



CEU Progress Notes Instruction Sheet



INSTRUCTIONS:

This form is to be used to document information and contact with families related to program eligibility, TK eligibility, and requests for Status changes prior to enrollment.

- Complete the form in ink
- Print information legibly
- Mark the content area that applies
- Record information clearly
- Staff making an entry must PRINT their name (first initial and last name); staff shall not use legal signature.

Program Eligibility

CEU Progress Note is to be attached to the Application when the Eligibility Story has additional information beyond the hard copy income documents.

TK Eligibility

CEU Progress Note is to be attached to the Application when the applicant child is age-eligible for TK. Progress Note will indicate that staff has informed parent/guardian of TK, and parent/guardian has selected Head Start as the best option for the child/family.

Status Changes

CEU Progress is to be submitted to CEU when a child has been identified on the PL (in Wait List) and the family is no longer interested in Head Start/EHS. The child's status will be changed to "no longer interested."