

\*This form is used whenever a child is terminated from the program.  
Termination includes: dropping, aging out of the program and/or completing the program year.

## Community Action of Southeast Iowa Head Start/Early Head Start

### Termination Form

**Program**

- Head Start
- Early Head Start

**City**

- Burlington
- Fort Madison
- Keokuk
- Mt. Pleasant

**Center**

- Richardson
- Eichacker

Child's Name: \_\_\_\_\_ Classroom Teacher: \_\_\_\_\_

Termination/Drop Date: \_\_\_\_\_

**Reason for Termination (select below)**

**Unknown Reasons**

- No Show (Never Attended)
- Unable to Locate/No Response

**Programmatic Circumstances or Concerns**

- Not Satisfied with Program
- No Longer Need/Want Program
- Attending other Preschool
- Attending Other Child Care
- Attendance
- Child Care Hours
- Parent Choice
- Other (please explain) \_\_\_\_\_

**Uncontrollable Circumstances**

- Moved
- Death
- Death of Family Member
- Custody Issues
- Aged out of EHS (no vacancy or not eligible for HS)
- Transition to Developmental Preschool
- Health Reasons
- Job Loss
- Transportation

**Action taken (if any) to retain child in the program:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ending Services Needed: (referrals to be made, contacting other agencies/organizations, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Closing Out the File**

**Child Plus**

- Update Health Information Tab (FDS)
- Update Family Outcomes Tab (FDS)
- Update Family Services Information Tab (FDS)
- Update PIR Tab (FDS)
- Update Immunizations Tab (Nurse)
- Update Family Services Contacts/Events (Teacher, FDS & Nurse)
- Print Family Service Contacts/Events (FDS)

**The file is "closed out" when the following has occurred:**

- \_\_\_ Termination Form is Completed
- \_\_\_ Child's File is Updated on Child Plus
- \_\_\_ Teacher Breaks Down File (gives to FDS)
- \_\_\_ FDS Prints Family Service Contacts/Events
- \_\_\_ FDS combines 2 files in Drop Cabinet

\_\_\_\_\_  
FDS Signature \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date