



NINOS, Inc. Head Start/Early Head Start - Program Withdrawal Request

Incomplete forms will be returned for completion.

Send all completed and signed forms to dc@ninosinc.org for processing.

Staff Name:	Employee ID:
Center:	Date of Request:

Section 1: Applicant's Enrollment Information			
1	Current Program:	<input type="checkbox"/> Early Head Start	<input type="checkbox"/> Head Start
2	Applicant's Name:		
3	Primary Adult's Name:		
4	Applicant's ChildPlus ID:		
5	Current Site:	6	Current Classroom:

Section 2: Drop Reason	
	<p>Aged out of program (EHS Only)</p> <p><input type="checkbox"/> Enrolled in Daycare</p> <p><input type="checkbox"/> Enrolled in Public School/Pre-K</p> <p><input type="checkbox"/> Foster Care – Child Placed with New Foster Parents</p> <p><input type="checkbox"/> Foster Care – Child Reunited with Family</p> <p><input type="checkbox"/> Moved Out of Service Area (Cameron/Willacy County) Where: _____</p> <p><input type="checkbox"/> No Longer Interested in Services</p> <p><input type="checkbox"/> Not Able to Contact Parent & Child No Longer Showing Up to Class</p> <p><input type="checkbox"/> Not Satisfied with Services</p> <p><input type="checkbox"/> Parent Concerned – Not Ready for School</p> <p><input type="checkbox"/> Pregnant Mom Delivered Child</p> <p><input type="checkbox"/> Transportation Issues</p> <p><input type="checkbox"/> Other Reason: Use Notes Below</p>
Drop Notes (Required):	_____ _____

Section 3: Parent/Guardian Acknowledgement of Withdrawal Request	
	<p>I, _____, am requesting that my child be withdrawn according to the information [Parent/Guardian] listed above and hereby give my permission to continue with the withdrawal process.</p> <p>_____ [Parent/Guardian Signature] _____ [Date]</p>

Section 4: Authorization (Administrative Staff Only)			
<i>Approval for "Enrolled" Applicant Status Only</i>			
Date Family Service Coordinator Reviewed and Approved Form:		Initials:	
Date Director of Children Services Authorize Form:		Initials:	
<i>Completed by Data Compliance</i>			
Date Drop Processed:		Official Last Day of Enrollment:	Initials: