

**East Missouri Action Agency, Inc.
Head Start**

TIME-OFF FOR COLLEGE SCHEDULE

Education Work Service Plan IB2(c)(3) College attendees will work out with their site manager their time-off schedule for classes each semester. This schedule will be put into their personnel file at the center and turned into their area coordinator.

Our plan for taking time off for college classes is as follows:

Site Manager

Student

Date

If this plan changes, a new copy of this form will be filled out.

cc: Center Personnel File
Area Coordinator