

Eligibility, Recruitment, Selection, Enrollment and Attendance

PERFORMANCE STANDARD: 1305.3

SUBJECT: Determining Community Strengths and Needs

RATIONALE: The Head Start Program uses the Community Assessment to: (1) determine the philosophy and program objectives; (2) determine the type of component services that are most needed and the program option or options that will be implemented;(3) determine the recruitment area that will be served, if limitations in the amount of resources make it impossible to serve the entire service area; (4) determine appropriate locations for centers; and (5) Set criteria that define the types of children and families who will be given priority for recruitment and selection.

OBJECTIVE: The grantee will determine community strengths and needs.

PROCEDURE:

1. The grantee identifies the proposed service area in the Head Start grant application and defines it by the City of Milwaukee Census Tract.
2. The program conducts a Community Needs Assessment within the service area once every three years. The Community Assessment includes the collection and analysis of the following information about the service area:
 - The demographic make-up of HS eligible children and families, including their estimated number, geographic location, and racial and ethnic composition.
 - Other child development and child care programs that are serving HS eligible children, including publicly funded State and local preschool programs, and the approximate number of HS eligible children served by each.
 - The estimated number of children with disabilities four years old or younger, including types of disabilities and relevant services and resources provided to these children by community agencies.
 - Data regarding the education, health, nutrition and social service needs of HS eligible children and their families.
 - The education, health, nutrition and social service needs of HS eligible children and their families as defined by families of HS eligible children and by institutions in the community that serve young children.
 - Resources in the community that could be used to address the needs of HS eligible children and their families, including assessments of their availability and accessibility.
3. The program uses information from the Community Assessment to:
 - Help determine the grantee philosophy, and long-range and short-range program objectives.
 - Determine the type of component services that are most needed and the program option of options that will be implemented.
 - Determine the recruitment area that will be served by the grantee, if limitations in the amount of resources make it impossible to serve the entire service area.
 - Determine appropriate locations for centers.

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- Set criteria that define the types of children and families who will be given priority for recruitment and selection.
 - 4. In each of the two years following completion of the Community Assessment, the grantee conducts a review to determine whether there have been significant changes in the information described in paragraph (b) of this section. If so, the Community Assessment is updated and the decisions described in paragraph (c) of this section are reconsidered.
 - 5. The recruitment area includes the entire service area, unless the resources available to the HS grantee are inadequate to serve the entire service area.
 - 6. In determining the recruitment area when it does not include the entire service area, the grantee does:
 - Select an area or areas that are among those having the greatest need for HS services as determined by the Community Assessment.
 - Include as many HS eligible children as possible within the recruitment area, so that:
 - The greatest number of HS eligible children can be recruited and have an opportunity to be considered for selection and enrollment in the HS program, and
 - The HS program can enroll the children and families with the greatest need for its services.
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PERFORMANCE STANDARD: 1305.4

SUBJECT: Age of Children and Family Income Eligibility

RATIONALE: Program eligibility will be based on age of children, as well as family income.

OBJECTIVE: To ensure that Head Start services are being accessed by the children who are age and income eligible. Up to ten percent may be children from families whose income exceeds the income guidelines but meet the selection criteria.

PROCEDURE:

1. To be age eligible for Head Start services, a child must be at least three years old by the date used to determine eligibility for Milwaukee Public Schools, which is September 1st of the enrollment year.
2. Age eligibility is verified by Head Start staff through the review of the documents listed below during the completion of a registration packet.
 - Certified copy of the Birth Certificate
 - Foster or Kinship care placement letter
 - Homeless paperwork
3. Children are income eligible for Head Start if one or more of the following applies:
 - Their family's income is below the poverty line;
 - Their family receives public assistance;
 - Their family is homeless.
 - The child is in foster/kinship care
4. Income eligibility is verified during the registration process by Head Start staff through the review of the following documents:
 - Federal Income Tax form 1040
 - Tax Documentation from employer W-2 form
 - Check Stub
 - Written Statement on Employer Letter Head
 - Public Assistance Award Letter or check stub (WI Works-W2)

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- Parent statement of No Income
 - Documentation of unemployment payments
 - Documentation of Military Benefits
 - Supplemental Social Security Award Letter
 - Other sources of income such as child support, retirement payments, etc.
5. Head Start staff will verify and sign the eligibility verification section of the application, upon completion with the parent.

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PERFORMANCE STANDARD: 1305.5

SUBJECT: Recruitment of Children

RATIONALE: Eligible students are recruited to ensure that Head Start is servicing the students most in need.

OBJECTIVE: The program will reach out to those most in need of Head Start services.

PROCEDURE:

1. A comprehensive recruitment plan is developed in order to reach those families most in need of Head Start Services. Refer to the attached recruitment plan for strategies and events that occur throughout the year.
2. During the recruitment process that occurs year round, the program solicits applications from as many HS eligible families within the recruitment area as possible. As part of the recruitment process, the program assists families in filling out the registration packet, including the application and other required documents, in order to assure that all information needed for selection is completed.
3. The recruitment plan is reviewed and updated annually and shared with Policy Council, for review and input.
4. Staff reviews registration applications to determine if there are other eligible siblings in the family.
5. The program publicizes Head Start enrollment eligibility throughout the community through:
 - Public service announcements
 - TV stations (One-Minute Spot) and Newspapers
 - Posters in local community agencies and flyers at clinics
 - Door to door canvassing

See Recruitment Plan

PERFORMANCE STANDARD: 1305.6

SUBJECT: Selection Process

RATIONALE: Each Head Start program must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start services.

OBJECTIVE: The program will use a formal process for selecting eligible children and families.

PROCEDURE:

1. The selection criteria is reviewed annually by the Head Start staff and Policy Council using data from the community assessment to determine if any revisions or updates are needed. Any revisions or updates are provided to the Policy Council and Board for review and approval.
2. In selecting the children and families to be served, the Head Start program must consider the income of eligible families, the age of the child, and the extent to which a child or family meets the established selection criteria.

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3. Registration packets are completed at Central Services and at school sites by designated Family Partnership Associate(s) (FPA) or Head Start staff with the parent/guardian during the Head Start registration period, which will begin in January and end in **August**.
4. The ERSEA Manager will review the registration packets and enter the information, including the prioritized points from the information provided on the selection criteria, in eSIS Student Assignment database, Student Assignment Process database, and the ChildPlus software system and the registration folder is filed appropriately.
5. At the end of the Head Start registration periods in **April, June, and August**, children will be accepted on a prioritized basis to ensure the acceptance of the children and families who meet the age and income requirements and are most in need.
6. Children and families who meet the age and income requirements and have completed a registration packet after the Head Start registration period will be accepted based on prioritized selection and seat availability.

Note: At least ten percent of the total number of children actually enrolled by Head Start will be children with disabilities who are determined to be eligible for special education and related services as determined under the Individuals with Disabilities Education Act. The selection criteria provides points to children for diagnosed disabilities.

PERFORMANCE STANDARD: 1305.7

SUBJECT: Enrollment and Re-enrollment

RATIONALE: The Head Start Program must maintain funded enrollment level.

OBJECTIVE: The program will maintain its funded enrollment level and enable each enrolled child to remain in the Head Start Program until kindergarten.

PROCEDURE:

Re-enrollment

1. During January and February all families of children eligible to return for a second year will be contacted by a Family Partnership Associate to meet, review, and update contact information and required documents.
2. A review and update of contact information and required documentation is completed at Central Services and at school sites by designated Family Partnership Associate(s) (FPA) or Head Start staff during the Head Start registration period for any families of children eligible to return for a second year, who did not have an opportunity to update the information in January or February.
3. Head Start staff works closely with parents to review and update contact information and required documentation for returning students prior to the end of the school year and post cards are sent to remind parents of the enrollment period. Returning students (2nd year students) are not required to re-submit income.
4. The ERSEA Manager will review and update the information in the eSIS Student Assignment database, Student Assignment Process database, and the ChildPlus software system and return the enrollment folder to be filed appropriately.

Enrollment

5. Registration packets are completed at Central Services and at school sites by designated Family Partnership Associate(s) (FPA) or Head Start staff with the parent/guardian during the Head Start registration period.

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6. Head Start staff will verify, record family income, and sign the eligibility verification section of the application upon completion with the parent and submit the registration packet and two copies of the child's immunizations record to ERSEA Manager.
7. The ERSEA Manager will enter the information in the eSIS Student Assignment database, Student Assignment Process database, and the ChildPlus software system and return the enrollment folder to be filed appropriately.

On-going Enrollment

8. Registration packets are completed at Central Services and at school sites by designated Family Partnership Associate(s) (FPA) or Head Start staff with the parent/guardian throughout the school year.
9. Head Start staff will verify, record family income, and sign the eligibility verification section of the application upon completion with the parent and submit the registration packet and two copies of the child's immunizations record to ERSEA Manager.
10. The ERSEA Manager will enter the information in the eSIS Student Assignment database, Student Assignment Process database, and the ChildPlus software system as appropriate and return the enrollment folder to be filed appropriately.

Prioritized Wait List

All Head Start administrative and support staff are able to access the **Prioritized Wait List** by requesting it from the ERSEA Manager or reviewing the ChildPlus software system. The process of selecting a student from the wait list and accepting them in the program is as follows:

1. When an opening becomes available, the ERSEA Manager and Family Partnership Associates will review the **Prioritized Wait List**, select the families and children who meet the age and income requirements with the highest number of points.
2. The FPA will contact the parent/guardian to determine if the parent/guardian wishes to enroll in Head Start.
 - If the parent wishes to enroll in the Head Start Program, the FPA will return the file to the ERSEA Manager for entry in the eSIS Student Assignment database, Student Assignment Process database
 1. Once the information has been entered in the eSIS Student Assignment database, Student Assignment Process database, the ERSEA Manager will give the file to the Health Team for review
 2. Upon review by the Health Team the file will be returned to the ERSEA Manager.
 3. The FPA or ERSEA Manager will contact the family to inform them of the day the child can start school.
 4. The ERSEA Manager will submit the Student Assignment Form, Allergy, Medical, Nutrition Alert Form, Photo Consent Form, and the immunizations to the school secretary. On the first day that the student attends class, the school secretary will transfer the student to registered status and place them in a homeroom.
 - If the parent does not wish to enroll in the Head Start Program, the FPA will return the file to the ERSEA Manager for a note to be made in the ChildPlus software system and to be filed appropriately.

PERFORMANCE STANDARD: 1305.8

SUBJECT: Attendance

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RATIONALE: Regular attendance is important for families to benefit from the comprehensive services offered by the Head Start Program.

OBJECTIVE: The program tracks attendance and absenteeism.

PROCEDURE:

Attendance Monitoring by ERSEA Manager

The ERSEA Manager will run monthly attendance reports for the program. This report will identify individual schools with attendance rates below 85 percent. The ERSEA Manager will analyze the patterns of absences for these schools, including the reasons for absences as well as the number of absences that occur on consecutive days. The analysis and attendance report will be submitted to the Program Coordinator by the 5th day of each month.

Attendance Procedures

1. The FPA staff will run attendance reports from eSIS every Monday for the previous week.
2. Any child who has unexcused absences and/or falls below the required 85% attendance rate must be included on the Summary of Student Attendance form (see attached) and the FPA staff will contact the teacher on to ask if the family has provided an excuse. The FPA staff will also analyze student absences to identify patterns exhibited and initiate attendance intervention strategies to decrease attendance problems.
3. Attendance reports are due on Mondays by 12:00pm to the ERSEA Manager.
4. Students who require an attendance intervention will be placed on the FPA's and ERSEA Manager's Master Attendance Intervention List.
5. Parents of children with excessive tardiness, absences, or patterns of absence will be contacted through one of the strategies listed on the Individual Student Attendance Tracking form (see attached). The FPA staff will use the Individual Student Attendance Tracking form to document any required attendance intervention(s) and submit it to the ERSEA Manager on Monday by noon.
6. After reviewing the Individual Student Attendance Tracking form and it is determined that the intervention(s) has been implemented and no further intervention is needed a copy of the form will be placed in the child's file by the FPA. If further attendance intervention is needed the FPA will receive the Individual Student Attendance form back to document the new attendance intervention(s) implemented and the form will be submitted on the Monday by noon. If it is noted that the interventions implemented have not worked an attendance meeting will be held.
7. Once a student has completed the required attendance intervention(s) the completion date will be documented on the FPA's and ERSEA Manager's Master Attendance Intervention List.

Attendance Meetings

Before an attendance meeting can be held for students with unexcused absences the Family Partnership Associate must have documented that the family was contacted and was unable to provide an acceptable written excuse.

The assigned Family Partnership Associate will meet with the ERSEA Manager and the Mental Health staff (School Social Worker) to evaluate the needs of the family and develop a plan of action for the student's retention in the Head Start Program. Contacts with the family will emphasize the benefits of regular attendance, yet remain sensitive to any special family circumstances influencing attendance patterns. All contacts with the

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child's family as well as special family support service activities provided by program staff will be documented.

If needed: A follow-up meeting will determine whether a formal attendance referral should be made with the child's school. In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child's slot will be considered an enrollment vacancy.

Note

All attendance forms and documentation will be kept by the FPA's in their attendance folder unless otherwise noted. The folder will be reviewed by the ERSEA Manager for accuracy and completeness on a monthly basis or upon request.

PERFORMANCE STANDARD: MPS Head Start Policy

SUBJECT: Drop Off / Pick Up Policy

OBJECTIVE: The program will ensure that parents/guardians drop off and pick up children in a timely manner.

PROCEDURE:

Parents are responsible for bringing their children to class on time and picking them up from class on time. Head Start's first interest is the safety and protection of children.

Drop Off

1. Parent/guardian or authorized escort is requested to call the Head Start site if they know that their child will be late/tardy.
2. Children must be brought into the classroom by a parent/guardian or authorized escort. When child is dropped off, parent/guardian or authorized escort must indicate the time child was dropped off, sign the Sign In/ Sign Out Form in the classroom.
3. If the child is late, the parent/guardian must obtain a tardy slip from the office.
4. When a child is dropped off late/tardy (15 minutes after the start of class), the teacher will mark them tardy on their class attendance chart.
5. When a child is tardy more than 3 times in one month, a contact will be made with the parent by the Family Partnership Associate. This letter will indicate the dates the child was tardy and arrange a conference regarding this situation. After a child is tardy 4 times in one month, the FPA will make a referral to the School Social Worker.

Pick Up

1. Parent/guardian or authorized escort is requested to call the Head Start site if an emergency situation occurs that will delay pick-up of their child.
2. A parent/guardian or authorized escort must come into the classroom to pick up the child. The parent/guardian or authorized escort must indicate the time that the child was picked up, sign the Sign In/Sign Out Form in the classroom.
3. A child will not be released to anyone who is not listed on the Escort list signed by the parent. The parent can add or delete the name of an individual to the Escort list at any time by notifying the teacher of this change in writing. A photo ID or driver's license may be requested of an escort in order to verify their identity.

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4. If a child is picked up late more than 3 times in one month, a contact will be made with the parent/guardian by the Family Partnership Associate. This letter will indicate the dates the child was picked up late and arrange a conference regarding this situation. After a child is picked up late 4 times in one month, a referral will be made to the Social Work Supervisor. The FPA will work with the parent/guardian to resolve the situation.
5. If a child is not picked up at the end of a class session, Head Start personnel will attempt to contact the parent/guardian, and home or emergency contacts in order to find someone to escort the child home. However, the child may not be released to someone who is not properly authorized. If the child is not picked the classroom teacher will take the child to the school office. Each school office has established procedures for late child pick up and Head Start will adhere to those procedures.

If this occurs the parent will be required to attend a meeting with the School Social Worker to discuss ways to resolve the situation. If the situation continues, the child may lose his/her assignment to the Head Start Program.

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MILWAUKEE PUBLIC SCHOOLS
DEPARTMENT OF CURRICULUM AND INSTRUCTION
Division of Early Childhood Education

**PERFORMANCE STANDARDS: 1305.3 Determining Community Strengths and Needs
1305.5 Recruitment of Children**

A. Goal

To reach and recruit those families most in need (low income, foster care, kinship care, homeless, and special needs) and to serve all eligible children and families by providing comprehensive, high quality early childhood services.

B. Explanation

Recruitment is a year round process that the children and families most in need with information regarding the services the Milwaukee Public Schools Head Start Program has to offer.

C. Key Points to Remember

- Use a myriad of strategies and methods to recruit
- Any documents distributed are written in the language and literacy levels of targeted audience
- Flyers and posters are posted in high traffic areas
- Repeated contact is made with potential participants
- All Head Start Staff is responsible for recruiting

TIME FRAME	Targeted Group	ACTION STEPS	PERSON(S) RESPONSIBLE	DOCUMENTATION
January	Returning Students	*Encourage enrolled families to update contact information and required documents for a second year of participation in the Head Start Program.	Family Partnership Associates	Minutes from parent meetings Sign-In sheets from parent meetings Updated Registration packets
January	Waitlisted Students	*Encourage waitlisted families to complete registration packets for participation in the Head Start Program. (Central Services Auditorium)	Family Partnership Associates	Phone Log
January	Income/Categorically Eligible Families Students with disabilities	*Encourage new families to complete registration packets for participation in the Head Start Program. (Central Services Auditorium)	Head Start Staff	Registration Sign-In Sheets
January	Income/Categorically Eligible Families Students with disabilities	*Partnerships promoted through Health Services Advisory Community Partners Committee	Health Team	Meeting Minutes Sign-In Sheets
January	Students with disabilities	*Post flyers in Penfield and Easter Seals	MHDSS Manager	Posting of flyers

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January	Students with disabilities	*Attend Transition Planning Conferences at Penfield and Easter Seals	MHDSS Manager	Notes from the Transition Planning Conference
January	Income/Categorically Eligible Families Students with disabilities	*Participated in the 3 Choice School Selection January 9, 2012 to January 27, 2012.	Family Partnership Associates	Registration packets
January	Income/Categorically Eligible Families Students with disabilities	*Participate in the Great Schools Fair	Family Partnership Associates	Sign-In Sheets
February	Returning Students	*Encourage enrolled families to update contact information and required documents for a second year of participation in the Head Start Program.	Family Partnership Associates	Minutes from parent meetings Sign-In sheets from parent meetings Updated Registration packets
February	Waitlisted Students	*Encourage waitlisted families to complete registration packets for participation in the Head Start Program. (Central Services Auditorium)	Family Partnership Associates	Phone Log
February	Income/Categorically Eligible Families Students with disabilities	*Encourage new families to complete registration packets for participation in the Head Start Program.	Head Start Staff	Registration Sign-In Sheets
February	Income/Categorically Eligible Families Students with disabilities	*Recruit at the Wisconsin Black History Society Museum	Family Partnership Associates	Sign-In Sheets
February	Students with disabilities	*Attend Transition Planning Conferences at Penfield and Easter Seals	MHDSS Manager	Notes from the Transition Planning Conference
February	Income/Categorically Eligible Families Students with disabilities	*Place information in Parent Centers at school	Family Partnership Associates	Posting of flyers

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February	Income/Categorically Eligible Families Students with disabilities	*Place recruitment flyer at Milwaukee Public Library for distribution at all 14 locations in the city of Milwaukee	ERSEA Manager	Posting of flyers
February	Income/Categorically Eligible Families Students with disabilities	*Place recruitment flyers at the Bureau of Milwaukee Child Welfare, Region 1 and 2, 6111 N. Teutonia Ave., Milwaukee, WI 53209	ERSEA Manager	Posting of flyers
March	Income/Categorically Eligible Families Students with disabilities	<p>*Place recruitment flyer at WIC offices</p> <p>MLK-Heritage Health Center WIC 2555 North Dr. Martin Luther King Jr. Drive Milwaukee WI 53212</p> <p>Wee Care Day Care, Inc 3882 North Teutonia Ave Milwaukee WI 53206 5825 West Capitol Drive Milwaukee WI 53216 4630 W. North Avenue Milwaukee WI 53208</p> <p>Northwest Health Center 7630 West Mill Road Milwaukee WI 53218</p> <p>Keenan WIC Project 3200 N 36th Street Milwaukee WI 53210</p> <p>South Side Health Center 1639 S. 23rd Street, 1st Floor Milwaukee WI 53204</p> <p>West Allis Health Dept. 7120 West National Ave West Allis WI 53214</p> <p>Aurora Health Care 1218 West Kilbourn Ave St207 Milwaukee WI 53233</p> <p>Sixteenth Street Community Health Center 1337 South Cesar Chavez Dr Milwaukee WI 53204</p>	ERSEA Manager	Posting of flyers

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		<p>Seeds of Health, Inc. 1445 South 32nd Street Milwaukee WI 53215</p>		
March	<p>Income/Categorically Eligible Families</p> <p>Students with disabilities</p>	<p>*Conduct onsite registration at: Maximus 6550 N. 76th St March 2, 9 & 16, 2012</p> <p>Maximus 4030 N 29th St March 21, 2012</p>	Head Start Staff	Registration Sign-In Sheets
March	<p>Income/Categorically Eligible Families</p> <p>Students with disabilities</p>	*Conduct onsite registration at current Head Start sites.	Head Start Staff	Registration Sign-In Sheets
March	Students with disabilities	*Attend Transition Planning Conferences at Penfield and Easter Seals	MHDSS Manager	Notes from the Transition Planning Conference
April	<p>Income/Categorically Eligible Families</p> <p>Students with disabilities</p>	*Conduct onsite registration at current Head Start sites.	Head Start Staff	Registration Sign-In Sheets
April	Waitlisted Students	*Encourage waitlisted families to complete registration packets for participation in the Head Start Program. (Central Services Auditorium)	Family Partnership Associates	Phone Log
April	<p>Income/Categorically Eligible Families</p> <p>Students with disabilities</p>	<p>*Place posters/flyers at foster care agencies</p> <p>BMCW Region 1 and 2 6111 N. Teutonia Ave. Milwaukee, WI 53209</p> <p>BMCW Region 3 1205 S. 70th St. West Allis, WI 53214</p> <p><u>Integrated Family Services</u> 6737 W. Washington St., Suite 4400 West Allis, WI 53214</p>	ERSEA Manager	Posting of flyers

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		<p><u>Children's Service Society of Wisconsin</u> 620 S. 76th. St., Suite 120 West Allis, WI 53214</p> <p>Kinship Care Family Intervention and Support Services (FISS) <i>Perez-Peña, Ltd.</i> 126 S. 2nd St. Milwaukee, 53204</p>		
April	<p>Income/Categorically Eligible Families</p> <p>Students with disabilities</p>	<p>*Conduct onsite registration at: Maximus 6550 N. 76th St April 20, 2012</p> <p>Maximus 4030 N 29th St April 18 & 25, 2012</p> <p>YMCA-Northeast 1915 N. ML King Dr. April 4, 11, 18, & 25, 2012</p>	Head Start Staff	Registration Sign-In Sheets
April	Students with disabilities	*Attend Transition Planning Conferences at Penfield and Easter Seals	MHDSS Manager	Notes from the Transition Planning Conference
May	<p>Income/Categorically Eligible Families</p> <p>Students with disabilities</p>	*Conduct onsite registration at current Head Start sites.	Head Start Staff	Registration Sign-In Sheets
May	Waitlisted Students	*Encourage waitlisted families to complete registration packets for participation in the Head Start Program. (Central Services Auditorium)	Family Partnership Associates	Phone Log
May	<p>Income/Categorically Eligible Families</p> <p>Students with disabilities</p>	<p>*Place recruitment flyer at WIC offices MLK-Heritage Health Center WIC 2555 North Dr. Martin Luther King Jr. Drive Milwaukee WI 53212</p> <p>Wee Care Day Care, Inc 3882 North Teutonia Ave</p>	ERSEA Manager	Posting of flyers

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		<p>Milwaukee WI 53206 5825 West Capitol Drive Milwaukee WI 53216 4630 W. North Avenue Milwaukee WI 53208</p> <p>Northwest Health Center 7630 West Mill Road Milwaukee WI 53218</p> <p>Keenan WIC Project 3200 N 36th Street Milwaukee WI 53210</p> <p>South Side Health Center 1639 S. 23rd Street, 1st Floor Milwaukee WI 53204</p> <p>West Allis Health Dept. 7120 West National Ave West Allis WI 53214</p> <p>Aurora Health Care 1218 West Kilbourn Ave St207 Milwaukee WI 53233</p> <p>Sixteenth Street Community Health Center 1337 South Cesar Chavez Dr Milwaukee WI 53204</p> <p>Seeds of Health, Inc. 1445 South 32nd Street Milwaukee WI 53215</p>		
May	Students with disabilities	*Attend Transition Planning Conferences at Penfield and Easter Seals	MHDSS Manager	Notes from the Transition Planning Conference
May	Income/Categorically Eligible Families Students with disabilities	*Attend School Family Activities and Events**	Family Partnership Associates Nurse Associates	Head Start Interest Sheets Sign-In Sheet

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May	Students with disabilities	*Attend Open House at Penfield	MHDSS Manager	Sign-In Sheet
May	Income/Categorically Eligible Families Students with disabilities	*Partnerships promoted through Health Services Advisory Community Partners Committee	Health Team	Meeting Minutes Sign-In Sheets
June	Income/Categorically Eligible Families	*Conduct onsite registration at: Maximus 6550 N. 76 th St Maximus 4030 N 29 th St YMCA-Northeast 1915 N. ML King Dr.	Head Start Staff	Registration Sign-In Sheets
June	Income/Categorically Eligible Families	*Door hangers in low-income housing complexes	Family Partnership Associates	Posting of door hangers Map of housing complex location
June	Income/Categorically Eligible Families	*Canvassing of neighborhoods hanging door hangers	Family Partnership Associates	Posting of door hangers Map of canvassing letter
June	Income/Categorically Eligible Families Students with disabilities	*Distribute tear off posters at community resources agencies such as: <ul style="list-style-type: none"> o Betty Brinn o Food Pantries o Clothing Centers o Boys and Girls Clubs o Laundromats, etc. o UMOS o Libraries o Other places of business 	Family Partnership Associates	Posting Tear off posters
June	Income/Categorically Eligible Families Students with disabilities	*June Recruitment Events and Festivals** <ul style="list-style-type: none"> o Lake Front Festival of Arts o Starns Heath Fair 	Family Partnership Associates Nurse Associates	Head Start Interest Sheets Sign-In Sheet
July	Income/Categorically Eligible Families	*Place posters/flyers at foster care agencies BMCW Region 1 and 2 6111 N. Teutonia Ave. Milwaukee, WI 53209	ERSEA Manager Family Partnership Associates	Posting of flyers

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		<p>BMCW Region 3 1205 S. 70th St. West Allis, WI 53214</p> <p>Integrated Family Services 6737 W. Washington St., Suite 4400 West Allis, WI 53214</p> <p>Children's Service Society of Wisconsin 620 S. 76th. St., Suite 120 West Allis, WI 53214</p> <p>Kinship Care Family Intervention and Support Services (FISS) <i>Perez-Peña, Ltd.</i> 126 S. 2nd St. Milwaukee, 53204</p>		
July	<p>Income/Categorically Eligible Families</p> <p>Students with disabilities</p>	<p>*Distribute tear off posters at community resources agencies such as:</p> <ul style="list-style-type: none"> o Betty Brinn o Food Pantries o Clothing Centers o Boys and Girls Clubs o Laundromats, etc. o UMOS o Libraries o Other places of business 	Family Partnership Associates	Posting Tear off posters
July	<p>Income/Categorically Eligible Families</p> <p>Students with disabilities</p>	<p>*July Recruitment Events and Festivals**</p> <ul style="list-style-type: none"> o Bastille Days o Festa Italiana o Garfield Jazz Festival o Christian Fellowship Church o German Fest 	<p>Family Partnership Associates</p> <p>Nurse Associates</p>	<p>Head Start Interest Sheets</p> <p>Sign-In Sheet</p>
August	<p>Income/Categorically Eligible Families</p> <p>Students with disabilities</p>	<p>*August Recruitment Events and Festivals**</p> <ul style="list-style-type: none"> o South side Night Out o National Night Out o 5th Annual Back to School Health Fair o Neighborhood Fair o Hopewell Baptist Church Back to School Event o Keeping the Community Safe 	<p>Family Partnership Associates</p> <p>Nurse Associates</p>	<p>Head Start Interest Sheets</p> <p>Sign-In Sheet</p>

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		<ul style="list-style-type: none"> ○ Fiesta Mexicana ○ African World Festival 		
August	Income/Categorically Eligible Families Students with disabilities	*Post flyers at clinics: <ul style="list-style-type: none"> ○ Madre Angela ○ Sixteenth Street Clinic 	Family Partnership Associates Nurse Associates	Posting of flyers
September	Income/Categorically Eligible Families Students with disabilities	*Place information in Parent Centers at school	Family Partnership Associates	Posting of flyers
September	Students with disabilities	*Attend Transition Planning Conferences at Penfield and Easter Seals	MHDSS Manager	Notes from the Transition Planning Conference
September	Income/Categorically Eligible Families Students with disabilities	*School Open Houses**	Family Partnership Associates	Head Start Interest Sheets Sign-In Sheet
September	Income/Categorically Eligible Families Students with disabilities	<ul style="list-style-type: none"> ● MPS School Sites 	Family Partnership Associates	Head Start Registrations
September	Income/Categorically Eligible Families Students with disabilities	*Post and distribute flyers <ul style="list-style-type: none"> ○ 4C-Community Coordinated Child Care Inc. ○ La Isla Mini Mart ○ UMOs ○ El-Shadda, COGIC ○ Tight Again Barber Shop 	Head Start Staff	Posting of flyers
October	Income/Categorically Eligible Families Students with disabilities	*Partnerships promoted through Health Services Advisory Community Partners Committee	Health Team	Meeting Minutes Sign-In Sheets

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October	Students with disabilities	*Attend Transition Planning Conferences at Penfield and Easter Seals	MHDSS Manager	Notes from the Transition Planning Conference
October	Income/Categorically Eligible Families Students with disabilities	*Post and distribute flyers <ul style="list-style-type: none"> • Milwaukee Youth Sports League • Neighborhood Children’s Sports League • Kosciuszko Community Center Trick or Treat Extravaganza • Brown Street Academy Snuggle Up and Read event • Carver Elementary Spooktacular • Mount Zion Church, Food Pantry 	Head Start Staff	Posing of flyers
October	Income/Categorically Eligible Families Students with disabilities	*Establish relationship with Community Agencies <ul style="list-style-type: none"> o Milwaukee Police Department o Maximus o Hope Network 	ERSEA Manager	Community Relationships and Recruitment at community evnts
November	Students with disabilities	*Attend Transition Planning Conferences at Penfield and Easter Seals	MHDSS Manager	Notes from the Transition Planning Conference
November	Income/Categorically Eligible Families Students with disabilities	*Distribute tear off posters at community resources agencies such as: <ul style="list-style-type: none"> o Betty Brinn o Food Pantries o Clothing Centers o Boys and Girls Clubs o Laundromats, etc. o UMOs o Libraries o Other places of business 	Family Partnership Associates	Posting Tear off posters
November	Income/Categorically Eligible Families Students with disabilities	*Volunteer in Food Shelters at Thanksgiving	Head Start Staff	Attendance at food shelters Sign-In Sheets
December	Income/Categorically Eligible Families Students with disabilities	*Place information in Parent Centers at school	Family Partnership Associates	Posting of flyers

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December	Students with disabilities	*Attend Transition Planning Conferences at Penfield and Easter Seals	MHDSS Manager	Notes from the Transition Planning Conference
December	Income/Categorically Eligible Families Students with disabilities	*Volunteer in Food Shelters at Christmas	Head Start Staff	Attendance at food shelters Sign-In Sheets

**Head Start Paraphernalia such as door knockers, book bags, flyer template, posters, lunch bags, magnets, Head Start t-shirts, Head Start banner, and/or postcards may be distributed these recruitment events.



**MILWAUKEE
PUBLIC SCHOOLS**
DEPARTMENT OF CURRICULUM
AND INSTRUCTION
Division of Early Childhood Education

Week of: _____

Summary of Student Attendance

FPA Staff: _____ School: _____ AM/PM/All Day

In accordance with the Head Start Performance Standards 1305.8(a) (c)-regarding attendance of Head Start children it mandates that they must have 85% attendance in school.

Note: Use this summary sheet to document any student with unexcused absences and/or whose attendance rate is below the required 85%. Submit this form to the ERSEA Manager along with your weekly attendance report due on Mondays by 12:00pm.

ID #	Last Name	First Name	# of Absences	Reason	Teacher Contacted	Interventions	Date Completed

White Copy-ERSEA/FPA Manager

Yellow Copy-FPA Staff

ERSEA Manager's Signature: _____

Date: _____

FPA's Signature: _____

Date: _____

NT/RS 5-5-08

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MILWAUKEE PUBLIC SCHOOLS
 DEPARTMENT OF CURRICULUM AND INSTRUCTION
 Division of Early Childhood Education

MILWAUKEE PUBLIC SCHOOLS
 5225 West Vliet Street, Room 9
 Milwaukee, Wisconsin 53208
 Phone: 414-777-7850
 Fax: 414-777-7865

Individual Student Attendance Tracking

Please check and list the date each required intervention was completed.

Student Name: _____ School: _____ Grade: _____

Type of Intervention	Date Completed	Comments:
Teacher contacted		
Family contacted		
Home visit		
Met parent at school		
Reminder phone call		
Reminder letter sent		
Attendance meeting		
School social worker contacted		
Attendance warning letter sent		

Interventions must be completed by: _____

ERSEA Manager's Signature: _____ Date: _____

Additional Comments

FPA's Signature: _____ Date Submitted: _____

New Intervention(s) Required: Yes: _____ No: _____

Steps to be taken next:

Interventions must be completed by: _____

ERSEA Manager's Signature: _____ Date: _____

Completion Date: _____

FPA's Signature: _____