

FLOW CHART with SUGGESTED SAMPLE FORMS

Prior to each school year, every family should receive the Welcome Back to School Letter, reminding them of the importance of school attendance every day. (Form 1)

At the beginning of each school year, all school principals should send the Beginning of School Letter from Principal to any student with excessive absences or truancy the previous year. (Form 2)

After three (3) unexcused absences of 30 minutes or more OR excessive absences equaling 10% of days enrolled (some schools wait until the 5th excused absence):

Send First Letter of Truancy or Excessive Absence (Form 3).

Begin the Chronology Log (Form 4). Contact a parent and record on log. Counsel student and make a notation to log.

On the next unexcused absence of 30 minutes or more (4 total) OR continued excessive absences of more than 10% of days enrolled (some schools wait until the 10th excused absence):

Send Second Letter of Truancy (Form 5) scheduling a School Attendance Review Team (SART) school-site conference with the family. This meeting should offer resources and supports. The SART Summary and Agreement (Forms 7 and 10) are signed by all participants, and the parent completes the Chronic Illness/ROI Form and Inter-Agency ROI (Forms 8 and 9). If the family is involved with Juvenile Probation or CWS, those agencies should be included in the conference.

Document attempts to meet when the parent failed to show.

Cont. Chronology Log (Form 4)

Note on Excessive Excused Absence for Illnesses: If the issue is excessive excused absences due to illness, follow up with the doctor via ROI. If the doctor **does not validate** the illness, a home visit by school personnel can verify the illness. If the doctor does not, and the school cannot, validate the illnesses, absences are marked unexcused. If a doctor **does validate** a chronic illness, Home and Hospital Instruction may be in order.

On the next unexcused absence of 30 minutes or more (5 total) OR continued excessive absences of

more than 10% days enrolled (some schools wait until the 15th excused absence):

Third Letter of Truancy with Second SART (Form 12): a school may choose to meet with the family a second time before referring to SARB. Complete the SART Summary and Agreement Forms (Forms 7 and 10).

OR

If there has been a previous, meaningful and **documented** conference with resources and support given to the student and family, then a referral to SARB may be chosen: Third Letter of Truancy, SARB Referral (Form 11) (Schools do not need the date of the SARB Hearing; the Regional SARB will send a summons to the parent with meeting details.)

If schools make a SARB referral at this time, fax the Third Letter of Truancy, SARB Referral (Form 12) to the District Attorney Investigator who will also send letter to the parent (707-445-7416).

Cont. Chronology Log (Form 4)

Some schools choose to send 4 notices to parents regarding truancy. If your Third Letter of Truancy invited a parent to another student conference, use the Fourth Letter of Truancy (Form 13) to notice a parent they are being referred to SARB. (Schools do not need the date of the SARB Hearing; the Regional SARB will send a summons to the parent with meeting details.)

The fourth letter is appropriate at the next unexcused absence of 30 minutes or more (6 total) or continued excessive absences of more than 10% of days enrolled following letters 2 and 3.

Begin SARB Checklist (Form 14)

Complete SARB Referral (Form 15) and include required documents, send to Regional SARB Contact.

If additional SARB referrals need to be made for the same family, Subsequent Referral to SARB (Form 18) should be used with updated attendance and contact records.

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Regional SARB Chairperson

Referral packets must be complete or returned to the school. ALL referrals, which may potentially be sent on to the DA and/or Court, must contain the required documents meeting the full criteria of Ed Codes.

Send all Notifications/Summons to Hearing (Form 20) to parents and a copy to the schools.

Set SARB Agenda (Form 19) and send to SARB members. **A list of all parents and students being called to the agenda should be emailed to CWS, DA Investigator, Probation, and HCOE Foster/Homeless Youth Liaison a week prior to the meeting, separate from the SARB Agenda.**

Hold SARB meeting and develop a SARB Agreement (Form 21), even if parent does not attend.

During the SARB meeting the school representative will partially complete the follow-up form (Form 17) for future reviews. Send SARB Confirmation Letter (Form 23) reminding parent and student of agreement. Optional: If parent was a no-show, Chair/DA Rep/School can follow up with home visit or meet parent and student at the school to

review and have SARB Agreement signed by both (Form 21).
SARB Follow Up

The school will, within two weeks, complete SARB Follow-Up (Form 17). The school should also send a 30 and 60 day review to SARB and the SARB Chair should report the student's progress to SARB at future meetings.

If the parent, student and school have accomplished the SARB Agreement requirements, SARB will send a Congratulations Letter to the student and parent. (Form 25).

If the SARB Agreement obligations are not fulfilled OR the student continues to be truant, the school may request a Subsequent SARB (Form 18). A decision to refer to the DA may be made at the second SARB hearing.

The SARB Chair and the School Principal prepare the Referral to DA/Request Action (Form 29) and the DA Cover Letter and Case Summary (Form 30). Use the DA Checklist (for completeness) and attach to the top of the referral packet.

This packet is to be sent to HCOE SARB Liaison (1820 6th Street, Eureka CA, 95501).

District Attorney Next Steps

DA receives the cover letter and referral and reviews for completeness. DA and HCOE SARB Liaison will review each referral. Incomplete referrals will be returned to schools with recommendations for completion.

DA contacts parent for a meeting and/or institutes legal action or action against parents/student.

DA requests updated attendance, etc., from the school and notifies the school of upcoming hearing.

School personnel may be called to participate in the hearing.

Court Hearing

The Courts will dedicate a court weekly or bi-weekly to hear truancy cases.

A hearing will be held involving the family, school representatives, and HCOE SARB Liaison.

Courts will schedule one or more follow-up hearings with families to ensure accountability.

Other Responsibilities:

Schools will file all attendance forms, including a copy of the SARB Referral (if applicable) in the student's cumulative file and attach a bright green label (Form 22) to a copy of the SARB Referral Packet of any student referred to SARB.

Every SARB will submit online the data requested on the HCOE website by the end of each month. (Sample Form 26)

The County Superintendent will give a county-wide report to all districts and SARBs annually.

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