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**Employment & Earnings Survey Call Script**

Scenario 1: Student Answers Phone

**Hello, my name is \_\_\_\_ from the Castro Valley Adult School.**

**May I speak to *(****first name of survey recipient***)?**

**We are asking just a few short questions of students who attended our school. Our school is funded by having students answer these questions. Do you have two minutes to answer just 2 questions?**

*If yes, ask the questions below and record the answers on the worksheet.*

Question #1:  **Are you currently attending school? And if so, where?**

Question #2: **Are you currently working? And if so, what is your approximate monthly income?**

(An average or approximate monthly figure is acceptable. You can also input $1 to complete the survey if the student refuses to give you an income figure.)

**Thank you for taking the time to assist our school with these survey questions. Have a good day.**

Scenario 2: Student Answers Phone but Won’t Answer the Questions

**I understand if you don’t want to tell me. Would you prefer answering the questions online? Please open the text or email you received from our school a week ago. It will take 2 minutes or less. Thank you for your help.**

Scenario 3: Student Answers Phone but Doesn’t Have Time to Talk

**That’s fine. Is there a better time for me to call you?**

(alternative) **You can answer this survey on your own. A link to the questions was sent to you either as a text or email. It will only take 2 minutes. Thank you for your help.**

Scenario 4: If You Get a Voicemail Message, Leave this Message

**Hello, my name is \_\_\_\_\_\_\_\_\_\_\_ and I’m calling from the Castro Valley Adult School. This message is for** *(first name of survey recipient)***.**

**A survey was sent to you by text or email. Our school is funded by having students answer this survey. It’s only 2-3 questions long and should take less than 2 minutes. Could you please answer the survey as soon as possible? If you prefer, please call us at 510-886-1000 and we will take your answers over the phone. Thank you very much.**