to discuss this with you further. Please feel free to contact me at your earliest convenience to schedule a time to talk. My goal is to work with you to ensure [Child's Name] is in school as much as possible and receives the support they need to thrive.

Thank you for your attention to this matter.

Sincerely,

[Teacher's Name]

Text Message Script

Hi [Parent's Name],

I'm [Teacher's Name], [Child's Name]'s teacher. I'm reaching out because I'm a bit concerned about [Child's Name]'s attendance lately. They've missed [Number] days, and I wanted to check in to see if everything is alright.

Please give me a call or text back when you have a moment. I'm here to help in any way I can.
Thanks! 😊