



# English for the Real World

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## Parent-School Series



## Reporting an Absence



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### **ENGLISH FOR THE REAL WORLD PARENT-SCHOOL SERIES**

is a collaborative project created by  
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# A LOOK AT THE REAL WORLD

Meet...

## The Hernandez Family



Francisco Hernandez



Ana Hernandez



Clara Hernandez

## The Patel Family



Sonia Patel



Leah Patel

## The Video Teachers



Mr. Wordsworth



Miss Fischer



Mr. Chow

**THE OBJECTIVES****REPORTING AN ABSENCE**

After this lesson, you will be able to:



- **Call your child's school to report an absence**



- **Decide when it's okay for your child to miss school**

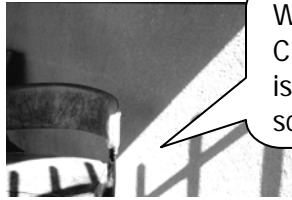


- **Write a note to your child's school to report an absence**

**WORDS WORK**

**A. Practice with the video. Look listen and repeat.**

**1. absent/absence**



Where is Clara? She is not at school.

*Clara is absent today. Her absence is excused.*

**2. attend**



I go to Partridge Elementary school.

*Ramon attends Partridge Elementary School.*

**3. attendance**



I go to school every day. I have good attendance.

*Attendance at school is important*

**4. miss**



I don't want to miss school. I want to go to school.

*Clara doesn't want to miss school.*

**5. reason**



I am sick. That is the reason for my absence.

*What is the reason for Clara's absence?*

**6. responsibility**



I need to take my children to school.

*It is my responsibility to take my children to school.*

**7. rule**



The school rules say:  
1. Be on time  
2. Report an absence.

*What are the school rules?*

**8. sick**



I have a fever and a sore throat. I am sick.

*Clara is sick with the flu.*

**REAL WORLD EXPRESSIONS**

**9. get behind/be behind**



*Leah does not want to get behind in her schoolwork.*

**10. be on time**



*Leah needs to be on time for school.*

**11. excused absence**



You are sick. You have an excused absence.

*Clara has an excused absence. It is okay.*

## WORDS WORK PRACTICE

### B. Circle the correct answer.

**Example:** Three children are absent / miss this week.



1. It is a parent's rule / responsibility to call the school.
2. Leah went to the doctor's office. She has an excused absence/attendance.
3. Ramon stays home because he is sick / miss.
4. Regular absent / attendance is important for school.
5. Ana likes Clara to miss / attend school everyday.
6. Watching TV is not a good absent / reason to miss school.
7. School starts at 8:30 a.m. and ends at 3:00 p.m. That's the rule / arrive.
8. Francisco wants Clara to be on time / attendance for school.
9. Clara is sick and has to attendance / miss school.
10. Leah's attend/ absence is excused.



## WORDS WORK PRACTICE

### C. Unscramble the words. Write the words in the blanks.

miss      be on time      excused absence      responsibility      attend  
 reason      sick      absence      be behind      attendance      absent

**Example:** Francisco wants Clara to have good attendance (**ecnadttane**) at school.



Francisco wants Clara to 1. \_\_\_\_\_ (**eb no itme**) for school.

Clara's throat hurts. She feels 2. \_\_\_\_\_ (**ksic**). Francisco checks

Clara's temperature. She is sick. She cannot go to school. He calls the

school. He tells the clerk the 3. \_\_\_\_\_ (**sronae**) for Clara's

4. \_\_\_\_\_ (**bascene**). Clara needs to 5. \_\_\_\_\_ (**ssmi**) school today.

Leah is ready for school. She trips on a chair. She falls down. She hurts her ankle. Leah knows the rule when she is 6. \_\_\_\_\_ (**beasnt**).

She tells Sonia it is her 7. \_\_\_\_\_ (**ytilibisonreps**)

to call the school. Sonia calls the school. She listens to the

telephone answering machine. She gives information about

Leah. She can't 8. \_\_\_\_\_ (**ttadne**) school today.

Sonia has an 9. \_\_\_\_\_ (**sedxecu baesnec**)

from school. Leah will be absent one day. She is not 10. \_\_\_\_\_ (**hebnid**) in her

classes.



**REAL LIFE LISTENING**

**D. Listen to the school recording and Sonia's message in a *Day in the Real World*. Complete the sentences. Look at the example.**



**mother**



**father**



**Clara**

**For your information!**

Relationship = father, mother



Hello. This is Partridge Elementary School. To report an absence, please leave your name, your relationship to the child, your child's first and last 1. \_\_\_\_\_, your child's teacher and the 2. \_\_\_\_\_ for the absence. Thank you very much.

This 3. \_\_\_\_\_ Sonia Patel. I'm Leah Patel's mother. Leah's in Room 10. She's in Miss Fisher's class. She's 4. \_\_\_\_\_ today because she hurt her ankle. The doctor told her to stay home and rest. She'll return to 5. \_\_\_\_\_ tomorrow. Thank you.





**REAL LIFE READING**

**E. Read about the five kinds of excused absences.**

**Attendance Rules**

Excused absence from school:

- 1. Your child is sick.



- 2. Your child is at the dentist's office and cannot get an appointment after school.

- 3. Your child is at the doctor's office and cannot get an appointment after school.



- 4. Your child is at the funeral of a family member.

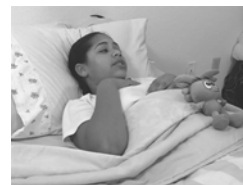


- 5. Your child is attending a religious ceremony.



**F. Look at the excused absences above. Write the number in front of the sentence.**

**Example:   1   Clara is home with a sore throat.**



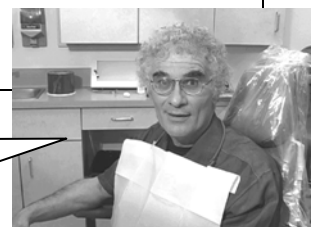
- 1. \_\_\_\_\_ Sara is at the funeral of her grandfather.
- 2. \_\_\_\_\_ Ramon has a sore tooth. The dentist's office is open from 8:00– 3:00.
- 3. \_\_\_\_\_ Leah needs an x-ray of her ankle. The doctor can only see her at 10 a.m.
- 4. \_\_\_\_\_ Lisa and Lien need to attend a religious ceremony with their parents.
- 5. \_\_\_\_\_ Leah and Clara have the flu.

**REAL LIFE CRITICAL THINKING**

**G. Read the reason for the absence. Check ✓ if it is an excused absence or not an excused absence. Do the example and number 1 with the video. Do numbers 2, 3, 4 5, and 6 on your own.**

Reason	Excused Absence	Not Excused Absence
<p><b>Example:</b> Clara's not at school. She's visiting her family in Peru.</p>		✓
<p>1. Leah's at her uncle's funeral.</p>		
<p>2. Ramon's at the dentist. The dentist's office hours are 8 a.m.–3 p.m.</p>		
<p>3. Leah is not at school. She's at home with her baby sister. Her mother is at the supermarket.</p>		
<p>4. Sarah is at home for the end of Ramadan. She is attending a religious ceremony.</p>		
<p>5. David is not at school. He's at home playing video games.</p>		
<p>6. Carmen works at her family store every morning.</p>		

Is Clara's absence excused?



# GRAMMAR RULES

THE VERB "BE"			THE VERB "BE" WITH CONTRACTIONS		
I	<b>am</b>	an ESL student.	I am =	<b>I'm</b>	<b>I'm</b> an ESL student.
You	<b>are</b>	late.	You are =	<b>You're</b>	<b>You're</b> late.
He/She	<b>is</b>	sick.	He is =	<b>He's</b>	<b>He's</b> sick.
We	<b>are</b>	at home.	She is =	<b>She's</b>	<b>She's</b> sick.
They	<b>are</b>	at school.	We are =	<b>We're</b>	<b>We're</b> at home.
			They are =	<b>They're</b>	<b>They're</b> at school.

NEGATIVES			NEGATIVES WITH CONTRACTIONS		
I	<b>am not</b>	an ESL student.	I am	<b>I'm not</b>	an ESL student.
You	<b>are not</b>	late.	You are	<b>You're not</b>	late.
He/She	<b>is not</b>	sick.	He is	<b>He's not</b>	on time.
We	<b>are not</b>	at home.	She is	<b>She's not</b>	sick.
They	<b>are not</b>	at school.	We are	<b>We're not</b>	at home.
			They are	<b>They're not</b>	at school.
			You/They/We	<b>aren't</b>	at school.
			He/She	<b>isn't</b>	on time.

I'm Mr. Chow.  
I'm on time.



## H. Study the grammar rules above. Match the words.

### Example:

- 1. He is • We're
- 2. I am • You're
- 3. You are • I'm
- 4. She is • They're
- 5. We are • She's
- 6. They are • He's

## GRAMMAR PRACTICE

### I. Use the correct form of the verb *be*.



**Example:** Clara and Leah are students at Partridge School.

1. Clara \_\_\_\_\_ at home today.
2. Leah and Clara \_\_\_\_\_ absent from school this week.
3. I \_\_\_\_\_ sick. I need to miss school today.
4. Ramon and you \_\_\_\_\_ on time for class today.
5. Miss Fisher tells the class, "I \_\_\_\_\_ happy to see you."

### J. Change the sentence to make it negative.

**Example:** The students are late for class today.

\_\_\_\_\_ *The students **are not** late for class today.*



1. Clara and her father are at the park today.

\_\_\_\_\_

2. It is the teacher's responsibility to write a note.

\_\_\_\_\_

3. Clara and Ramon are Mrs. Patel's children.

\_\_\_\_\_

4. You are late for class today.

\_\_\_\_\_

5. I am behind in reading.

\_\_\_\_\_

## GRAMMAR PRACTICE

**K. Look at the chart. Write sentences. Use contractions. Where are they?**

	Where are they?
Leah	at school
Clara and Ramon	at home
Miss Fisher	at school
Mr. and Mrs. Hernandez	at work
Mr. Wordsworth	at the office.



**Example:** Leah: She's at school.

1. Clara and Ramon: \_\_\_\_\_

2. Miss Fisher: \_\_\_\_\_

3. Mr. and Mrs. Hernandez: \_\_\_\_\_

4. Mr. Wordsworth: \_\_\_\_\_

5. Write about yourself: I \_\_\_\_\_

**L. Use contractions for the underlined words.**

**Example:** Leah is not at school today. Leah isn't at school today.

1. Mr. Chow is not late.

2. Clara and Mr. Hernandez are not at the park today.

3. Sonia and Francisco are not in the same family.

4. Leah is not behind in her homework.

5. Ramon is not in Ms. Fisher's class.

**REAL LIFE SPEAKING****M. Practice the dialogue.**

How may I help you?

**School Clerk:** Hello, Partridge Elementary School. How may I help you?



**Francisco Hernandez:** This is Mr. Hernandez. I'm calling because my child is going to be absent today.

**School Clerk:** Okay. What is your child's name?

**Francisco Hernandez:** Clara Hernandez.

**School Clerk:** Who's her teacher?

**Francisco Hernandez:** She is in Miss Fischer's class in Room 10.

**School Clerk:** What is the reason for the absence?

**Francisco Hernandez:** She is sick. Her throat hurts and she has a fever.

**School Clerk:** Okay. Thank you for calling.

**Francisco Hernandez:** You're welcome.

I'm calling because my child is going to be absent today.



**REAL LIFE WRITING**

**N. Read the sample note. Practice writing a note to your child's teacher.  
Explain your child's absence from school.**

- ❶ Name of teacher
- ❷ Date
- ❸ Child's full name and your relationship to the child
- ❹ Date of absence
- ❺ Reason for absence
- ❻ Your full name and telephone number



❷ March 5, 2003

❶ Dear Ms. Fisher,

My ❸ daughter, Clara Hernandez, was absent on ❹ Tuesday, March 3, and Wednesday, March 4. ❺ She had a fever and a stomachache. She is better now.

Sincerely,  
❻ Francisco Hernandez  
444-1212

❷ \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_

❶ Dear \_\_\_\_\_,

My ❸ \_\_\_\_\_, \_\_\_\_\_, was absent  
on ❹ \_\_\_\_\_, \_\_\_\_\_. ❺ \_\_\_\_\_ had  
a \_\_\_\_\_.

Sincerely,  
❻ \_\_\_\_\_

**REAL LIFE ACTION**

**O. Simulate calling your child’s school. Tell why your child can’t come to school. Fill in the boxes below. Do these five things.**

- ❶ Identify yourself**
- ❷ Identify your child’s name and your relationship to the child**
- ❸ Identify the teacher’s name and the classroom number**
- ❹ Identify the reason for absence**
- ❺ Give a closing statement**

	Sonia’s Information	Your Information
<b>Your name</b>	❶ This is Sonia Patel.	❶
<b>Child’s name and relationship to the child</b>	❷ I’m Leah Patel’s mother.	❷
<b>Teacher’s name and classroom number</b>	❸ Leah’s in room 10. She’s in Ms. Fisher’s class.	❸
<b>Reason for the absence</b>	❹ She hurt her ankle.	❹
<b>Closing statement</b>	❺ Thank you	❺





**CHECK YOUR LEARNING**

P. Read the sentences below. **Circle** the best answer.

**Example:** 1. Write a note to school when your child is \_\_\_\_\_.

- a. attend      **b. absent**      c. a video game      d. a parent

1. You need to call the school when your child is \_\_\_\_\_.

- a. reason      b. absent      c. a video game      d. a parent

2. Your child must have \_\_\_\_\_ to miss school.

- a. happy      b. a book      c. a bad      d. an excused absence

3. Your child's \_\_\_\_\_ is important every day.

- a. doctor      b. bus      c. game      d. attendance

4. If your child is \_\_\_\_\_, keep him home.

- a. sad      b. smart      c. sick      d. late

5. I missed a lot of school and I \_\_\_\_\_ in my studies.

- a. got behind      b. got up      c. got ready      d. got happy

6. She \_\_\_\_\_ in Miss Fisher's class.

- a. is      b. are      c. am      d. be

7. Arriving on time for school \_\_\_\_\_ a rule.

- a. are      b. aren't      c. is      d. am

8. \_\_\_\_\_ time to go. Are you ready?

- a. I'm      b. They're      c. It's      d. You're

9. "Hello. This is Sonia Patel. \_\_\_\_\_ Leah Patel's mother."

- a. We're      b. I'm      c. They're      d. He's

10. When are \_\_\_\_\_ going to Peru?

- a. I      b. it      c. he      d. they

**REAL LIFE RESOURCES**

**Q. Read the information below. Share the information with your family and friends.**

**1. Elk Grove Unified School District:**

“Parent & Student Handbook”

Excused absences, permissive absences, truancy → page 22

General Information → 686-5085

Finding child’s school of attendance → 686-7755

Web Site: [www.egusd.k12.ca.us](http://www.egusd.k12.ca.us)

**2. Sacramento City Unified School District**

Newspaper: “Connections”

Information sent to homes in the district

General Information → 643-7400

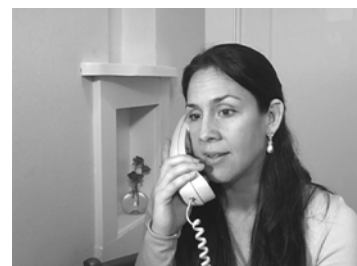
Finding School of Attendance → 643-9435

Web Site: [www.scusd.edu](http://www.scusd.edu)

**3. Sacramento County Department of Health Services**

Recorded message listing services and telephone numbers → 875-5877

County health clinic information → 874-8912



# ANSWERS

## Page 4

### B. Words Work Practice

- responsibility
- excused absence
- sick
- attendance
- attend
- reason
- rule
- be on time
- miss
- absence

## Page 5

### C. Words Work Practice

- be on time
- sick
- reason
- absence
- miss
- absent
- responsibility
- attend
- excused absence
- behind

## Page 6

### D. Real Life Listening

- name
- reason
- is
- absent
- school

## Page 7

### F. Real Life Reading

- 4
- 2
- 3
- 5
- 1

## Page 8

### G. Real Life Critical Thinking

- excused absence
- excused absence
- not excused absence
- excused absence
- not excused absence
- not excused absence

## Page 9

### H. Grammar Rules

- He is = He's
- I am = I'm
- You are = You're
- She is = She's
- We are = We're
- They are = They're

## Page 10

### I. Grammar Practice

- is
- are
- am
- are
- am

## Page 10

### J. Grammar Practice

- Clara and her father are not at the park today.
- It is not the teacher's responsibility to write a note.
- Clara and Ramon are not Mrs. Patel's children.
- You are not late for class today.
- I am not behind in reading.

## Page 11

### K. Grammar Practice

- They're at home.
- She's at school.
- They're at work.
- He's at the office.
- I'm . . . (many possible answers)

## Page 11

### L. Grammar Practice

- Mr. Chow isn't late.
- Clara and Mr. Hernandez aren't at the park today.
- Sonia and Francisco aren't in the same family.
- Leah isn't behind in her homework.
- Ramon isn't in Ms. Fisher's class.

## Pages 13 & 14

### N. Writing & O. Action

Answers will vary for  
Writing #1-6  
and  
Action #1-5

## Page 15

### P. Check Your Learning

- b
- d
- d
- c
- a
- a
- c
- c
- b
- d