



LOOK FOR THE STARS 2012 ASSESSMENTS ATYPICAL DAYS



The Early Learning Coalition of Sarasota County understands that special events scheduled at your school may create unusual circumstances. Having an assessor arrive during a special event does not give an accurate picture of your program on daily basis, nor does it generate productive feedback for you as a Provider.

You are allowed to identify 3 days during each assessment month that are not representative of your program. Acceptable reasons would be:

- ❖ Field Trip Days
- ❖ Picture Days
- ❖ All-School Special Event Days
- ❖ Director on Vacation (up to 1 week)

Please make copies and complete the form below. Return to our office **no later than the 20th of each month.**

For Example: For February dates, must be received by JANUARY 20, 2012

If you have any questions or need help completing this form, please contact our office at 941-954-4830 ext. 4.

SITE INFORMATION

Organization: _____ Contact: _____

Street Address: _____ City: _____ Zip: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Date	Reason

Name _____ Title _____

Signature _____ Date _____

Mailing address: 1750 17th Street, Bldg L ~ Sarasota, FL 34234. **Fax:** 954-4831

Please remember to make a copy for your files before sending it in!