RILYA WILSON DOCUMENTATION OF ABSENCE

Must be submitted with monthly attendance rosters

When a child who is under protective supervision or custody of the Department of Children and Families (DCF) (at-risk = BG1/BG3R) is absent, you must report the absence. If a BG1/BG3R child has one unexcused absence, you must notify DCF or Community Based Care (CBC) by close of business on the same day. If the child has seven consecutive excused absences, you must notify DCF/CBC by close of business the same day. If you fax to DCF/CBC, attach fax confirmation to this form and write in "faxed" under DCF/CBC Contact.

This form is used to document the child's absences and the provider's communication with the parent/guardian and DCF/CBC as required. One form per child must be submitted with the attendance roster in order to receive payment for three unexcused absences for an at-risk child.

Program Name: _____

Name of Child: _____

Date of Absence	Time	Parent/Guardian Contact	Reason for Absence	Time	DCF/CBC Contact