

# College of Southern Idaho Head Start/ Early Head Start Change of Status Slip

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- Date of drop/transfer etc. must match Attendance/Exited Child Report
- To be completed and signed by Center Supervisor and then given to Data Entry
- Data Entry to enter information into PROMIS, sign and fax to central office
- Place original copy in child's file

Child's Name \_\_\_\_\_ Center \_\_\_\_\_

Current Option \_\_\_\_\_ Current Unit \_\_\_\_\_ Last Day Child Attended \_\_\_\_\_

Transferred (one class to another, or one center to another- no break in service) Date \_\_\_\_\_

Transferred From (current unit or center) \_\_\_\_\_

Transferred to (unit **or** new center) \_\_\_\_\_

Waitlist (unit or center) \_\_\_\_\_ Date \_\_\_\_\_

Transitioned (From EHS to HS ) \_\_\_\_\_ Date \_\_\_\_\_

Dropped Program (no longer interested or moved out of service area) Date \_\_\_\_\_

Reason \_\_\_\_\_

Application Withdrawn Date \_\_\_\_\_

Reason \_\_\_\_\_

Center Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Data Entry Signature \_\_\_\_\_ Date \_\_\_\_\_

ERSEA Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments (if any):