

Tri-County Head Start/Early Head Start
Absentee Report

Unexplained Absence

Center: _____

_____ has had 2 consecutive unexplained absences. The following attempts have been made to contact the family.

Day One: _____ Time: _____

(Describe attempts to contact family and any actions that may be needed to help the family).

Staff Initials/Date: _____

Day Two: _____ Time: _____

(Describe attempts to contact family and any actions that may be needed to help the family).

Staff Initials/Date: _____

Note: ****If the family has not been contacted by phone or chronic absenteeism is a problem, a home visit or other direct contact with the family is mandatory. Attendance Report will be completed and placed in the child's file. **PS 1302.16- Conduct a home visit or make other DIRECT contact with a child's parents if a child has multiple unexplained absences (such as 2 consecutive unexplained absences).**

Home Visit Date: _____ Time: _____

Outcome: _____

Staff Signature

Date