



Senior Immigrant Settlement Services

SISS Class Information for Participants:

- Please do not be late for your class. Come a few minutes before the class starts to get settled.
- We only have a limited number of classes, so please try to attend them all. Absences should only be if you are sick or have an appointment.
- Showing respect and kindness to others is important because it helps us to feel safe and to express ourselves.
- Practice your English outside of class whenever and wherever you can.
- If you are sick or have an appointment and can't come to your class, you must call and report your absence. It is very important that you call to say you will be absent. Your teacher will provide you with the information on how to call.
- If you don't call to report an absence and you have missed 2 weeks of school, we will call to follow up on why you have missed your classes. If you continue to miss without calling, we may have to ask you to leave the program to make room for someone else.
- If any personal information changes such as address, phone number, contact person, you must report these changes to your facilitator immediately.

Calling in Sick

If you can't come to your English class, you must call to say you will not be at school.

- ❖ Please call _____.
- ❖ The number you call is _____.

You must say your **name**, your **teacher's name**, your **phone number** and **why you are absent**.

For example:

My name is Maria Garcia.

My teacher is Richard.

My number is 204-555 -1234.

I am sick today. No school.

Or:

My name is Igor Stefaniak.

My teacher is Marion.

My number is 204-555 -2244.

I have an appointment today. I won't be at school.

Practice making phone calls with your classmates.

My name is _____.

My teacher is _____.

My number is _____.

_____.

- You may talk to a person, or you may talk to a machine. You must give the information to the person or the machine.