
SCHOOL ATTENDANCE REVIEW BOARD (SARB)
(SFSS-P006)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process for a SARB Hearing

2.0 RESPONSIBILITY:

- 2.1 CWA Liaison, Student and Family Support Services
- 2.2 Clerical Staff, Student and Family Support Services

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

3.0 APPROVAL AUTHORITY:

- 3.1 Director III, Student and Family Support Services

Approved signature on file

4.0 DEFINITIONS:

- 4.1 CWA – Child Welfare and Attendance
- 4.2 SARB – School Attendance Review Board
- 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 Review the SARB packet
- 5.2 Clerical Staff schedules valid SARB packets
- 5.3 Clerical Staff notifies the parent/guardian and school site of SARB
- 5.4 CWA Liaison directs parties present to introduce themselves by stating their name and title and/or relationship to the student
- 5.5 CWA Liaison verifies the address and parental rights
- 5.6 CWA Liaison requests the school, parent and student to present his/her perspective case
- 5.7 CWA Liaison facilitates clarifying questions
- 5.8 CWA Liaison distributes copies of the SARB Contractual Agreement to the appropriate parties
- 5.9 CWA Liaison completes a SARB Summary Form for each SARB case after all the assigned cases have been heard
- 5.10 CWA Liaison completes all referrals within timelines
- 5.11 CWA Liaison completes the SARB Database Form

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5.12 Assigned CWA Liaison inputs SARB disposition in SARB Status Report

5.13 CWA Liaison places the student file folder in data input basket

6.0 ASSOCIATED DOCUMENTS:

6.1 SARB Script

6.2 SARB Summary Form (SFSS-F052)

6.3 SARB Status Report

6.4 SARB Database Form (SFSS-F053)

6.5 SARB Contractual Agreement

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SARB Status Report database	Assigned CWA's Computer	Indefinitely	N/A	Secured building and password on computer
Student file	File cabinets	Until student turns 18 years of age or 21 years of age if student receives Special Education Services	Shredding	Locked Interior doors

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/15/07	A	Initial Release
8/27/07	B	Revised job title of Approval of Authority (section 3.0) from Director II to Director III
9/17/07	C	Revised document title from School Attendance and Review Board to School Attendance Review Board
8/7/08	D	Revised 5.13, added "in"

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