

## **PSS TRADITIONAL/ECC PHONE SCRIPT**

### **USE 8 - Area Code - Phone Number**

Hello, this is \_\_\_\_\_ with the United States Census Bureau. We are updating our list of private schools and I would like to obtain or verify some information.

**(1) Are you a private school?**

If not private school = Thank them and hang up.

If Private = Continue

**(2) Do you teach ANY grades Kindergarten through 12<sup>th</sup> grade?**

(If they say they have Kindergarten = verify they TEACH Kindergarten and NOT a Day Care or Before/Afterschool Facility.

If "No" = Thank them and hang up.

If "Yes" = **What grades do you teach?**

**(3) What is the TOTAL number of teachers at your school?**

**(4) What is the total number of students at your school?**

a. Ask for number of students enrolled in any grades K-12.

(We do not want to include any O/S grades such as PreK or Postsecondary)

*VERIFY while on phone:*

***NAME OF SCHOOL***

***MAILING ADDRESS OF SCHOOL***

***Including City, State, and ZIP***

**THANK YOU VERY MUCH FOR YOUR COOPERATION.**

**NOTE: If you reach an answering machine or you need to leave a message for someone to return your call, leave this toll-free number with your EXTENSION and/or NAME.**

**1-800-579-8520 + Extension and/or name**