

Wake ThreeSchool Status Change Form

Site:	Classroom Name:
Name of Child:	
Name of Parent/Guardian:	
Child's Last Day of Attendance:	
Date of Child's Enrollment in the Wake ThreeSchool program:	
Date Site Learned of Child's Status Change:	
How Site was informed of the Child's Status Change:	
<p>Please specify why there is a change in the Child's Placement Status by selecting from the options below.</p> <ul style="list-style-type: none">• Child never attended.• Child stopped attending.• Child changed classrooms.• Family has transportation problems.• Family is not pleased with the site.• Family is not pleased with the Wake ThreeSchool program.• Extenuating Family Circumstances.• Family moved:<ul style="list-style-type: none">○ Out of the county.○ Out of the state.• Site has determined that the child poses a risk of harm to himself or herself or others and has completed the WTS requirements as outlined in Section 3 of the WTS Operational Procedures• Other: _____ _____	
Site Rep. Signature:	Date:

This form must be submitted with supporting documentation.

Guideline on what documents may be submitted:

- For a child that never attended – emails trying to reach out the family, phone contact log or copy of letter mailed to family to inform them that if a start date for their child is not established, they may lose their space.
- For a child that stopped attending – emails trying to reach out the family, phone contact log or copy of letter mailed to family to inform them that if they do not communicate a return date by a certain deadline, they may lose their space.
- Child changed classrooms – reason why the classroom change occurred.
- Family is not pleased with the site – the reason the family stated why they aren't pleased with the site.
- Family is not pleased with the Wake ThreeSchool program – the reason the family stated why they aren't pleased with the program.
- Extenuating Family Circumstances – email communication from family or phone contact log.
- Family moved – email communication from family or phone contact log.
- Site determined child poses risk to themselves or others – documentation must include evidence that site followed WTS Operational Procedures and requirements (including supporting documentation of all completed steps).