



## Child Absence Reporting Form (5 Day No-Contact)

This form is being provided by the Early Learning Coalition to assist you in reporting that an enrolled child has been absent for five consecutive scheduled days with no contact from the parent. Please submit this form or other written notification to ELC at <http://cs.elcpalmbeach.org> by the close of business on the 5<sup>th</sup> day of absence.

**Date of Report:** \_\_\_\_\_

<b>Provider Name:</b>			
<b>Address:</b>			
<b>City:</b>		<b>Zip:</b>	
<b>Provider Contact:</b>			
<b>Provider Phone #:</b>			
<b>Email:</b>			

<b>Child's Name:</b>		<b>ID #</b>	
<b>Parent Name:</b>		<b>Contact#</b>	
<b>Date Child Last Attended:</b>			

Attempts to Contact Parent: (Recommended but not required)

<b>Date:</b>		<b>Phone Number:</b>	
<b>Notes:</b>			
<b>Date:</b>		<b>Phone Number:</b>	
<b>Notes:</b>			
<b>Date:</b>		<b>Phone Number:</b>	
<b>Notes:</b>			

**PROVIDER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_