



**Student Hearing and Placement Department
(SHPD-F042)**

SARB Packet Check-Off List

All documents must be placed in the order of the Check-Off List

1. SARB Referral Form (SHPD-F043) must be completed and signed by a site administrator
2. Complete the Intervention Checklist (SHPD-F002) and attach documentation of the interventions
3. Complete Attendance Letter Information Profile (SHPD-F012)
4. Copies of all 3 Truancy Letters sent to parents with administrator signature
5. Completed SART Contract (SHPD-F021 English, SHPD-F021A Hmong, SHPD-F021B Russian, SHPD-F021C Spanish, SHPD-F021D Chinese) signed by SART Chairperson (if parent / guardian did not show for the conference, documentation of the efforts made by the school to contact parents must be submitted)
6. Copies of all SST's
7. Copy of the front and back of the Student Emergency Card with parent signature
8. Summary from each of the student's teacher(s) (SHPD-F004) regarding the effects of poor attendance as it relates to academic progress (Elementary teachers: letter must be on school letterhead, dated & signed by the teacher)
9. Copy of the Continuous Record Card (CRC) from CUM folder
10. Copy of Report Cards (Shrink legal length report cards to letter length)
11. Copy of front and back of Health Folder

Special Education Students additional information:

12. Completed Supplemental Special Education Form (SHPD-F039) for students that receive special education services signed by special education teacher
13. Copy of a current IEP