



## Spokane Head Start/ECEAP/EHS ERSEA FINAL ATTENDANCE NOTIFICATION

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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.

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Comments