

APPENDIX A

HUMBOLDT COUNTY SARB DOCUMENTS AND FORMS

Forms

“Forms/Letters for Schools” Section (School Attendance Process) (Schools Use These Forms)

- 1 Welcome to School Letter
- 2 Beginning of School Letter for Previous Year Truancy
- 3 First Letter of Truancy or Excessive Absences (2 pages)
- 4 Student Chronology/Contact Log
- 5 Second Letter of Truancy or Excessive Absences
- 6 Site Attendance Review Team (SART) Meeting Record (2 pages)
- 7 Summary of SART Meeting
- 8 Release of Information (Medical)
- 9 Release of Information (Interagency)
- 10 SART Meeting Agreement (2 pages)
- 11 Third Letter of Truancy, Referral to SARB
- 12 Third Letter of Truancy, Second SART
- 13 Fourth Letter of Truancy, Referral to SARB
- 14 SARB Referral Checklist
- 15 SARB Referral (2 pages)
- 16 Notification From Schools to Parents of Violation of SARB Agreement
- 17 SARB Follow Up (Sent to SARB by Schools)
- 18 Subsequent Referral to SARB

“SARB Forms” Tab (SARB Process) – (SARB Chairs Use These Forms)

- 19 SARB Agenda
- 20 Notification/Summons to Hearing
- 21 SARB Agreement
- 22 Cumulative File Stickers
- 23 SARB Confirmation Letter
- 24 SARB No Show Letter
- 25 Congratulations Letter

“SARB Reports” Tab (SARB Chairs submit this)

- 26 Sample SARB Annual Report (Online Reporting By Schools to HCOE)

“District Attorney Referral” Tab (From SARB Chairs to DA)

- 27 District Attorney Letter (From DA to Parents)
- 28 DA Referral Checklist
- 29 SARB Referral Request Action to District Attorney
- 30 Cover Letter/Case Summary to District Attorney