WEST VIRGINIA Department of Health & Human Resources
BUREAU FOR PUBLIC HEALTH

Call Down List

Purpose: This call down questionnaire can aid in establishing the existence of an outbreak in a school setting where there are too many suspected cases for a line list to be feasible.

Instructions: An absentee rate of >10% in a school is an indication for suspicion of an outbreak. When absenteeism is above the school's baseline, consider implementing this questionnaire. If suspected cases are in a congregate setting (classroom, extracurricular team), use a line list.

Call a sample of 15 to 20 absentees to estimate the proportion of absentees with the suspected illness. The call down list can also be completed by asking for information when the parents notify the school of the child's absence. Record the reason for each student's absence. If they are ill, please ask what type of illness they are experiencing (respiratory illness, fever, cough, stomach bug, vomiting, rash, etc.). Share the completed call down list with your local health department to help determine the presence of an outbreak.

Date of Call down: _____

Student Name or Initials	Grade/Class	Reason for Absence	Type of Illness or List of Symptoms

Division of Infectious Disease Epidemiology
350 Capitol St., Room 125, Charleston, WV, 2530
Phone: (304) 558-5358 ext. 2, Fax: (304) 558-8736

Updated October 2023