



# Generative AI Example

## AI Prompts for Support Staff

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These are examples of AI chatbot prompts for K-12 support staff.

For more information see all of my AI resources at [www.controlaltachieve.com/ai](http://www.controlaltachieve.com/ai)

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### Front Office, Secretaries & Receptionists secretaries

- **Answering Common Questions:** "Create a concise and friendly script for answering a common parent question over the phone: 'What do I need to do if my child is going to be absent today?' The script should be clear and provide all necessary information in under 30 seconds."
- **Drafting All-Call Messages:** "Act as a middle school secretary. Draft a clear and brief script for an all-call/robocall to all parents reminding them about tomorrow's early release for teacher professional development. State the exact release time and mention that buses will run on the adjusted schedule."
- **Organizing School Events:** "Generate a master checklist for organizing the 8th-grade promotion ceremony. The checklist should be broken down into categories: '3 Months Out' (e.g., book venue), '1 Month Out' (e.g., send invitations), '1 Week Out' (e.g., print programs), and 'Day Of' (e.g., set up chairs)."
- **Visitor & Volunteer Instructions:** "Create a simple, welcoming one-page handout for all school visitors and volunteers. The handout should include a school map, a summary of the sign-in/sign-out procedure, a confidentiality reminder, and contact information for the main office. "
- **Managing Staff Memos:** "Draft a brief, professional memo to all staff reminding them that all supply requests for the next school year are due by June 1st. The memo should clearly state who to submit the requests to and what form to use."

### Attendance, Enrollment & Registration Staff

- **Simplifying a Process:** "Explain the student registration process in simple, step-by-step terms for a new family. Create the explanation as a clear checklist on our district website. Include a list of all required documents, such as 'Proof of Residency,' 'Birth Certificate,' and 'Immunization Records.'"

- **Automated Attendance Calls:** "Draft a script for an automated attendance call to a parent whose child has been marked absent for first period. The script should be friendly and prompt the parent to call the attendance office to excuse the absence."
- **Verifying Residency:** "Generate a list of acceptable documents for 'Proof of Residency' that can be used during student enrollment. Categorize them into 'Tier 1' (e.g., mortgage statement, lease agreement) and 'Tier 2' (e.g., utility bill, pay stub) to provide families with multiple options."
- **Truancy Notification Letter:** "Act as a district attendance officer. Draft a formal but supportive 'First Warning' truancy letter for a family whose student has accumulated five unexcused absences. The letter must state the specific attendance policy, outline the potential legal consequences, and offer support by providing contact information for the school counselor and social worker."
- **Open Enrollment FAQ:** "Create a Frequently Asked Questions (FAQ) document about the district's open enrollment policy. Include clear answers to questions like: 'Who is eligible?', 'When is the application window?', and 'How is selection determined if there are more applicants than spots?'"

## Data Management (EMIS) & IT Support

- **Data Cleaning Instructions:** "I need to clean up our student contact information database. Create a step-by-step guide for a data entry clerk on how to standardize addresses (e.g., always using 'St' for Street, 'Apt' for Apartment) to ensure data integrity for state reporting."
- **Explaining a Technical Process:** "Explain the process of 'clearing the cache and cookies' in the Google Chrome browser as you would to a non-technical staff member. Use a simple analogy, like 'cleaning out your computer's junk drawer,' and provide clear, numbered steps with screenshots."
- **Generating Reports:** "I need to explain our school's chronic absenteeism rate to the school board. I have the raw data: [e.g., 150 out of 900 students have missed 10% or more of school days]. Translate this into a clear, concise paragraph for a board report. Calculate the percentage and compare it to the state average if available."
- **Password Reset Protocol:** "Create a secure and efficient protocol for handling student password reset requests. Draft a script for office staff to use to verify the student's identity before providing a temporary password. Include a reminder for the student to change their temporary password immediately."
- **IT Help Desk Triage:** "Generate a simple flowchart to help a front office secretary handle incoming IT help desk requests. The flowchart should help them triage the problem's urgency and gather the necessary information (e.g., user's name, device type, error message) before creating a support ticket."

## Family & Community Engagement (Advocates, Liaisons)

- **Welcome Packet for New Families:** "Brainstorm a list of essential resources to include in a 'New Family Welcome Packet' for families who are new to our district. Ideas should go beyond school forms and include community resources, like a list of local libraries, youth sports leagues, and after-school care options."
- **Resource Navigation:** "A parent calls and says their family is struggling with food insecurity. Create a list of local food banks, pantries, and government assistance programs (like SNAP) in the [your city/county] area. Include contact information, hours of operation, and a brief description of each."
- **Interpreting School Jargon:** "Create a 'Plain Language' glossary of common school acronyms and terms for parents. The glossary should define terms like IEP, 504 Plan, LRE, Title I, and PBIS in a simple, easy-to-understand way."
- **Workshop Invitation:** "Draft an inviting and encouraging flyer to promote a parent workshop on the topic 'How to Help Your Child with Middle School Math.' The flyer should be available in both English and Spanish and highlight that the workshop is for all parents, regardless of their own math confidence."
- **Advocacy Meeting Prep:** "Act as a parent advocate preparing for an IEP meeting. Generate a list of key questions to ask the school team to ensure the parent's concerns are heard and the student's needs are being met. The questions should focus on progress, services, and communication."



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