SAMPLE Attendance Line Script (COVID-19)

Thank you for calling [name of school] student absence reporting line. If you are calling to report your child's absence from school, please provide the following information.

1. Student name
2. Teacher
3. The reason they are missing school today.
4. Please indicate whether your child has tested positive for COVID-19, has been in close contact with someone diagnosed with COVID-19 or if your child has any of the following symptoms:
   - Cough
   - Diarrhea or vomiting
   - Difficulty breathing
   - Fever
   - Headache
   - Muscle pain
   - Nausea
   - New loss of taste or smell
   - Sore throat