

Shasta Head Start Child Development, Inc.

Attendance Concern Notification

Date: _____

Dear: _____,

The following is to notify you of

- ☐ Five (5) combined unexcused absences
- ☐ Two (2) consecutive unexcused absences
- ☐ Average Daily Attendance (ADA) during first 60 days (Parent Education)
- ☐ Attendance Study Team (AST) needed
- ☐ Chronic or other attendance concern _____

Your child is at risk of missing ten percent or more of program days per year. It is our desire to develop a plan to improve individual attendance (See enclosed handout: Help Your Child Succeed in Preschool: Build the Habit of Good Attendance and Attendance Policy).

Attendance Concern and days of absence: _____

Check all that apply:

☐ **First Notice:** This is a courtesy letter. Please be sure you understand what qualifies as an excused or unexcused absence and what the program requirements are. (See enclosed Attendance Policy and Help Your Child Succeed in Preschool handouts)

☐ **Second Notice:** Please contact me for an appointment. I would like to meet with you to develop a plan to improve your child's attendance. Early school success goes hand in hand with good attendance. (See enclosed Attendance Policy and Help Your Child Succeed in Preschool handouts)

☐ **Third Notice:** Please attend the Attendance Study Team (AST) Meeting scheduled on _____ at _____ to develop a plan to improve your child's individual attendance and to discuss any concerns you may have. (See enclosed Attendance Policy and Attend Today, Achieve tomorrow handouts)

☐ **Your child is at risk of missing ten percent or more of program days within the first 60 days of the program year:** Your child's Average Daily Attendance (ADA) is _____. Showing up on time every day is important to your child's success and learning from preschool forward. Please contact me so we can develop a plan for regular attendance. (See Attendance Policy and Help Your Child Succeed handouts)

☐ **Inability to Contact You:** I have tried to contact you to arrange an Attendance Study Team or discuss ways to support regular attendance and have been unable to reach you. If I do not hear from you by _____, I will assume you are not interested in continuing the program and your child's enrollment slot will be made available to another child. I hope to hear from you soon.

Sincerely, _____ Phone Number: _____