

## Tri-County Community Council Head Start Program Coordinators Weekly Report

Submitted by \_\_\_\_\_ Date: \_\_\_\_\_

Signature

What I' ve been doing this past week: \_\_\_\_\_

My plans for next week: \_\_\_\_\_

Monitoring Planned/Assigned/Completed: \_\_\_\_\_

Did you do a Visual Unannounced Monitoring of Classroom doing Roll Call Yes or No If yes, What classroom and were there any concerns? \_\_\_\_\_

Center	ChIPLEy		Walton		Westville		EHS-CB (Westville)		EHS-CB (DeFuniak)		EHS-HB	
<b>Family Services</b>												
Waiting List	E	O	E	O	E	O	E	O	E	O	E	O
Enrollment												
Vacancies												
Vacancy Filled												
<b>Average Daily Attendance</b>												
Center	ChIPLEy		Walton		Westville		EHS-CB (Westville)		EHS-CB (DeFuniak)			
Average Daily Attendance												
If under 85% Why?												

Coordinator's Corner \_\_\_\_\_

Issues/Concerns/I think you should know: \_\_\_\_\_

When I won' t be in the office next week and where I' ll be: \_\_\_\_\_

Office use only Report was turned in on time yes      no
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