

Home Visit / Class Conference Release Form

(Hot Sheet)

CF/E-22 Revised 1/11

(mandatory)

This form is used to document when a parent has declined a home visit, and a classroom conference was held in lieu of the home visit.

Head Start Performance Standards require parent participation in staff-parent conferences. Staff members make two (2) home visits and two (2) parent conferences per year.

In the event that a parent declines a home visit this form must be used. A parent must give a reason and sign and date the form. Staff and Management will sign the form. A copy of this form will be kept in the child's education file.