

PROCEDURES

HEAD START/EARLY HEAD START ERSEA

- 1. Campus Attendance Flow Chart**
- 2. Individual Child Attendance**
- 3. Withdrawing a Child**

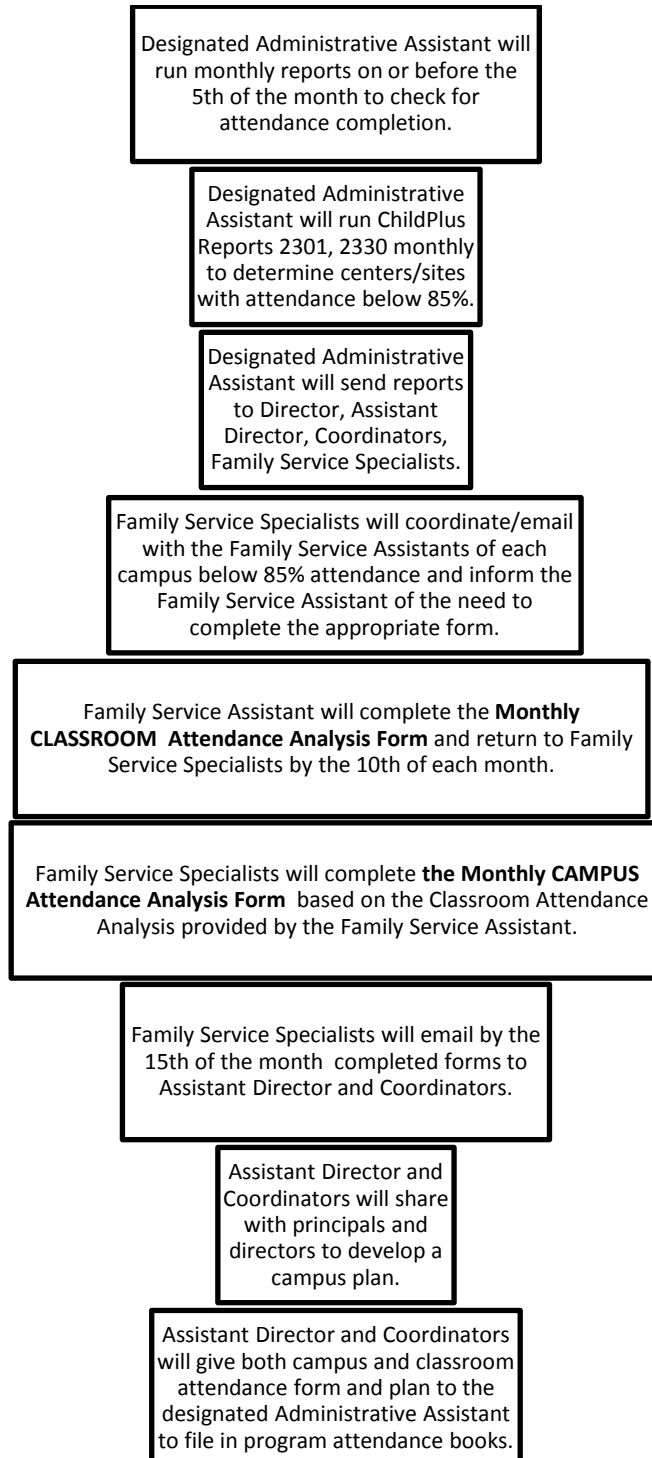
PROCEDURE

REGION 16 EDUCATION SERVICE CENTER

Head Start/Early Head Start

Subject: Campus Attendance Flow Chart	Section: ERSEA
Program: Head Start/Early Head Start	Date Revised: January 31, 2018
Regulation Reference:	45 CFR Part(s): 1302.16(a)(3)(b)

If a programs monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate.



PROCEDURE

REGION 16 EDUCATION SERVICE CENTER

Head Start/Early Head Start

Subject: Individual Child Attendance	Section: ERSEA
Program: Head Start/Early Head Start	Date Revised: April 27, 2018
Regulation Reference:	45 CFR Part(s): 1302.16(2)(iv)

Use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management as necessary

	HS Amarillo	HS Regional	EHS Amarillo	EHS Childcares	Home Base
Within Hour/No Call	FSA will check Child Plus and call "No Calls" parent/guardian to check on child... document in child plus under attendance tab	IA will enter attendance in Child Plus daily FSA will check Child Plus and call" No Calls" parent/guardian to check on child... document in child plus under attendance tab	FSA will check Child Plus and call "No Calls" parent/guardian to check on child... document in child plus under attendance tab	FSA/Director will enter attendance in Child Plus; FSS will check Child Plus and call "No Calls" parent/guardian to check on child. document in child plus under attendance tab	HE will enter attendance in Child Plus and call "No Calls" parent/guardian to check on child and schedule make-up visit; document in child plus under attendance tab
Miss 2 consecutive days no call /contact	FSA/teacher Home visits Document in child plus	FSA/teacher Home visits Document in child plus	FSA/teacher Home visits Document in child plus	FSA/teacher Home visits Document in child plus	HE/parent complete Family Home Visit Success Plan; document in child plus; file in home-based student notebook
Weekly Review of attendance and documentation	FSS will review each campus attendance and check to see if individual child documentation is occurring	FSS will review each campus attendance and check to see if individual child documentation is occurring	FSS will review each campus attendance and check to see if individual child documentation is occurring	FSS will review each campus attendance and check to see if individual child documentation is occurring	FSS/HB Supervisor will review each HE caseload attendance and check to see if individual child documentation is occurring
Monthly Review of child attendance	FSA/FSS Run reports Meet; identify at risk students, discuss strategies for parents	FSA/FSS Run reports Meet; identify at risk students, discuss strategies for parents	FSA/Admin Run reports Meet; identify at risk students, discuss strategies for parents	FSA/FSS Run reports Meet; identify at risk students, discuss strategies for parents	FSS/HB Supervisor/Admin Run reports Meet; identify at risk students, discuss strategies for parents
At 60 Days or when Students miss 5 or more days	FSA / parent complete Child Attendance Success Plan; document in child plus; file student folder in classroom	FSA/ parent complete Child Attendance Success Plan; document in child plus; file student folder in classroom	FSA/ parent complete Child Attendance Success Plan /; document in child plus; file student notebook in classroom	FSA/ parent complete Child Attendance Success Plan /; document in child plus; file student notebook in classroom	HE/FSS/HB Supervisor will review Family Home Visit Success Plan and begin process to terminate home-based enrollment; document child plus; file in home-based student notebook
Students miss 10 days	FSA/parent review update Child Attendance Success Plan / initial attendance plan ; document child plus ***	FSA/parent review update Child Attendance Success Plan / initial attendance plan ; document child plus ***	FSA/parent review update Child Attendance Success Plan / initial attendance plan ; document child plus; file student notebook in classroom ***	FSA/parent review update Child Attendance Success Plan / initial attendance plan ; document child plus; file student notebook in classroom***	
Students miss 15 days	FSA/parent review update Child Attendance Success Plan / initial attendance plan ; document child plus; file student folder in classroom ***	FSA/parent review update Child Attendance Success Plan / initial attendance plan ; document child plus; file student folder in classroom ***	FSA/parent review update Child Attendance Success Plan / initial attendance plan ; document child plus file student notebook in classroom ***	FSA/parent review update Child Attendance Success Plan / initial attendance plan ; document child plus file student notebook in classroom ***	
Students misses more that 10% of school days	FSS notify Coordinator of any child that misses more than 10% of school day; Coordinator will review all student documentation and advise	FSS notify Coordinator of any child that misses more than 10% of school day; Coordinator will review all student documentation and advise	FSS notify Coordinator of any child that misses more than 10% of school day; Coordinator will review all student documentation and advise	FSS notify Coordinator of any child that misses more than 10% of school day; Coordinator will review all student documentation and advise	FSS/HB Supervisor notify Coordinator of any child that misses more than 10% of scheduled home visits; Coordinator will review all student documentation and advise

All documentation must tell a story of the family circumstances and needs....

All attendance documentation completed in Child Plus... Attendance Tab.... Print when necessary

If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance..... If the child's attendance does not resume, then the program must consider that slot vacant

***** NOTE: initials could be FSA only or Parent required depending on situation**

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.