

## School Readiness Program Reporting Absences to Coalition

Child care providers are now required to report absences by fax (904-528-2013) to the Coalition in the following instances:

- When an **at-risk child (BG1)** has **one (1) unexcused absence** or **seven (7) consecutive days of excused absences\***. The Coalition must be informed of the unexcused absence on the close of the day and by the end of the seventh day for the consecutive excused absence.
- When any child receiving school readiness services has been absent for **five (5) consecutive days** that they were scheduled to attend without contact from the parent or guardian. The Coalition must be informed by the close of the fifth absent day.

Date: \_\_\_\_\_

Child Care Provider: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

### Fax to 904-528-2013

Child's Name: \_\_\_\_\_ Last Day of attendance: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Last Day of attendance: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Last Day of attendance: \_\_\_\_\_

\*Absences of at-risk children must also be reported to Family Support Services utilizing their Reporting Child Absences form.