Dear Parent/Guardian:

Our records indicate that your child, (name of child), in the (grade level) grade was absent for more than 30 minutes on: (dates) without a valid excuse. Therefore, your child is considered a truant according to California’s legal definition below.

**Unexcused Absences**

**Education Code Section 48260** – Any pupil subject to full-time education who is absent from school without valid excuse for more than 30 minutes on each of three days in one school year is a truant and shall be reported to the attendance supervisor of the superintendent of the school district.

Upon a pupil’s initial classification as a truant, the school district is required to notify you, the pupil’s parent/guardian, of the following (**Education Code Section 48260.5**):

1. That the pupil is truant.
2. That the parent/guardian is obligated to compel the attendance of the pupil at school.
3. That parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with **Section 48290**) of Chapter 2 of Part 27.
4. Alternative educational programs available in the district.
5. The right to meet with appropriate school personnel to discuss solutions to the pupil’s truancy. (Added Statutes, 1983, Chapter 498)
6. The pupil may be subject to arrest under **Education Code Section 48264**.
7. The pupil may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to **Vehicle Code Section 13202.7**
8. That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day (Added Statutes, 1983, Chapter 498).

**Excessive Excused Absences**

If your child is absent due to a chronic illness or other unavoidable circumstances, please contact the school attendance clerk. Absences or excessive tardies for any reason affect your child’s education and increase the chances for failure. Tardies also interrupt the classroom and interfere with the learning environment for all students. If the school attendance record is inaccurate, please inform the school attendance clerk.

If your child’s attendance does not improve, we will need to schedule a conference to discuss the situation. We would like to understand the barriers to your child’s attendance and discuss how we can work together to make sure your child is in class and learning.

Our goal is to assist you in educating your child. We can be successful if your child is in school every day and on time.
Dear Parent/Guardian:

This SECOND LETTER is to inform you that your child continues to have an attendance problem.

Number of excused absences  __________
Number of unexcused absences  __________
Number of tardies (31+ minutes)  __________
TOTAL ________________

1. The School Attendance Review Team (SART) has received a referral on behalf of your child regarding excessive excused absences, tardies, or unexcused absences.
2. An appointment has been made for you and your child to meet with SART to consider a proper plan for correcting this problem.
3. Both parents are requested to attend. Please bring your child.

YOUR SCHEDULED APPOINTMENT IS AS FOLLOWS:

(Date)
(Time)
(Location)

Failure to appear will result in a referral for further action.

For unexcused absence or tardies:

Education Code Section 48261 – Subsequent Report of Truancy. Any pupil who has been reported as a truant and who is again absent from school without a valid excuse one or more days, or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of the district.

We appreciate your cooperation in being prompt for your appointment.

Principal or Designee: ______________________________

Attachment: Copy of Attendance Record
SCHOOL ATTENDANCE REVIEW TEAM CONTRACT

The (district name) School District’s School Attendance Review Team, having received a referral from (name of school) School, believes that (name of student), (date of birth) would benefit from the directives for this agreement. It is agreed by both student and parent/guardian that the directions of the School Attendance Review Team as itemized will be followed:

THE STUDENT SHALL (In accordance with California Education Code 48200):

1. Attend school each day school is in session.
2. Arrive at school/each class on time each day.
3. Remain at school for the full time assigned.
4. Abide by all school rules and regulations and maintain appropriate behavior while at school.
5. Report to the counselor or administrator of the school as directed.
6. Keep appointments with a professional counselor until such time as the counselor feels services are no longer needed.
7. Present to the school a note from a doctor to verify any future absences due to illness or they will be unexcused.
8. Take a weekly progress report home for parent(s)/guardian(s) signature and return report to the school the next school day.
9. Other

THE PARENT(S)/GUARDIAN(S) SHALL (In accordance with California Education Code Section 48200):

1. Maintain an awareness of their legal obligations to see that their child:
   (a) Attends school, (b) Arrives on time, (c) Remains at school for the full time assigned each day school is in session.
2. Schedule appointments with for their son/daughter/family.
3. Escort their child to school each day.
4. Attend all meetings and conferences concerning their child at school.
5. Attend school with their child.
6. Call the Attendance Office periodically to inquire into their child’s school attendance record.
7. Attend a parenting class.
8. Other

THE SCHOOL OR SART SHALL (In accordance with California Education Code Section 48321)

1. The school will report absences to the assistant principal/principal.
2. The school will make a 30, 60, and 90 day report to the School Attendance Review Team (SART).
3. The Coordinator of Student Services shall report the failure to follow these directives to the School Attendance Review Board (SARB) for possible legal action.
4. Other

TO THE STUDENT, PARENT/GUARDIAN:

All of the services in this District are available to assist you, and it is our desire to provide you with the assistance needed to improve your student’s school attendance and adjustment at school. We expect that in signing this contract, you are willing to do your very best in helping yourself, because the only alternative left for SART may be a referral through the School Attendance Review Board (SARB).

Signature of Student  Signature of Parent/Guardian  Date

Signature of School Administrator  Other  Date
Dear Parent/Guardian:

You were last notified of your child’s truancy on (date of notification). This THIRD NOTICE informs you that your child is now considered a habitual truant.

Additional date(s) of truancies

Unexcused days absent ___________________________
Tardies (31+ minutes) ___________________________

History of attendance

Attendance record as of _________________ is as follows:

Days of enrollment ___________ Days present ___________
Number of excused absences _________
Number of unexcused absences _________
Number of tardies (31+ minutes) _________

Education Code Section 48262 – Habitual Truant. Any pupil deemed an habitual truant and has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself after filing either of the reports required of Education Code Section 48260 or 48261.

The school has attempted to work with you to solve your child’s attendance problems. These attempts have been unsuccessful. It will now be mandatory for you and your child to attend a School Attendance Review Board (SARB) meeting.

YOUR SCHEDULED APPOINTMENT IS AS FOLLOWS:

(Date)
(Time)
(Location)

You and your child are required to attend this conference (Education Code Section 48321.5). Failure to attend may result in a referral to the District Attorney’s Office or law enforcement. If you have any questions regarding this meeting, you may contact (name of principal) at (phone number and/or email address).
Dear Parent/Guardian:

This letter informs you that after repeated discussion, conferences, meetings, and contract(s), your child has not improved his/her attendance. Your child was again absent/tardy on the following date(s):

- [ ] Truant or unexcused absence on __________________________
- [ ] Tardy on __________________________
- [ ] Excessive excused absence on __________________________

**Education Code Section 48621** – Subsequent Report of Truancy: Any pupil who has once been reported as a truant and who is again absent from school without a valid excuse one or more days, or tardy on one or more days, shall again be reported as truant to the attendance supervisor or the superintendent of the district.

**Education Code Section 48262** – Habitual Truant: Any pupil deemed an habitual truant and has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by **Education Code Section 48260 or 48261**.

Unfortunately it has become necessary to refer this matter to the district School Attendance Review Board (SARB). We have exhausted all resources available to our school site and are now required to make this referral.

Education Code Section 48263 – If any minor in any district of a county is a habitual truant, or is irregular in attendance at school, as defined in this article, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a School Attendance Review Board.

You will be contacted by the supervisor of Child Welfare and Attendance concerning the scheduled hearing before the School Attendance Review Board (SARB). If you have any questions concerning this hearing, please contact my office at (telephone number) between 8:00 a.m. and 4:30 p.m.
**REFERRAL TO SCHOOL ATTENDANCE REVIEW BOARD**

<table>
<thead>
<tr>
<th>REFERRING SCHOOL</th>
<th>SCHOOL DISTRICT</th>
<th>REASON FOR REFERRAL</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>□ Attendance  □ Behavior</td>
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<table>
<thead>
<tr>
<th>STUDENT’S FIRST NAME</th>
<th>STUDENT’S LAST NAME/SSID</th>
<th>AGE/DOB</th>
<th>GENDER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td>□ Male  □ Female</td>
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ADDRESS OF STUDENT – NUMBER, STREET, APARTMENT NUMBER, CITY, STATE, AND ZIP CODE

<table>
<thead>
<tr>
<th>NAME OF PARENT/GUARDIAN &amp; RELATIONSHIP TO STUDENT</th>
<th>NAME OF PARENT/GUARDIAN &amp; RELATIONSHIP TO STUDENT</th>
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ADDRESS OF PARENT/GUARDIAN □ Same as student

<table>
<thead>
<tr>
<th>HOME TELEPHONE NUMBER</th>
<th>HOME TELEPHONE NUMBER</th>
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<tbody>
<tr>
<td>□ CELL □ WORK NUMBER</td>
<td>□ CELL □ WORK NUMBER</td>
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EMAIL ADDRESS

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<tr>
<th>INTERPRETER NEEDED?</th>
<th>INTERPRETER NEEDED?</th>
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<tr>
<td>□ No</td>
<td>□ No</td>
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<tr>
<td>□ Yes (specify)</td>
<td>□ Yes (specify)</td>
</tr>
</tbody>
</table>

**Student’s Attendance Patterns**

- Total # of school days to date: ________
- Excused absences: ________
- Unexcused/Truant absences: ________
- Period Tardies: ________
- Suspensions: ________

**Custodial Rights**

- □ Both parents
- □ Mother only
- □ Father only
- □ Foster parent
- □ Other: ________

**Educational Rights**

- □ Both parents
- □ Mother only
- □ Father only
- □ Foster parent
- □ Other: ________

Factors Affecting Attendance and/or Behavior (check all that apply)

- □ Lack of parental involvement
- □ Concern of drug/alcohol use
- □ Low academic performance
  - Credits earned: ________
- □ Family problems
- □ Teen parent
- □ Economic stress
- □ Other: ________

Interventions Attempted (check all that apply & provide dates; include supplemental form for special education)

- □ Parent/Teacher Conference: ________
- □ Program Changes: ________
- □ School Counseling: ________
- □ Tutoring: ________
- □ Saturday School: ________
- □ Home Visits: ________
- □ Student Study/Success Team: ________
- □ SART Meeting: ________
- □ Recommended medical evaluation: ________
- □ Section 504 Referral: ________
- □ Special Education Assessment: ________
- □ Probation Officer Involvement: ________
- □ School Police Involvement: ________
- □ Referral to: ________
- □ Other: ________

Provide specific problems and/or additional background information. Indicate if student or parent did not follow through or comply with any of the above interventions.

__________________________________________

Attndnance Key: Attach the Key Codes for Absences Excused and Unexcused, Tardy, and Early Removal

Referred by: _____________________________ Date: ___________________________