

# Child Action/Follow Through Report

(Hot Sheet)

CF/A-1 Revised 11/03

(mandatory)

This form is used to record changes in a child's enrollment status or changes in child/family information.

1. Enter the effective date, name of the delegate, teacher, location of the action and **full name** of the child (correctly spelled and last name first).
2. Check the action taken as follows:

**Re-enrolled:** A child who has returned to the program more than 30 calendar days after being dropped. This child's first day of attendance is marked with an "RE" on the attendance sheet. If a re-enrolled child comes from another Stanislaus County center, a copy of the REGISTRATION form from the other center should be obtained for the file.

**Transfer In:** A child entered from **another Stanislaus County Head Start center** or from another classroom in the same center within 30 days. Receiving center should obtain a copy of the child's REGISTRATION from the other center. Indicate from which center or home base unit.

**Transfer Out:** A child leaving a classroom and going to **another Stanislaus County Head Start center** or to another classroom at the same center. A copy of the child's REGISTRATION form (CF/R-1, Revised 1/02) should be forwarded to receiving center. Indicate to which center/home base unit the child is transferring.

**Termination (Drop):** A child who leaves the Stanislaus County Head Start Program permanently.

**Address Change:** Print; also be sure to include zip code.

**Registration Correction:** e.g., spelling of name, birth date, number of people in family, ethnicity, etc.

3. "Explanation of Action": Provide a brief reason (e.g., family moving, child's name should be spelled Mari, etc.).
4. If the child is being terminated, complete the "Termination Follow Through Information" section.

**Future address** is the actual new address of the family, if known.

**Forwarding address** is a temporary address to send information until a final address can be obtained.

5. "Recommended Follow-Up": Enter pertinent comments (e.g., "child dropped due to lack of transportation"; "Recommended parent contact center when obtain car"; "Child moving to Fresno, gave phone of Fresno County Head Start").
6. The Teacher/Home Educator must sign the form.
7. Submit original white copy to the Grantee immediately. Do not wait until the end of the month.
8. Enter the date of the REPORT on the appropriate line on the CHILD'S FILE STICKER.