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| F:\SHARE\Forms Transfers\Forms-latest PDFs and logos\CCS logos\CCS Sig stacked blk 1.5 PC.eps | Spokane Head Start/ECEAP/EHSERSEA FINAL Attendance NOTIFICATION |
|  |
| Date |       |
| Child’s Name |       |
| From |       | Site |       |
|  |  |
| Dear (Parent’s Name),Spokane Head Start/Early Head Start believes it is very important for children to attend class and regular attendance is a requirement of the program. You are receiving this attendance concern notice because of the following reasons: |
| [ ]  Your child has missed       of the last       days,      % attendance rate. |
| [ ]  Our records show that your child has been absent since       and we have not been able to reach you. |
| [ ]  The attendance goals from the Attendance Action Plan have not been completed. |
| [ ]  Other:  |       |
|  |  |
| Please contact me as soon as possible. If I do not hear from you by       , your child will be dropped from the program. |
| Comments |
|       |