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| CCS-logoweb | Spokane Head Start /ECEAP/EHSERSEA/ERPEA ATTENDANCE LETTER |
|  |
| Date |       | Site, Room |       |
|  |  |  |  |
| Parent/guardian’s name  |       |
| Child’s name |       |
| Head Start/ECEAP/EHS has an expectation that your child will be at school at least 85 percent of the time. It is very important that children attend class on a consistent basis. Your child will do much better at school if he or she comes regularly. Your child has missed       out of       school days.Your child’s attendance has been       percent.Please make every effort to bring your child to school unless he/she is ill. Continued low attendance could result in a formalized attendance plan.Staff is required to document all absences for each child. Please be sure to contact the center when your child is absent. Please feel free to contact me regarding any difficulties or barriers you may be experiencing with your child’s attendance. |
| Family Service Coordinator |       |
|  |
| Phone number |       |  |
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| Additional Comments: |
|       |