

**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