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STUDENT ATTENDANCE REVIEW TEAM (SART)  
(SFSS-P005)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure describes the process for managing SART Agreements

**2.0 RESPONSIBILITY:**

- 2.1 CWA Liaison, Student and Family Support Services

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

Approved signature on file

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director III, Student and Family Support Services

**4.0 DEFINITIONS:**

- 4.1 CWA – Child Welfare and Attendance
- 4.2 SART – Student Attendance Review Team
- 4.3 SASI XP – The current Student Information System (SIS) software package used by the District
- 4.4 SIS – Student Information System: The state mandated and approved electronic software that compiles, sorts, and stores student person/demographic, attendance, enrollment, and academic history/data for district, state, and federal reporting purpose

**5.0 PROCEDURE:**

- 5.1 CWA Liaison receives a copy of a SART Agreement
- 5.2 CWA Liaison verifies the validity of the SART Agreement
- 5.3 CWA Liaison inputs SART information on assigned database
- 5.4 SART Agreement is then filed in the SFSS Student File

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 SART Agreement (SFSS-F021)

**7.0 RECORD RETENTION TABLE:**

| <u>Identification</u>         | <u>Storage</u>          | <u>Retention</u> | <u>Disposition</u>  | <u>Protection</u>                         |
|-------------------------------|-------------------------|------------------|---------------------|---|
| SART Agreement by School Name | File Cabinet            | one school year  | State of California | Secured building                          |
| SART database                 | Microsoft Excel program | Indefinite       | N/A                 | Secured building and password on computer |

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**8.0 REVISION HISTORY:**

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u>   |
|--------------|-------------|---|
| 05/15/07     | A           | Initial Release   |
| 0827/07      | B           | Revised job title of Approval of Authority (section 3.0) from Director II to Director III |

\* \* \* E n d o f p r o c e d u r e \* \* \*