



Spokane Head Start /ECEAP/EHS ERSEA/ERPEA ATTENDANCE LETTER

Date _____ Site, Room _____

Parent/guardian's name _____

Child's name _____

Head Start/ECEAP/EHS has an expectation that your child will be at school at least 85 percent of the time. It is very important that children attend class on a consistent basis. Your child will do much better at school if he or she comes regularly.

Your child has missed _____ out of _____ school days.

Your child's attendance has been _____ percent.

Please make every effort to bring your child to school unless he/she is ill. Continued low attendance could result in a formalized attendance plan.

Staff is required to document all absences for each child. Please be sure to contact the center when your child is absent.

Please feel free to contact me regarding any difficulties or barriers you may be experiencing with your child's attendance.

Family Service Coordinator _____

Phone number _____

Additional Comments: