

**DAILY SCHOOL DEPARTURE LIST
INSTRUCTION SHEET**

- Facility** Name of shelter

- Monitor(s)** Name of designated person(s) assigned to monitor daily departure for school.

- Month/Year** Month and year, (e.g. 7/91)

- Date** Enter dates of month above appropriate days: (See MTWTF below).

- Child's Name** Name of each school age child should be typed or neatly printed, last name first, in the space provided. New school age children should be added on this list as necessary and updated monthly.

- Rm #** Room number of each school age child must be listed.

- School** Name of each school age child must be listed.

- Grd.** The grade of each school age child must be listed.

- MTWTF** Represent the day of the week with (M) Monday and ending with (F) Friday.

- Not Reg** Represents those children who for various reasons are not registered in school. This matter should be addressed in the progress note section of case file.

- Not Attending-Valid Reason** A child not attending school for a valid reason shall be listed with an (x); e.g., child is ill). (Referrals should be made when necessary. For example, to the medical provider and described in the progress note section of case file.

- Not Attending-No Valid Reason** A child not attending school for an invalid reason shall be listed with an (N); (e.g., child and family oversleep). Follow-up actions must be recorded in the progress note

- Departed for School** Monitors are responsible for insuring that school-age children depart for school daily. Upon departure a check mark (/) is placed in the appropriate space.

- Note:** This form should be bound in a folder in chronological order.