

Placer County School Attendance Review Board Flow Chart

Identification of Attendance or Tardy Issue: Absent from school without a valid excuse for more than 30 minutes on each of the 3 days during the school year.



First “Letter of Truancy” Send after 3 unexcused/unverified absences or tardy in excess of 30 minutes.

Grade K-8



Second “Letter of Truancy” After Subsequent unexcused/unverified absences or tardy over 30 minutes. Intention to hold SST / SART.

(Note if student has IEP school should also hold IEP Meeting.)

Grade 9-12



Second “Letter of Truancy” After Subsequent unexcused/unverified absences or tardy over 30 minutes. Intention to hold Student Attendance Mediation or SARB

(Note if student has IEP school should also hold IEP Meeting.)



Third “Letter of Truancy” After Subsequent unexcused/unverified absences or tardy over 30 minutes: Notification of intent to refer to Placer County Student Attendance Review Program.

Third “Letter of Truancy” After Subsequent unexcused/unverified absences or tardy over 30 minutes. Notification of intent to refer to Placer County Student Attendance Review Program or Placer County Probation Department.

(Note conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself)



- Referral to SARB Elementary Schools (SARB or Probation High Schools)**
- SARB Online Referral form, attendance summary and attendance records
 - List of educational program modifications/interventions
 - SART/SAM Team Summary
 - Documentation of family conference held prior to truancy letter # 3 (attach Conference Agreement(s))
 - Chronological Summary/Contact Log
 - Truancy Letters (copies)
 - Academic transcript/credits
 - Current class schedule and grades
 - Reports from outside agency (if applicable)
 - Pertinent correspondence and other school reports
 - Special Education Summary (If Applicable)
 - SART / SAM meeting agreement

