



**Center-Based Head Start/ Early Head Start Attendance Plan**

Program: \_\_\_\_\_

Initial Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Family/ Guardian Name: \_\_\_\_\_

Reach Dane/Reach Green Staff: \_\_\_\_\_

Federal Performance Standards require a minimum of 85% attendance for all children

An Attendance letter was sent home on the following date: \_\_\_\_\_

The letter was sent because:

Child not coming to school

Parent consistently late for child pick-up

Child consistently late to school

Repeated instances of child returning to school on the bus

My child attending school consistently is important because:

Parent/Guardian will do the following:

Reach Dane/Reach Green Staff will do the following to support the parent/guardian:

We will re-evaluate this plan on the following date: \_\_\_\_\_

Parent/Guardian Signature/s: \_\_\_\_\_

Head Start staff signature/s: \_\_\_\_\_

Updates: Date and initials: \_\_\_\_\_