**SCOE Grantee Operated Head Start/State Programs**

**Attendance Action Plan—Class Level**

An Attendance Action Plan must be completed for any class whose attendance falls below 90% during any month. This Plan is due to Director II, Grantee Operated Programs, along with COPA Report 201—Monthly Attendance Report by the 5th working day of the following month.

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| **Month & Year:** |  | **Agency:** **Site:** |  |
| **EOM Enrollment:**  |  |  |
| **ADA %:** |  | **Class:** |  |

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| How has your class worked to maintain a positive & engaging school climate?  |
| How have you monitored, celebrated and recognized good attendance? |
| What challenges/barriers to attendance impacted this month’s attendance?  |
| What action did you take to support the families of individual children and the class/site as a whole to improve attendance?  |
| Were Attendance Actions Plans put into place last month? What was the result? What will you do differently this time? |
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| **Attendance Action Plan Completed By: Date Completed:** |