

# SAMPLE

Excused Absences For Illness			Unexcused Absences			
EXCUSED ABSENCE for ILLNESS (30+ min excused tardy = excused absence to school or period)	INTERVENTION	LETTER	UNEXCUSED ABS (30+ minute unexcused tardy = unexcused absence to school or period)	INTERVENTION	DETENTION/ SARB LETTER (Send SARB Letters Receipt Requested)	NOTES
5 <sup>th</sup>		5th Excused Illness Absence Letter; cc teacher				
10 <sup>th</sup>	Pre-SST	10th Excused Illness Absence Letter; cc teacher				
14 <sup>th</sup>	Pre-SST Follow-Up or SST	Illness Absence Letter; cc teacher				
15th w/o Doc Verification			1st Unexcused Absence	Automated Phone Call to Parent	Detention Notice - High School Only	Allow a few days between SARB letters to give opportunity for receiving notice
16th w/o Doc Verification			2nd Unexcused Absence	Automated Phone Call to Parent	Detention Notice - High School Only	
17th w/o Doc Verification			3rd Unexcused Absence	Automated Phone Call to Parent; Pre-SST	Truancy LETTER #1 Student Declared a Truant; cc teacher	SARB Process resets one full school year after initial classification.
18th w/o Doc Verification			4th Unexcused Absence	SST or SART with Parent	Truancy LETTER #2; cc teacher	
19th w/o Doc Verification			5th Unexcused Absence	Referral to SARB (K-8) or SAM Meeting (high school)	Truancy LETTER #3; cc teacher	
20th w/o Doc Verification			6th Unexcused Absence	If already held SAM Referral to SARB (County/District)	Truancy Letter #4 Student Declared a Habitual Truant/ Hearing; cc teacher	