Verification Phone Script- Missing Information

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information that we are missing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Leaving a message:*

*Hi, this is <name> with <School District>. We have received partial documentation for the verification of our records, please contact our office in regards to what information we are missing. Please contact our office at <phone#> Thank you and have a great day.*

When someone answers:

Hi, this is <name> with <School District>. We have received partial documentation for the verification of your family application but will still need <listed at the top>.

When do you think you can provide us with the additional information? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please remember that if we do not receive the additional documentation BEFORE the deadline the student meal benefits will be discontinued. Let me give you my number in case you have any further questions. <phone#>. Thank you and have a great day.