****

**Conference Attendance Survey Script and Worksheet**

**“Hello. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school. We are calling to ask a few questions in order to evaluate recent conferences. Your responses will be confidential and we would appreciate your insight. Is this a good time? This will only take a couple of minutes.”**

If response is NO, ask **“When would be better to call back? Thank you for your time.”** End call.

If YES, **“Thank you. Were you able to attend conferences?”** *(tally responses)*

|  |  |
| --- | --- |
| YES | NO |
|  |  |

If yes, then ask: If no, then ask: **“Why not?”** *(group or add new categories)*

**“On a scale of 0 to 5 with 5 being very knowledgeable; how much more knowledgeable are you about how your student is progressing or not progressing after attending the conference?** *(tally responses)*

|  |  |
| --- | --- |
| 0 | Scheduling conflict (work, appointment, traveling, etc.) |
| 1 | Transportation issues |
| 2 | Illness |
| 3 | Childcare needs |
| 4 | Not interested |
| 5 | Other |
| Additional comments | Other |
|  | Other |
|  | Other |
|  | Other |

**Thank you for taking the time to help us improve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school for your child and others. Good-bye.** (End call)