



**Community Colleges  
of Spokane**

## **Spokane County Head Start /ECEAP/EHS ENROLLMENT DROP NOTIFICATION**

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Date \_\_\_\_\_

Child's last name \_\_\_\_\_ Parent/guardian name \_\_\_\_\_

From \_\_\_\_\_ HS/E/EHS site \_\_\_\_\_

Family Service Coordinator

Telephone number \_\_\_\_\_

I sent you an "Attendance Concern" notice on \_\_\_\_\_, explaining the importance of regular program attendance. Unfortunately, your child's attendance remains below the required 85 percent.

I am sorry to inform you that because of your child's poor attendance, your child is no longer enrolled in Spokane County Head Start/ECEAP/EHS. If at a later date your circumstances change and you want to "re-enroll" your child, please let me know.

If you have questions or concerns, please call me as soon as possible at the telephone number listed above.