

2a1. Attendance Flow Chart

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***Improvement** is demonstrated by attending each day and/or communicating extreme family circumstances that prevented attendance.

Child with Moderate Attendance Level (10% or more class days)

1. Conduct a home visit, conference, or other direct contact with child's parent/guardian.
2. Use attendance data to support concern and provide family support as needed.

Child with Severe Attendance Level (20% or more class days)

1. Establish FPA Attendance SMART Goal with child's parent/guardian
2. If attendance improves in 2 weeks (minimum 6 class days), continue to monitor attendance. *Otherwise, move on to step 3.*
3. If attendance does **not** improve in 2 weeks (minimum 6 class days), contact Area Manager and complete and [Attendance Letter \(ERSEA 2f\) \(lowercolumbia.edu/publications/head-start-handbooks/ERSEA/2-attendance/f-Child_Attendance_Letter\)](https://www.lowercolumbia.edu/publications/head-start-handbooks/ERSEA/2-attendance/f-Child_Attendance_Letter) , giving 2 additional weeks (minimum 6 class days) to improve.
4. If attendance improves, continue to monitor attendance. **Otherwise**, withdraw child.