

(REGIONAL SARB NAME)

DA Checklist – All forms should be in SARB file or complied by SARB prior to DA Referral

- Referral to DA/Request Action from SARB (Form 29)
- Student's Birth Certificate
- Cover letter to DA from SARB (Form 30)
- First Truancy Letter from School to Parent (Form 3)
- Second Truancy Letter from School to Parent (Form 5)
- Documentation of conference with parent, student, and school official prior to letter #3 (Forms 6 or 7, AND 10) (**OR** documented efforts to meet with parent and student prior to and after mailing letter #3)
- SARB Referral (Form 15) AND Attendance Records
- Third Truancy Letter from School to Parent (Form 11 or 12)
- Documentation of a Second Conference (not required) (Forms 6 or 7 AND 10)
- Fourth Truancy Letter from School to Parent (an option, not required) (Form 13)
- SARB Notification Summons to Hearing (in parent's primary home language) (Form 20)
- Certified letter return receipt for SARB Notification/ Summons if available
- Certified mail receipt for SARB contract **if** SARB contract was mailed and available
- SARB Agreement (copy) (Form 21)
- SARB Follow-up form from school to SARB (optional) (Form 17)
- Notification of Violation of SARB Agreement (optional) (Form 16)
- Subsequent SARB referral/Request for DA referral from School to SARB (Form 18)
- Other SARB History (contracts) if available
- Names and contact information of school personnel involved:
 - Attendance Secretary:
 - School Representative:
 - SARB Representative:
 - Other Relevant School Employees:
 - Interpreter(s) used during proceedings if applicable: