



Student Hearing and Placement Department  
(SHPD-F033)

**SART Meeting Script**

The School Attendance Review Team meeting of (*Student*), a student at (*school*) is now in session. Today is (*date*) and this meeting is being held at (*school*). My name is (*Facilitator [administrator or certificated designee]*) and I am the facilitator for today's meeting.

Would the SART members please introduce themselves. Please state your name and title.

Would the family members please introduce themselves and their relationship to (*student's name*).

The purpose of this meeting is to evaluate (*student's*) attendance history. The panel will review interventions that have thus far been attempted by the school and the family. The main focus of this meeting is to establish positive interventions that will assist the student to be successful in school.

The school will now review its case with this team and the family.

Now we will ask the family and student to explain the issues that are affecting (*student's name*) attendance.

At this time we will be working jointly to complete a formal agreement between (*student's name*), the family and the school to ensure that (*student's name*) will attend school regularly and on time.

We encourage the family to work with the school staff on a regular basis to ensure (*student's name*) success. If this agreement is broken the school will refer this to the district School Attendance Review Board for further action.