



- Your child was absent \_\_\_\_ days in the prior month.
- My goal is my child will be absent no more than \_\_\_\_ day(s) next month.

## HEAD START ATTENDANCE SUCCESS PLAN

POSSIBLE STRATEGIES TO REACH MY CHILD'S ATTENDANCE GOALS AND HELP MY CHILD GAIN THE SKILLS TO DO WELL IN SCHOOL AND TO READ BY 3<sup>RD</sup> GRADE.

- Keep an attendance chart at home. At the end of the week, I will recognize my child for attending preschool every day with \_\_\_\_\_ (i.e. a visit to the park, a new book, a special treat or a hug)
- Make sure my child is in bed by \_\_\_\_\_ p.m. and the alarm clock is set for \_\_\_\_\_ a.m.
- Set up medical and dental appointments for weekdays after Head Start.
- Use sound judgment about mild medical complaints:
  - If my child complains of a stomachache or headache, and medical concerns have been ruled out, I will send him/her to preschool and ask the program to check in with my child during the day.
  - If my child has a cold but no fever (less than 100 degrees), I will send him/her to preschool. If I don't have a thermometer, I'll let someone know I need help getting one.

To improve \_\_\_\_\_'s attendance, I commit to the following:

1. \_\_\_\_\_
2. \_\_\_\_\_

To improve \_\_\_\_\_'s attendance, the program commits to:

1. \_\_\_\_\_
2. \_\_\_\_\_

*We will review progress to meet this goal in one month*

Family Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**To learn more, please visit [www.attendanceworks.org](http://www.attendanceworks.org)**

Adapted from materials created by [Early Works](http://www.childinst.org/our-initiatives/early-works) at Earl Boyles Elementary School in Portland, Oregon (<http://www.childinst.org/our-initiatives/early-works>)