

PROCEDURES

HEAD START/EARLY HEAD START ERSEA

1. Withdrawing a Child

PROCEDURE

REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

Subject: Withdrawing a Child	Section: ERSEA
Program: Head Start/Early Head Start	Date Revised: August 14, 2017
Regulation Reference:	45 CFR Part(s): 1302.16(3)

Head Start/Early Head Start

1. When a staff member becomes aware of a child withdrawing from the Head Start/Early Head Start program, the appropriate administrative assistant will be notified immediately.
2. The appropriate administrative assistant will complete the withdrawal information on the data management system and send notice to all appropriate staff.
3. The child's folder will be maintained for eight years.