

(REGIONAL SARB NAME)

SARB Referral Checklist

Student: _____ School and District: _____

The following actions must be considered prior to making a SARB referral. The actions do not necessarily follow a specific order, except that a conference must be held prior to declaration of habitual truancy (the 3rd letter).

- Counseled student after unexcused absences. Dates: _____
- Called parent/guardian after unexcused absences. Dates: _____
- Sent **Truancy Letter 1***; date _____ (Required) minimum 3 unexcused absences or tardies over 30 mins.
- Sent **Truancy Letter 2***; date _____ (Required)
- Made home visit with parent and student or held parent/student/administrator conference ¹**; date _____ (Required)
- Sent **Truancy Letter 3*** (declaration of habitual truancy); date _____ (Required)
- Held Student Study Team/Care Team/School Attendance Review Team; date _____ (or every effort to hold conference is well documented)
- Set up attendance or behavior contract with student/parent
- Modified educational program (including special programs and services and assessment)
- Placed in alternative program, class, or school
- Held IEP meeting ² / 504 meeting
- Referred to outside agencies
- Referred to SARB, with appropriate documentation. Attach to this checklist in order as listed below:
 - ___ **SARB Referral form and Attendance Summary and attendance records**
 - ___ List of educational program modifications/interventions
 - ___ Student Study Team/Care Team/School Attendance Review Team summary
 - ___ **Documentation of family conference held prior to truancy letter # 3 (attach Conference Agreement(s))**
 - ___ **Chronological Summary/Contact Log**
 - ___ **Truancy Letters (copies)**
 - ___ **Notification of SARB hearing (including certified mail receipt)**
 - ___ Academic transcript/credits
 - ___ Current class schedule and grades
 - ___ Reports from outside agency
 - ___ Pertinent correspondence and other school reports

- 1 **If conference with parent and student does not take place, MUST document efforts to meet with parents and student prior to mailing letter #3 (including follow up phone calls, etc.)**
- 2 **Required only for students receiving special education services**