

**HEAD START PROCEDURES FOR:
ATTENDANCE
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 Scope: Performance Standard 1302.16 Attendance

2.0 Responsibility:

- 2.1 Head Start Consultant
- 2.2 Family Service Workers
- 2.3 Teachers
- 2.4 Teachers Aide
- 2.5 Parents

3.0 Resources:

3.1 GoEngage

4.0 Procedures

- 4.1 Attendance will be taken by the classroom teacher or aide and will be entered into **the web-based data system** by the Head Start Staff.
- 4.2 If at any time the Head Start Classroom attendance drops below 85% as reflected on the month ADA verification (web-based data system), the Head Start staff must review the causes and documentation regarding the child's absence.
 - 4.2.1 If a child's absence is the result of illness or well-documented other reasons, no action is required.
- 4.3 The child's family shall be called either by the school office personnel, education aide, or Family Service Worker on the first day of an unnotified absence to determine if the child is sick or if there is a family emergency.
 - 4.3.1 The Family Service Worker will note this contact in the child's file in the web-based data system website under Case notes or Services if some type of service is needed.
- 4.4 If there are family needs identified, the Head Start staff will document the need in the Case Notes and Family Services Worker will follow up by initiating appropriate family support procedures.
- 4.5 If there has been no contact with the family by the second consecutive day, the Head Start Family Service Worker will contact the parent and if necessary make a home visit. However, if home visits are not allowed during times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.
 - 4.5.1 All attempts to contact the family must be documented in Case Notes.
 - 4.5.2 Contacts with the family will emphasize the benefits of regular attendance, being sensitive to any special family circumstances influencing attendance patterns.

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- 4.5.3 The Family Service Worker will inform the Head Start Director or ERSEA Consultant of any unexcused child absences for four consecutive days.
- 4.6 Should the child be out for surgery or illness for a short term (several weeks); or due to a family crisis, the child’s slot will be held until the child is able to return to school. Head Start Director or ERSEA Consultant will be notified if the child is to be out for more than two weeks, even if the absence is with good cause.
- 4.7 All avenues to assist the family and ensure the child’s return to school must be explored and documented in the child’s file, before the child’s chronic absence can be considered for termination.
- 4.8 The decision for termination of a child will be made by the administration of the school and the Head Start Director.

5.0 Associated documents:

- 5.1 **GoEngage** - Case Notes
- 5.2 Attendance records

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
PROMIS	website	Child’s File	7 years	website	Password protected
Weekly Attendance	Print/ Electronic	Web-based data system/Tech Support office	7 years	Shred/ Delete	Locked Filing Cabinet/ Password Protected

7.0 Monitoring:

- 7.1 Home Visits
- 7.2 Parent Conferences
- 7.3 **GoEngage** Report

8.0 Revision History:

Date:	Revision#	Description of Revision
6-30-2006		
8-2009		Reviewed
5-2012	4.5.3 & 4.6	Reviewed & Revised
10-2014	4.1 & 4.6	Reviewed & Revised - Consultant
6-2016		Reviewed
1-2017	Title	Changed from 1305.8 to 1302.16

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5-2018	6.0	Added “ Electronic”, “delete”, “password protected”
6-2019	4.1, 4.2, 4.3.1, 6.0	Changed PROMIS to web- based data system
6-2019	4.1	Changed PROMIS Consultant to Head Start Staff
6-2019	4.4	Deleted comma
6-2019	4.5.3	Changed “Coordinator” to “Consultant”
12-2020	4.5	Added “However, if home visits are not allowed during times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.”
4-2022		Reviewed
12/2022	3.0, 3.1	Remove “myHeadStart” replace with “GoEngage”
12/2022	4.0, 4.1	Remove “myHeadStart” replace with “the web- based data system”
12/2022	5.0, 5.1	Remove “myHeadStart” replace with “GoEngage”
12/2022	7.0, 7.3	Remove “myHeadStart” replace with “GoEngage”