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**Conference Attendance Survey Script and Worksheet**

**Hello. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school. We are calling to ask a few questions in order to evaluate the conferences we recently had. 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 and thank them for their time**.

If yes, proceed:

**Were you able to attend conferences?** *(tally responses)*

YES

NO

If no, why not? *(group responses in categories or add new categories)*

Scheduling conflict

Transportation issues

Illness

Not interested

Work

Childcare needs

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**If so, was the conference productive?** *(tally responses)*

YES

NO

If no, why not? *(group responses in categories)*

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