
STUDENT ATTENDANCE REVIEW TEAM (SART)
(SHPD-W002)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This describes the work instruction on how a SART Agreement is processed when submitted by a school site administrator.

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

2.0 RESPONSIBILITY:

- 2.1 Supervisor III, Student Hearing and Placement Department
2.2 Clerk III, Student Hearing and Placement Department

3.0 APPROVAL AUTHORITY:

- 3.1 Director III, Student Hearing and Placement Department

Approved signature on file

4.0 DEFINITIONS:

- 4.1 SART – Student Attendance Review Team
4.2 SASI /Zangle– Student Administrative System Information – a program the district uses to track a student’s attendance, discipline, and grades at secondary level
4.3 SHPD – Student Hearing and Placement Department
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 WORK INSTRUCTIONS:

- 5.1 Clerk III receives a copy of a SART Agreement from school site
5.2 Supervisor III verifies the SART Agreement is valid, by verifying the following:
- attendance of panel members
 - Interventions
 - SASI printout
 - the Agreement reflects the current school year and the following school year
 - signature of panel members
 - signature of parent/guardian and student
- 5.3 Clerk III opens the SART database, c:/MyDocs/SARTS school year.xls and inputs the following:
- date of the SART meeting
 - grade
 - names and titles of the SART panel members
 - student’s permanent number
 - time spent at the meeting
 - type in the name of the school

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5.4 Upon completion of updating the database, place the SART Agreement into the assigned school folder identified by the assigned CWA Liaison

5.5 Upon approval from the Director of SHPD the Supervisor III must:

- organize all the SART Agreements
- print out of the SART database
- release all documentation to the State of California for mandated cost reimbursement at the end of each school year

6.0 ASSOCIATED DOCUMENTS:

6.1 SART Agreement (SHPD-F021)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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
SART Agreement	File cabinets	When State of California mandated cost reimburses SCUSD	State of California	Locked interior doors
SART database	Assigned computer	Indefinitely	N/A	Password and locked interior doors

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/17/07	A	Initial release
08/27/07	B	Revised job title of Approval of Authority (section 3.0) from Director II to Director III
08/07/08	C	Under section 5.2 removed " from attendance of three (3) panel members" to read attendance of panel members and remove "a minimum of (3) three panel members signatures" to read signature of panel members
01/07/10	D	Deleted CWA Liaisons to reflect Supervisor III. Department name change to Student Hearing and Placement Department. Added Clerk III

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***** End of procedure *****