

Absence and Rilya Wilson Reporting Form

(select one)

- 5 Day No-Contact**
 10 Day No-Contact
 Rilya Wilson Absence Report

Please use this form to report unexcused consecutive absences of School Readiness funded children and absences of children covered under the Rilya Wilson act.

5 – Day No Contact -Children absent for 5 consecutive days of their regularly scheduled attendance in a month with no contact from the parent.

10 – Day No Contact - Children with 10 unexplained absences within a month with no contact from the parent

Rilya Wilson protected child – first day a child is absent with no contact from parent/guardian or seven consecutive days of excused absences contact both ChildNet and ELC. Child’s enrollment may not be terminated without written approval from referring agency.

Date of Report: _____

Provider Name:	
Address:	
Contact Person:	
Contact Phone #:	

Child’s Name:	
Parent/Guardian Name:	
Contact Phone #:	
Date Child Last Attended:	

Please document any attempts made to contact the parent:

DATE:		<input type="checkbox"/> Spoke with Parent	<input type="checkbox"/> Left Message	<input type="checkbox"/> Unable to Leave Message
NOTES:				
DATE:		<input type="checkbox"/> Spoke with Parent	<input type="checkbox"/> Left Message	<input type="checkbox"/> Unable to Leave Message
NOTES:				

For Rilya Wilson children ONLY - absences must also be reported to ChildNet by calling **561-352-2500 option 3**.

Date Called:

Upload this completed form to the Early Learning Coalition at <https://cs.elcpalmbeach.org>

6M-4.500 Child Attendance and Provider Reimbursements and *Section 39.604 Rilya Wilson Act*.