Congratulations on being selected for enrollment in the Head Start/Early Head Start Programs! We are excited to offer you this opportunity as it will be a significant part of your child’s future success. **We want to impress the significance of daily attendance and the negative consequences of Chronic Absenteeism (missing 10% or more school days, equivalent to less than 2 days per month) for your child.**

Research findings include:

- 49% of Head Start/Early Head Start children in Riverside County were chronically absent the 2018-19 program year
- Students who are chronically absent make two months less progress in math and three months less progress in literacy
- Students who are chronically absent in preschool are five times more likely to be chronically absent in second grade
- Children from low-income households are four times more likely to be chronically absent
- Absenteeism in the early grades is a strong predictor of later absenteeism and school failure
- Parents are unaware of the negative effects of absenteeism and how quickly it leads to trouble in the early grades
- Parents who believe that regular preschool attendance is important have children with better attendance

For the reasons cited above, daily attendance, All Day, Every Day is a requirement for enrollment in the program. With this in mind:

- Each student is expected to attend at least 90 percent of the time (that means an average of less than 2 absences per month)
- When a student must be absent, parent(s)/guardian(s) are required to call the school office to report the absence no later than one hour after the school start time
- The program must contact a family anytime a student has two or more consecutive unexplained/unexcused absences

**Chronic absenteeism/Attendance follow-up**

Chronic absenteeism is defined as overall absences of 10 percent or more school days (in other words, when a student attends 90 percent or less of the time). The program will issue written notices for chronic absenteeism and may require participation in establishing a Family Partnership Agreement (FPA) and/or Case Management in its effort to assist families for improved student attendance. As part of its outreach efforts, the program will also conduct home visits in association with written notices and other forms of direct contact.

Failure to improve student attendance despite the program’s best efforts to assist the family may result in a program transfer or may otherwise jeopardize continued enrollment in the program.

<table>
<thead>
<tr>
<th>Absences that are considered Excused (verification may be requested)</th>
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<tbody>
<tr>
<td>Student or parent illness</td>
<td>Family emergency</td>
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<tr>
<td>Death in immediate family</td>
<td>Court hearing or court ordered visitation</td>
</tr>
<tr>
<td>Medical/dental appointments for child</td>
<td>CalWORKS, WIC, Social Security, Medical</td>
</tr>
<tr>
<td>Extended absences due to medical emergencies for child or parent/guardian/sibling (must be requested in writing, in advance with proper documentation and approved by program administration)</td>
<td></td>
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<tr>
<td>All other absences are considered Unexcused</td>
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</tbody>
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I, __________________________ have received, understand, and will comply with the basic attendance policy of the Head Start/Early Head Start Programs.

________________________  __________________________  ____________
Child’s Name  Parent/Guardian/Caregiver Signature  Date