



Task Title: Reporting Child's Absence From School

OALCF Cover Sheet – Practitioner 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: ☐

Answers

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

Answer: 519-555-1234 ext. 3522

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

Answer: Before 8:15am

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

Answer: date, time, student's name a grade, homeroom teacher, reason for lateness/absence, estimated period of time student will be away, name and phone number of the person leaving the message.

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. Oral response should include all of the information above, provided in the question, as well as the learner's name and phone number as the person leaving the message. If the task was completed satisfactorily, on the learner's Work Sheet, check off that the task was completed.

Task completed: Yes: ☐

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	follows the main events of descriptive, narrative and informational texts			
	obtains information from detailed reading			
	begins to identify sources and evaluate information			
B1.1	conveys information on familiar topics			
	gives short, straightforward instructions or directions			
	speaks or signs clearly in a focused and organized way			

This task: Was successfully completed ☐ Needs to be tried again ☐

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Learner Comments:

Instructor (print):

Learner (print):