



Spokane Head Start/ECEAP/EHS ATTENDANCE ACTION PLAN

Spokane Head Start/ECEAP/EHS believes it is very important for children to attend class on a regular basis to receive the most benefit offered by the program. Teachers prepare lesson plans and activities daily which means your child is missing out on valuable learning experiences. Head Start/ECEAP/EHS has an expectation that your child will be at school at least 85% of the time.

Your child's attendance for the month of _____ has been _____%

For the month of _____ your child's attendance was _____%

The Attendance Action Plan is an agreement developed between you, the parent, and the Head Start/ECEAP/EHS program to improve attendance. If at any time you experience difficulties or barriers that I may be able to assist with, please let me know.

Child's Name _____ Parent Name _____

Site and classroom _____

Attendance goals:

My child will maintain 85% attendance and not miss more than 3 days per month.

I will call the teacher/FSC every day my child is absent.

My family attendance goal _____

What I can do to meet the attendance goal

Completion date _____

I understand that my child could be dropped from the program if the goals stated above are not accomplished within the next 30 days.

Parent Signature

Date

Staff Signature

Date