

Listen: A Message Calling In Sick

“Hello, you’ve reached Hawthorne Elementary Attendance Line. At the tone, please leave your name, your child’s name, the reason for absence, and a number where you can be reached. Thank you and have a good day.”



Parent’s Name: _____

Child’s Name: _____

Date: _____

Reason for Absence: _____

Grade: _____

Teacher’s Name: _____

Phone Number: _____



Talk: Leave a Message Calling in Sick

Hello, you've reached Hawthorne Elementary Attendance Line. At the tone, please leave your name, your child's name, the reason for absence, and a number where you can be reached. Thank you and have a good day.



"Hello, this is _____. My
(your name)
son/daughter _____ will be absent
(your child's name)
_____, because _____.
(day/date) (reason)
His/Her name is spelled _____.
(spelling)
He/She is in _____ grade. His/Her teacher's name is
(grade)
_____. If you need to reach me, my
(teacher's name)
phone number is _____. Thank you."
(your phone number)

