

**NOCAC Head Start/ECE**  
**MY CHILD'S ATTENDANCE GOAL**

Child's Name: \_\_\_\_\_ Site/Classroom: \_\_\_\_\_

**Reason for Attendance Goal:**

- Consecutive Absences       Sporadic Absences       Unusual Absence Pattern  
 Excessive use of the same absent code       Excessive Tardiness

To improve my child's attendance I will commit to at least 2 of the following attendance strategies:

**POSSIBLE STRATEGIES TO REACH YOUR CHILD'S ATTENDANCE GOAL**

(check the strategies that will work best for your family)

- I will make sure my child is in bed by \_\_\_\_ p.m.
- I will have my child completely ready for school by \_\_\_\_ a.m. (at least 15 minutes before the bus is scheduled to arrive).
- My child and I will make sure his/her book bag is ready the night before and choose a place near the most used door to place it.
- Preparing your child's clothes the night before or up to a week ahead of time. Place a pair of socks, underwear, a shirt, and matching bottoms together in the drawer so that your child can easily grab a stack and get ready on his/her own.
- If my child consistently complains of a stomach or head ache and does not exhibit any other signs of illness, I will send him/her to school anyway and call the staff at my child's center so that she can check in with him/her during the school day.
- If my child has a cold but no fever (less than 100 degrees) or any other signs of illness, I will send him/her to school anyway. If I don't have a thermometer, I will purchase or borrow one.
- I will find a relative, friend, or neighbor who can take my child to school if I cannot or if he/she misses the bus.
- I will set medical, dental, WIC and any other appointments for weekdays after my child's scheduled school day has ended.
- Other strategies: \_\_\_\_\_  
\_\_\_\_\_



Parent/Guardian Signature & Date: \_\_\_\_\_

Staff Signature & Date: \_\_\_\_\_

**Completed forms need to be emailed to the Family & Community Engagement Assistant**