



Task Title: Reporting Child's Absence From School

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will read the absence reporting policy for a school and make a mock telephone call to report a child's absence.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/A1.2
- Communicate Ideas and Information/Interact with others/B1.1

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: ReportingChild'sAbsenceFromSchool_I_A1.2_B1.1

Learner Information

Parents and other caregivers need to report a child's absence to a school if they are sick or have an appointment.

Read "School Attendance Line Information Sheet for Centreville School".

School Attendance Line Information Sheet for Centreville School

Attendance Line: 519-555-1234 ext. 3522

Please report if your child will be absent or late for school. Parents can leave a message on the Attendance Line voice mail.

Parents are asked to telephone the Attendance Line before 8:15 am on school days. The message should contain the following information: date, time, student's name, grade, teacher's name, reason for being late/absent, and the estimated period of time that the student will be away. Include the name and phone number of the person leaving the message.

Our staff attempts to make sure that we know where all of our students are every day. The school will attempt to telephone all parents who have not informed the school of their child's absence.

Parents are required to sign a form accepting responsibility for schooling during an absence if a student is to be away for three or more days for reasons other than illness or injury.

Work Sheet

Task 1: What is the phone number for the School Attendance Line?

Answer:

Task 2: By what time should a child's absence or lateness be reported?

Answer:

Task 3: List the information that should be included in a message.

Answer:

Task 4: You are calling to report your child's absence. Give the message to your instructor as though you were leaving a message on the school answering machine. Information about the absence is:

- **Aiden Ali, Grade 2, Mrs. Steiner's class, dentist appointment, back at school at 11am.**

Answer: No written response required here.

Task completed: Yes: ☐
