DNA Post Meeting Letter

**SARB BOARD**

Chairperson

SARB Support

District Attorney Investigator

Education Liaison

DHHS

Superintendent

Superintendent

Principal

Superintendent

Supervising Probation Officer

Juvenile Probation

Family Resource Center

County Office of Education

Date

Name

Address

Address

Re: Student

Dear Parent,

A School Attendance Review Board (SARB) meeting was held on (Date)regarding (Student).  As was mentioned in the letter that was mailed to you on (Date), your participation is very important.  In your absence, an action plan was developed and is enclosed.  The action plan is limited to improving attendance and attending the next SARB meeting.  You will be notified of the time and place for the next meeting.

In the meantime, we recommend you contact your student’s school administrator to discuss some next steps that will lead to improved attendance.  Both your school and this Board are committed to supporting you and your student.

You are also welcome to call me at (707) 441-7098 or (707) 362-9617 to discuss your individual situation.  Your participation at our next meeting signals your commitment to making the necessary changes for your student’s success.

Sincerely,

Chairperson