Sacramento City Unified School District
SARB Flowchart

Attendance problem identified

Ed. Code 48260 - Truant - 1st attendance letter sent after 3 days or 18 periods of unexcused, unverified, or tardies (30+ min)

A.R.5113 (c) - 1st attendance letter sent after 10 days of excused absences *IF no doctor verification is provided the absence is unexcused and coded as "O"*

2nd Attendance Letter sent after one additional truant day or 6 periods of truant absence (unexcused, tardy over 30 minutes)

3rd Attendance Letter sent after one additional truant day or 6 periods of truant absence (unexcused, tardy over 30 minutes). Letter will include an appointment for a SART conference. Agreement signed at SART meeting.

Upon receipt of the SARB violation referrals are required to be completed (with the exception of a DA referral) within 5 school days. Referrals to the District Attorney are required to be completed within 10 school days.

A violation of SARB occurs when:
- three (3) additional days of unexcused absences (unexcused, tardy over 30 minutes) within 20 school days
- five (5) additional days of unexcused absences within 40 school days
- seven (7) additional days of unexcused absences within 60 school days
- nine (9) additional days of unexcused absences within 80 school days

Submit a violation of SARB packet to the Student Hearing and Placement Department (Box 760).

Attendance Leads To Improved Student Achievement

SART Agreement is violated when:
- the parent/guardian and pupil did not attend the SART conference, or if they did attend, but refused to sign the contract;
- the parent/guardian and pupil did attend the SART conference, but further truant days occurred within the following time lines:
- three (3) additional days of unexcused absences (unexcused, tardy over 30 minutes) within 20 school days
- five (5) additional days of unexcused absences within 40 school days
- seven (7) additional days of unexcused absences within 60 school days
- nine (9) additional days of unexcused absences within 80 school days

A referral for a SARB Hearing will be submitted to the Student Hearing and Placement Department within five (5) school days of whichever of the following occurred first after the SART conference .

District SARB Hearing is held.
- If the parent/guardian and pupil attend the SARB the SARB Board develops their intervention plan and directs the parent/guardian and pupil to make use of identified available community services designed to resolve the truancy and warn the family that further truancy would result in a referral to the truancy court.
- District Contractual Agreement is signed.
- If the parent/guardian and pupil did not attend the SARB, or if they did attend and refused to sign the school district refers the family to the truancy court within five (5) school days.

Referrals to community agencies, district departments, truancy court, juvenile probation, driving privileges are revoked or delayed and other services are made within 5 school days. Referral to the District Attorney for prosecution of Penal Code 272 are made within 10 school days. Department of Human Assistance may sanction assistance grant.

Student Hearing and Placement Department e-mails relevant information to District Attorney and, for appropriate families, Department of Human Assistance. SARB Hearing is scheduled within five (5) days of receiving a referral from the school regarding a SART failure.

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