

 Policy #: S-2	Effective Date: 4/15/97	Page #: 1 of 2
Ref #: 1305.8(b)(c)	Policy Council Approval Date: 8/28/07	Revision Date: 4/10/07

COMPONENT: SOCIAL SERVICES

SUBJECT: WITHDRAWAL PROCEDURE

OBJECTIVE:

To ensure an accurate enrollment and maintain proper records by the Head Start Center Staff and Central Office Staff.

Withdrawal

When a child is withdrawn from the Head Start program, the person receiving the information, Lead Teacher or Family Service Worker must:

1. Telephone Central Office
2. Inform Family Service Manager
 - a. Child's name
 - b. Withdrawal date
3. Complete Change of Status form
4. Pull child's Center file
5. Attach Change of Status form
6. Forward file to Central Office

When the file and change of status forms are received at the Central Office by the Family Service Manager, the information will be directed to the Family Service Worker who works with that classroom. The Family Service Worker will:

1. Pull the Central Office file
2. Record withdrawal date on the Central file
3. Combine the Center file with the Central Office file
 - a. Keep any family contact notes
 - b. Field trip permission slips
 - c. Any other signed permission slips.

Any duplicate information will be shredded.

4. Family Service Worker will update information in Child Plus
6. Replace the combined file into the filing system