

DROP Reasons Guidance Sheet

To be used in Areas 1 – 3. All efforts are to be made to continue the child’s enrollment by transferring the child to another site, program or option to meet the family needs before dropping the child from the program.

- **CDE Only: Fee Non-Payment**
 - Use only for child enrolled in CCTR classroom. Information will come from CDE team.
- **Child received services, but never attended**
 - Use for “No-Show.” No-Show is a center-based child who has never attended. No-Show is a home-based child who has not received a home visit.
- **Custody Issue**
 - Use when child is not being brought to school due to a custody issue.
- **Deceased**
 - Use only if the enrolled child is deceased.
- **Deportation**
 - Deportation of immediate family member(s) that prevent the child from coming to school.
 - Deportation of child.
- **Duplicate Centers**
 - DO NOT USE.
- **Enrolled TK**
 - Use when child is enrolled in Head Start, and parent decides to enroll child in TK.
- **Exceed Best Interest Absence**
 - Use when child has had 10+ Best Interest Absences in a school year.
- **Exceed Unexcused Absence**
 - Use when child has had 8+ Unexcused Absences in a school year.
- **Family No Longer Interested**
 - Use when the family indicates that they are no longer interested in the Head Start/EHS program.
- **Family Trauma**
 - Use for family circumstances that prevent the child from attending school –
 - Domestic violence of the immediate family and cannot bring the child to school.
 - Family becomes Homeless and cannot bring the child to school.
- **Foster Care Situation**
 - Child is removed from birth family and placed with a Foster Family.
 - Child is being placed with a different Foster Family, and new Foster Family wishes to discontinue the child’s participation in the program.
 - Child is being reunified with birth family, and birth family wishes to discontinue the child’s participation in the program.

- **Health of Parent**
 - Use when the parent/guardian's health prohibits bringing the child to school, and the family does not have alternate options.
- **Joined Public School Preschool**
 - Use when the child is enrolled in Head Start and parent chooses to enroll child in a state-funded preschool program (SPK, CDC).
- **Moved away**
 - Family moved out NHA service area.
- **Need Center-Based care**
 - Use when child is enrolled in the home-based program and the family needs center-based care and a transfer is not available.
- **No Longer Age Eligible**
 - Use when a child is dropped from EHS because he/she is no longer age-eligible for the program and is not being transitioned to Head Start.
- **No Shots No School**
 - Use when the child is not up-to-date or current on immunizations, and does not have a medical exemption on file.
- **No Transportation to School**
 - Use when the family indicates that they do not have available transportation or access to public transportation to bring the child to school.
- **Non-compliance**
 - DO NOT USE.
- **Other**
 - Use only if the reason the child is dropping from the program does not fit into one of the 24 available options.
- **Parent Request**
 - Use when the parent requests that the child be dropped from the program
 - Most common is when the child is enrolled in two different programs and NHA has requested that the parent select one program.
- **Resides in Different LEA and Effects Services**
 - Use when the child attends school in a different LEA than family residency, and child is not eligible for special services at the Head Start/EHS site, and a transfer to a site within the family residency LEA is not possible.
- **Severe Medical Condition (Physician Determination)**
 - Use when a Medical Provider has determined that due to the severity of the child's health, enrollment in the program is not in the child's well-being.
- **Site Hours Not Meet Family Needs**
 - Use when the site hours do not meet the family needs, and a transfer to another site is not possible.