

**El Dorado County Office of Education
SARB Process and Responsibilities
Flow Chart**

| Student/Family | School Site/District | EDCOE/SARB | Welfare Dept. | District Attorney | Law Enforcement | Court |
|--|--|---|--|-------------------------------------|----------------------------|-------------------|
| 3+ unexcused absences or unexcused tardies of 30 minutes TRUANT | Letter #1 - to parent - to EDCOE/SARB | Enter into database - copy letter to welfare | | | | |
| 4+ unexcused absences or truant tardies TRUANT | Letter #2 - to parent - to EDCOE/SARB | Enter into database - copy letter to welfare | | | | |
| 5+ Unexcused absences or truant tardies HABITUAL TRUANT | Letter #3 - to parent - to EDCOE/SARB - Site Administrator meets with parent to sign site contract | Enter into database - copy letter to welfare | Warning letter and scheduled appt. with Cal WORKs parents. | Warning letter sent to all parents. | | |
| Broken Site Contract/Agreement | Referral to SARB | Schedule SARB hearing | | | | |
| SARB Hearing | Attend SARB hearing | SARB hearing and directives | Participate on SARB | Participate on SARB | Participate on SARB | |
| Failed SARB Directives | Notify EDCOE/SARB | Schedule SARB hearing and submit DA referral | Sanction Cal-WORKs | File Criminal Complaint | Ed Code 48293 PC272 | Appear |
| 100% Attendance All absences require medical verification | - Provide requested attendance profile | | Re-instate assistance | | | Dismiss |
| Continued truancy | - Referring administrator present at court | | Continued sanction | Any additional charges | Any additional charges | Appear for review |