

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

HANDBOOK

Process, Procedures and Forms

**A Guide for School Administrators
and Attendance Personnel**



**El Dorado County Office of Education
Child Welfare and Attendance
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INTRODUCTION

SCHOOL ATTENDANCE REVIEW BOARD SARB

It is the intent of the Legislature that intensive guidance and coordinated community services be provided to meet the special needs of pupils with school attendance and/or school behavior problems. If alternatives have failed to produce needed changes in a student's problem attendance or behavior, a referral to the School Attendance Review Board (SARB) may be made (E.C. 48263). **SARB will screen pupil referrals to determine if appropriate guidance and community services have been utilized on behalf of the pupil prior to scheduling SARB hearing.** This board is composed of educators, community representatives, parents, and members of law enforcement, probation and welfare agencies. This panel attempts to understand why students experience attendance problems and makes every effort to assist in correcting the problem(s). The more frequent actions of the SARB include:

- Recommending changes in the student's program that may be unusual but necessary.
- Directing the student and/or family to counseling.
- Arranging parenting classes for parents.
- Coordinating assistance from volunteers to help student's get to school.
- Directing parents to escort student to school daily.
- Referral to community service volunteer programs.
- Requiring student to attend school every day.
- Requiring that a doctor or school health aide verify the student's future absences.
- Require participation in school homework assistance or tutoring programs.
- Requesting assistance from other county agencies and programs when needed.

The parent(s), and at times the juvenile, are contacted by mail or in person, and are required to attend the SARB meeting. Failure to appear at the SARB meeting may result in a citation requiring the parent(s) appearance in a municipal court for a violation of a compulsory education law (E.C. 48291).

Families attending the county SARB will be presented a set of SARB directives following the discussion and input by everyone attending the meeting. **The directives shall focus on the key issues to be addressed and are binding on all parties committed to improving the child's attendance or behavior, including the: parents, child, school, agencies and SARB Board.** The student's attendance and behavior are monitored and reviewed by SARB.

TRUANCY TO HABITUAL TRUANCY

The parents of a juvenile who has been classified as an habitual truant are subject to prosecution under Education Code 48200. Before a matter reaches court intervention certain procedures must be followed. A juvenile is considered truant when, "Absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year" (E.C. 48260).

The parents are to be notified by first class mail of their child's truant status. A conference with the parents will be offered at this time to discuss solutions to the truancy problem (E.C. 48260.5). This notice of truancy is originated by the school site and is considered the **first notification of truancy** (Letter #1, Pg. 12).

A **second notice of truancy** will be mailed to the parent(s) of the pupil who has been absent or tardy in excess of 30 minutes from school without valid excuse on one or more days after being recognized as a truant (E.C. 48261). At this time a parent conference or SST must be scheduled. (Letter #2, Pgs. 13&14).

The school's efforts to resolve the attendance problem will include contact with the parent(s) through letters, telephone calls, home visits, conferences, and/or a school attendance directive (Directives, Pg. 17).

The student's family will be encouraged to utilize appropriate outside agencies designed to assist with physical, mental and social adjustment problems. Should the attendance problem persist in that another unexcused absence or tardy in excess of 30 minutes has occurred, a **third notice, or habitual truancy notice**, will be mailed to the parent(s) (E.C. 48262) (Letter #3, Pgs. 15&16).

If efforts still do not improve the student's attendance, the school site may request SARB intervention.

PRE-SARB PROCESS

It is realized that a reasonable amount of time should be devoted to each truancy/behavior problem. E.C. 48262 requires that school administrative personnel "***make a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil him/herself.***" If letters, parent and student conferences and related school action have failed to produce the desired correction of truancy and/or insubordination problems, the following steps should be taken.

- The individual staff member responsible for handling such problems should initiate a review of measures taken to assist the student's behavior modification. This review should reveal any oversights that might have occurred in working with the student.
 - The following suggested review should provide the information needed to determine if the school has exhausted its resources for working with problem students.
1. Confer with all staff that are or should be concerned with the student.
 - a. What attempts have they made?
 - i. Teacher(s)
 - ii. Principal
 - iii. Counselor
 - iv. Other staff handling special duties
 2. Review the student's cumulative record.
 - a. What evaluations have been recorded?
 - b. Has special testing been performed or is it needed?
 - c. Is there any information that suggests further action?
 3. Have all school resources been employed to assist the student?
 - a. Student Study Team
 - b. School nurse
 - c. School psychologist
 - d. Modified school program
 - e. Opportunity classes
 - f. Independent Study (behavior problems)

- g. Work experience
 - h. Other alternatives
4. Evaluate the response of the student and parents in the contacts that have been made, and recall any environmental influences that might be detrimental to correcting the problem.
- a. Conferences at school
 - b. Telephone conversations
 - c. Home visits (most important)

SARB REFERRAL

If steps have been taken and no resolution can be found, a referral to the School Attendance Review Board may be made.

If a student is on formal probation, a direct referral will be made to the probation department instead of using the SARB process because such students are under court orders regarding school attendance. A copy of this referral should also be sent to the Child Welfare and Attendance office.

The school makes a referral to SARB by completing the referral form (pgs.18 -21), and sending the form, along with the support documentation, to the El Dorado County Office of Education SARB office. The SARB secretary will notify the family, school and SARB Board of the date and time for the impending SARB hearing.

Prior to the SARB hearing, the school administrator or designee must confer with the student or family to complete the Family/Student Contact Form.

The board may ask the parents to sign a Release of Information (see attached, Pg. 22-23) so that all participating agencies may relate information that could be useful in solving the problem.

The school administrator or appropriate school person must make arrangements to be present at the scheduled SARB meeting to review the case. Once the agenda is mailed to all the participating parties, the school may not cancel the hearing.

SARB MEETING

At the SARB meeting with parent(s), student and appropriate school person, the school will be asked to present its case with documentation of efforts made to address the problem. After the presentation by school, the board hears from the parent(s) and student. After the presentations, the student may or may not be present while the SARB deliberates and comes to a decision and recommendations.

At this point, the school representative, parent(s) and student are invited to hear the suggested solutions, recommendations, and directives regarding the problem. A copy of the written directives are signed by the SARB Chair and given to the parent(s) and to the school administrator (SARB Directives, Pg. 24).

Each case is scheduled for approximately 30 minutes to allow for a review of the data presented, for oral presentations and for deliberation. Each SARB member receives a copy of the application packet sent to the SARB office by the school (Sample SARB Packet, Pgs. 31-41). In addition, the school representative is requested to bring the student's cumulative record, most current attendance, grades and discipline record to the SARB meeting for review.

Failure to appear at the SARB hearing will result in one of the following:

- **SARB directives completed by board and delivered to parent/s and students by the school representative; or**
- **Rescheduling SARB appearance for the next available meeting.**
- **Failure to appear a second time will result in a referral to the District Attorney's office for a criminal complaint.**

LEGAL PROCEDURES

If the student and/or parent/s fail to comply with the SARB directives, SARB will normally refer the case to the District Attorney's office for a criminal complaint. A notification for failure to comply with SARB directives will also be sent to the El Dorado County Department of Social Services office for reduction of CalWORKs benefits .

The referring administrator is responsible for the documentation used to establish habitual truancy and resources that were used to secure attendance (E.C. 48263). **The documentation should include the 1st letter of Concern, 2nd letter of Concern or additional documentation used to contact the truant's parent(s)/legal guardian, the date of the Intervention/Parent Conference (mandatory requirement), and the date the referral packet was sent to the SARB secretary, parent(s)/legal guardian on the referral form, a copy of the truant's most recent attendance print out and previous SARB records.** These records along with a District Attorney referral and a face sheet summarizing the documentation are submitted by the El Dorado County Office of Education SARB office to the juvenile court to be placed on the court calendar. After the court findings, the school will continue to monitor the truant's attendance. The Education Code allows for a second and third complaint if necessary (E.C. 48293).

**SCHOOL ATTENDANCE REVIEW BOARD
GOVERNING POLICIES AND PROCEDURES**

I. PURPOSES [E.C. Section 48320 (a) (b)]

- A. In enacting this article it is the intent of the Legislature that intensive guidance and coordinated community services may be provided to meet the special needs of pupils with school attendance problems or school behavior problems.
- B. Any school attendance review board, established pursuant to this article, which determines that available public and private schools are insufficient or inappropriate to correct school attendance or school behavior problems of minors may:
 - (1) Propose and promote the use of alternative to juvenile court system.
 - (2) Provide, in any proposed alternative, for maximum utilization of community and regional resources appropriately employed in behalf of minor prior to any involvement with the judicial system.
 - (3) Encourage an understanding that any alternative based on the utilization of community resources carries an inherent agency and citizen commitment directed toward the continuing improvement of such resources and the creation of resources when none exist. (Amended Stats. 1982, Ch. 327).

II. SARB ORGANIZATION [E.C. 48321]

- A. A county school attendance review board may be established in each county. The county school attendance review board, if established, shall include, but need not be limited to, a parent and representatives of (1) school districts, (2) the county probation department, (3) the department of social services, (4) the county superintendent of schools, (5) law enforcement agencies, (6) community-based youth service centers, (7) school guidance personnel, and (8) child welfare and attendance personnel. The school district representatives on the county school attendance review board shall be nominated by the governing boards of school districts and shall be appointed by the county superintendent of schools. All other persons and group representatives shall be appointed by the county board of education.

Where a county school attendance review board exists, the county superintendent of schools shall, at the beginning of each school year, convene a meeting of the county school attendance review board for the purpose of adopting plans to promote interagency and community cooperation and to reduce the duplication of services provided to youth who have serious school attendance and behavior problems.

- B. Local school attendance review boards may include, but need not be limited to, a parent and representatives of (1) school districts, (2) the county probation department, (3) the department of social services, and (4) the county superintendent of schools, (5) law enforcement agencies, (6) community-based youth service centers, (7) school guidance personnel, and (8) child welfare and attendance personnel. Other persons or group representatives shall be appointed by the county board of education.

- C. The county school attendance review board may elect pursuant to regulations adopted pursuant to Section 48324, one member as chairman with responsibility for coordinating services of the county school attendance review board.
- D. The county school attendance review board may provide for the establishment of local school attendance review boards in any number as shall be necessary to carry out the intent of this article.
- E. In any county in which there is no county school attendance review board, a school district governing board may elect to establish a local school attendance review board, which shall operate in the same manner and have the same authority as a county school attendance review board.
- F. The county school attendance review board may provide consultant services to, and coordinate activities of, local school attendance review boards in meeting the special needs of pupils with school attendance or school behavior problems.
- G. When the county school attendance review board determines that the needs of the pupils as defined in this article can best be served by a single board, the county school attendance review board may then serve as the school attendance review board for all pupils in the county, or, upon the request of any school district in the county, the county school attendance review board may serve as the school attendance review board for pupils of that district.
- H. Nothing in this article is intended to prohibit any agreement on the part of counties to provide such services on a regional basis. (Amended Stats. 1986, Ch. 107.)

III. PROCEDURAL OPERATIONS

- A. Voting: All members of the SARB have regular membership and voting privileges.
- B. A quorum for any meeting will be a majority of the regular membership in attendance.
- C. SARB directives are determined by a simple majority of the board members present. An exception shall be made for any proposed directive considered to be in conflict with a member agency's mandate for services or current practice. Such conflicts shall be referred to the agency heads affected by the proposal for review and resolution.
- D. Meeting schedule:
 1. The SARB will meet no less than once per month during the school year.
 2. Regular meeting are scheduled every week on Thursday's at 8:00 a.m. at the El Dorado County Office of Education or the second and fourth Wednesday's at 9:00 a.m. at Lake Tahoe Unified School District.
Additional meetings will be arranged when necessary.
- E. Forms: Forms for use in implementing SARB's responsibilities will be those developed by the El Dorado County Office of Education SARB Office.

IV. RELATIONSHIPS BETWEEN AND AMONG KEY AGENCIES

- A. The County SARB shall provide SARB's and local schools with administrative and technical assistance when requested.
- B. District Attorney:
 - 1. The SARB shall develop lines of communication with the District Attorney's Office or Law Enforcement to assist the SARB to discharge those responsibilities which require a cooperative effort.
 - 2. The SARB shall assist local schools when a complaint is to be filed with the District Attorney and/or court.
- C. Juvenile Court:
 - 1. The SARB shall insure that the mandates of the SARB legislation and those of the Juvenile Court Law are consistently adhered to and implemented by the SARB.
 - 2. The SARB shall assist the Juvenile Court in developing the most effective lines of communication between and among the various agencies involved in filing an application for Juvenile Court action on behalf of a minor.
- D. Probation Department:
 - 1. The SARB will insure that the Probation Department and Law Enforcement are aware of the procedures related to SARB implementation and the development of a viable communication network.
 - 2. The SARB shall develop procedures to work effectively with the Probation and Department of Social Services in prevention activities and follow-up of application for Juvenile Court action on behalf of a minor.
- E. Other agencies:
 - 1. The SARB shall make a constant effort to inform other public and private agencies of the need for a cooperative effort in resolving school attendance and other behavioral problems and soliciting their cooperation.
 - 2. The SARB shall encourage local school districts to communicate with parents and public and private agencies as necessary to resolve problems of attendance and other related behavior prior to referral to the SARB.

VI. PETITION SEQUENCE

- A. For schools served by the SARB:
 - 1. Filing criteria (E.C. Section 48263)

"If any pupil in any district of a county is an 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."

2. Procedures

- a. Any school site administrator responsible for school attendance and behavior may make a SARB referral to the El Dorado County Office of Education SARB Office. Bilingual needs of parents must be considered in all written correspondence to parents. An interpreter will be provided if there is a request in advance. Correspondence shall include:
 - 1) The notice which indicates that the pupil and parent(s)/legal guardian of the pupil are required along with the referring school person to meet with the school attendance review board to consider the proper disposition of the referral.
 - 2) The reason for such referral.
 - 3) The name and address of the review board to which the matter has been referred.
- b. The completed referral form and requested support documents shall be sent to the El Dorado County Office of Education SARB Office by the referring school administrator in order to schedule the hearing. Referral forms may be obtained from the El Dorado County Office of Education SARB Office or website (<http://www.edcoe.org/>) Student programs.
- c. The Pre-SARB Review process
 - 1) Provision for translation during the hearing shall be the responsibility of the El Dorado County Office of Education SARB Office.
 - 2) The referring school should, if possible, see that parents have transportation to the hearing through use of volunteers or other resources.
- d. SARB will review directives with the student and parent(s)/legal guardian outlining expectations of the student, parent(s)/legal guardian, school and SARB (see attached SARB Directives page 23.)
- e. If the SARB determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and or parent(s)/guardian fail to respond to directions of the SARB or to services provided, the SARB may take any of the following actions:
 - 1) Cite or Refer parent/guardian and/or student to District Attorney's office for possible legal action.
 - 2) Refer to Child Protective Services for possible legal action.
 - 3) Refer to Probation for possible legal action.
 - 4) Recommend to District Superintendent for student expulsion (truancy not

included).

B. SARB referrals returned to the school district for further action may be for any one or more of the following reasons:

1. Alternative recommendations made, and
2. Incomplete data submitted; more information needed, and
3. Illegal procedures or lack of school district effort shown.

C. Parents and students have the following rights in regard to SARB hearings:

1. Notice regarding SARB hearing (E.C. Sec. 48263).
2. Due process procedure, and
3. Right to attend hearing, and
4. Right to invite others to attend, and
5. Right to a public hearing.

D. Designated court ward:

Once a youth is declared a court ward under W&I Section 602, direct action and communication shall continue between the SARB, Child Welfare and Attendance Office, the school district, the Probation Department and other agencies as appropriate.

VII. CONFIDENTIALITY

A. The SARB meetings shall be closed unless otherwise requested by the parent.

B. All official SARB records and information are confidential and will not be released except to authorized agencies and persons.

C. All procedures must be consistent with regulations of state and federal laws.

D. Referrals and correspondence received by SARB:

1. Date of receipt will be noted; copies will be distributed to:
 - a. SARB members at regular meetings.
 - b. Parent(s) and school as noted on correspondence.
 - c. Correspondence of a personal nature will be considered in executive session.
 - d. Disposition forms will be directed to originator of referral after consideration by the SARB.
 - e. Copies of disposition forms will be sent to the parent or guardian of the referred minor and to the superintendent of the minor's school district.

E. Student information to SARB

1. Any written record concerning a pupil referred may be released by a school district to the SARB without parental consent. (E.C. Section 49076).
2. Such information shall be kept in strict confidence by members of the board and used only for the purpose of the SARB. (E.C. Section 49076).

VIII. MISCELLANEOUS

Custody and basic responsibilities of SARB correspondence and record processing shall be the responsibility of the El Dorado County Office of Education SARB Office. SARB Agency members will provide assistance.

SCHOOL NAME

TRUANCY NOTICE - FIRST NOTIFICATION

Date

Parent/s Name

Street Address

City, State, Zip

Re: Student Name

DOB:

Dear Parent(s):

This letter is to inform you that your child has been declared a truant from school pursuant to the provisions of Section 48260 of the Education Code after having been absent from school without a valid excuse on more than three days (attendance profile attached).

Education Code Section 48260 states: *“Any pupil subject to compulsory full-time education... who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant...”*

Please be advised that you are obligated by law to compel the attendance of your child at school. In the event that you fail to meet this obligation, you may be guilty of an infraction and subject to prosecution, and/or be referred to the Department of Social Services for sanctions.

I would like to invite you to meet with school personnel to discuss solutions to the truancy problem and alternative education programs that may be available in the district. If you would like to schedule an appointment, please call me.

Sincerely,

SCHOOL NAME

TRUANCY NOTICE - SECOND NOTIFICATION

Date

Parent/s Name

Street Address

City, State, Zip

Re: Student Name

DOB:

Dear Parent(s):

Your child has been reported as a truant from school for the second time, having been absent from school or tardy without valid excuse on more than four days (attendance profile attached). Section 48261 of the Education Code states: "Any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be reported as truant."

Please refer to our letter dated _____ in regard to your child being reported as a truant for the first time.

Other pertinent sections in the Education Code are:

- **Section 48200 which places the responsibility of the children's regular attendance upon the parents;**
- **Section 48292 which provides for a criminal complaint against the parents for failure to send their children to school regularly; and**
- **Section 48292 which stipulates that parents who fail to require regular school attendance of their children, if found guilty, are subject to prosecution and a possible fine.**

Additionally:

- **Parents who fail to require regular school attendance of their children are subject to sanctions by the Department of Social Services.**

It is my intention in sending you this letter that you be informed of the course of action which will be followed if the truancies persist. Truancy is not to be taken lightly. If correction cannot be made, it may be referred to the County School Attendance Review Board.

I urge you to schedule an appointment for you and your child in my office to discuss solutions to the truancy problem and alternative education programs that may be available in the District.

Sincerely,

SCHOOL NAME

TRUANCY NOTICE - HABITUAL TRUANCY

Date

Parent/s Name

Street Address

City, State, Zip

Re: Student Name

DOB:

Dear Parent(s):

Your child has been reported as a truant from school for the third time leaving no alternative but to classify him/her as an habitual truant. This action is pursuant to Section 48262 of the Education Code which states: ***“Any pupil is deemed an habitual truant who has been reported as a truant three or more times.”*** Please refer to our letters dated _____ and _____ in regard to your child being reported as truant on two previous occasions.

The _____ District is again advising you that you are obligated to compel the attendance of your child as school and that your failure to meet this obligation may result in your being subject to legal prosecution, and/or sanctions by the Department of Social Services.

I have scheduled an appointment with you and your child in my office to discuss your child’s habitual truancy and alternative education programs that may be available in the District. Your scheduled appointment is for:

DATE: _____

LOCATION: _____

TIME: _____

Sincerely,

SCHOOL NAME

TRUANCY NOTICE - FIRST NOTIFICATION

Date

Parent/s Name

Street Address

City, State, Zip

Re: Student Name

DOB:

Dear Parent(s):

Your child has been reported as a truant from school for the third time leaving no alternative but to classify him/her as an habitual truant. This action is pursuant to Section 48262 of the Education Code which states: "Any pupil is deemed an habitual truant who has been reported as a truant three or more times." Please refer to our letters dated _____ and _____ in regard to your child being reported as truant on two previous occasions.

The _____ District is again advising you that you are obligated to compel the attendance of your child as school and that your failure to meet this obligation may result in your being subject to legal prosecution, and/or sanctions by the Department of Social Services.

I have scheduled an appointment with you and your child in my office to discuss your child's habitual truancy and alternative education programs that may be available in the District. Your scheduled appointment is:

DATE: _____

LOCATION: _____

TIME: _____

Sincerely,

TO BE SIGNED AND RETURNED BY PARENT/GUARDIAN

I have discussed this issue with my child _____. We will attend the meeting scheduled for us.

Parent Signature

Date

School Site Attendance / Behavior Directives

In order to maximize the chances for educational success, the following agreement is entered into on _____.
(Date)

This agreement is between _____, _____, and _____
(Administrator) (Student) (Parent)

A complete review of this agreement will take place on _____.
(Date)

_____ shall: _____ shall:
(Student's Name) (Parent's Name)

Attend school each day in session.	Cooperate with school officials.
Attend all classes on time.	Ensure student attends school.
Follow all school rules.	Notify school when student is absent.
Maintain appropriate behavior at school.	Verify all illness absences by doctor note or school official verification.
Complete all class assignments.	Arrange for and keep appointments with _____
Meet regularly with _____ _____	Attend parent conferences when requested.
Verify all illness absences by doctor note or school official verification.	Attend parenting classes through: _____
Other:	Other:

It is with complete understanding that I sign this, knowing that further violations of school rules and regulations can result in a referral to the **County/County School Attendance Review Board (SARB)**, the **El Dorado County Probation Department**, the **El Dorado County District Attorney**, and/or the **El Dorado County Department of Social Services**.

 Student's Signature

 Date

 Parent/Guardian Signature

 Date

 School Official's Signature

 Date

School Attendance Review Board CONFIDENTIAL CASE REFERRAL FORM

PUPIL'S NAME: _____
Date of Birth: _____ **Age:** _____
School: _____ **Grade:** _____
Student Mailing Address: _____
City/Zip: _____
Physical Address: _____
City/Zip: _____
Mother's Name: _____
Address: _____
Father's Name: _____
Address: _____
Guardian: _____ **Relationship:** _____
Names of Siblings: **Ages:** **School:**

Check here if student resides in a foster or group home.

Translator Required: YES NO
Language: _____
Home Phone: _____
Work Phone/Cell: _____
Home Phone: _____
Work Phone/Cell: _____
Phone: _____

Attendance Patterns (if known):

1. _____
2. _____
3. _____

<i>PUPIL'S ATTENDANCE/BEHAVIOR PATTERN:</i>	<i>ACADEMIC & OTHER HISTORY:</i>	<i>Check all that apply:</i>
_____ Total days of school as of Date: _____	_____ Number of classes with D/ F/ U grades in last two years	_____ G A T E
_____ Total days of absence _____ Total days of excused absences _____ Total days of unexcused absences	_____ Retained? Check if Yes. Grade Level: _____	_____ R S P
_____ Total days of suspension	Middle/Elementary School Attended?	_____ D I S Type: _____
_____ Total periods of tardies 30 + minutes	_____ E S L _____ L E P / N E P	_____ S D C
_____ Total period cuts (high school)	_____ Probation? Check if Yes. When? _____	_____ C A R E Level: _____

SCHOOL RESPONSIBILITIES

- **1st Letter of Concern sent to Parent/s/Legal Guardian.**
 Date Sent: _____ By: _____
- **2nd Letter of Concern and setting of an Intervention - SST / SART / IEP / Parent Conference.**
 (Should identify problem/s present: truancy/irregular attendances/tardies/behavior/grades.)
 Date Sent: _____ By: _____
- **Intervention /Parent Conference held (MANADATORY REQUIREMENT)**
 Date Held: _____ By: _____
- **Referral Packet FAXED to SARB with completed Confidential Case Referral Form.**
 Date Sent: _____ By: _____

- Referral Packet sent to Parent/s/Legal Guardian.

Date Sent: _____ By: _____

Reason for SARB referral. PLEASE NOTE: Confidential information can be attached separately for Board review.

Signature of Referring Administrator

Date:

*Please note that the **Family/Student Contact form** will need to be completed prior to the meeting. The administrator attending the SARB hearing will be expected to share the information from that form.*

PLEASE FAX or e-mail PDF Documentation to Carol Stratton

Fax Number: 530-295-1273

e-mail: cstratton@edcoe.org

- (1) Student Data Screen
- (2) Attendance Report Screen
- (3) Discipline Report Screen
- (4) Grades Report Screen

- (5) Transcripts from Secondary School
- (6) Standardized Testing Scores
- (7) Oral & Written Communications
- (8) Emergency Contact screen

Family/Student Contact Form

Student Name _____ Parent Names _____ DOB _____

_____ DOB _____

Date of contacts/who _____

Siblings _____

Family/Child identified strengths/social history (support systems, psychosocial, career goals of students, home behaviors, skills/abilities)

School History (last successful year, special education, history of truancy, number of schools attended)

What is getting in the way of school success? (peer/teacher, relationships, health issues, drug/alcohol concerns, transportation)

What do you want to happen? (Goals/solutions...at home/at school)

Miscellaneous Information

DISTRICT NAME

Date

Parent/s Name

Street Address

City, State, Zip

Re: Student Name

DOB:

Dear Parent(s):

This letter is to inform you that due to a continued pattern of excessive absences/tardies, you and your child/ren, (STUDENT NAME), are being referred for a hearing before the School Attendance Review Board (SARB). The purpose of this hearing is to ascertain the reasons why efforts made at the school site level have not been successful and to determine a further plan of action. **Enclosed is your copy of the SARB referral.**

It is imperative that you and your child/ren attend this hearing. The County SARB will mail you a date and time in the near future. Failure to comply *will* result in further action.

California Education Code 48200 says that you as the parent/guardian must see that your child attends school. Your failure to keep your child in school can result in the filing of a criminal complaint by the District Attorney's office (E.C. 48291).

As you can see, we consider the matter of regular school attendance crucial to your children's academic development and we intend to take all steps possible to solve this current problem. If you would care to discuss this matter further, please contact the school.

Sincerely,

El Dorado County

Authorization for Interagency Exchange of Confidential Information

The purpose of this authorization is to allow the gathering and sharing of information to develop a plan of comprehensive services for individuals listed below.

I hereby give my permission for release and exchange of confidential information from the sources I have initialed below for the following persons:

Name(s): _____ Birthdate: _____ Social Security #: _____

Birthdate: _____ Social Security #: _____

Birthdate: _____ Social Security #: _____

Parent or Guardian: Name: _____ Phone: _____

Mailing Address: _____

Street Address: _____

Parent or Guardian: Name: _____ Phone: _____

Mailing Address: _____

Street Address: _____

Initial appropriate agencies for the purpose of providing and coordinating services. When appropriate, specify information to be released.

_____ Initial if all providers listed below may share information.

_____ El Dorado County Dept. of Social Welfare:

_____ El Dorado County Drug and Alcohol Services (Youth and Adult Services)

_____ El Dorado County Health Department

_____ El Dorado County Mental Health

_____ El Dorado County Office of Education

_____ El Dorado County Probation Department

_____ Family Services Association

_____ Alta Regional Center

_____ Hospital _____

_____ Parent Education Network

_____ Physician _____

_____ School District: _____

_____ Other (initial each entry)

I hereby authorize the agencies initialed above to exchange the following information:

_____ Information related to the development of a treatment plan for me and my child.

Authorization Continued

_____ Educational records

_____ Psycho-social history

_____ Summary of child’s medical and developmental history and progress

_____ Summary of client’s medical or psychiatric history, diagnosis, treatment, and progress for the period of: _____

_____ Court Records

_____ Other (initial each entry)

I understand that my records are protected under the federal confidentiality regulations and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may withdraw this consent at any time except to the extent that action has been taken in reliance on it and that in any event this consent expires automatically as described below.

This authorization shall remain effective for one year following the date of signature. A photocopy of this signature is as valid as the original.

Executed this _____ day of _____, 19____

(Signature of Client)

(Signature of Witness)

(Signature of parent or guardian)

(Signature of Surrogate Parent)

This signature releases only education information. Additional information releases will require the signature of Guardian.

Confidentiality of client maintained according to Education Code Section 49069; California Welfare Institution Code, Section 4514, 42 CFR Part 2.

THE CLIENT/CHILD OR, IF A MINOR, HIS OR HER PARENT, GUARDIAN, PARENT SURROGATE OR CONSERVATION, HAS THE RIGHT TO RECEIVE A COPY OF THIS AUTHORIZATION (CIVIL CODE SECTION 56.10).

This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

