**(SARB Name/Region)**

School Attendance Review Board

Address for the Meeting

Contact/Chair

Deputy District Attorney (Date)

Address

Address

Re: (Parent) (DOB)

The (Name of SARB) School Attendance Review Board (SARB) is submitting this referral for action concerning (student), a ( ) grade student at ( ) School. The (Name of SARB) Board has found (Student) to be habitually chronically truant. ( ) School is compliant with Education Code Sections 48260-48263 regarding steps leading to and including a referral to the (Name of SARB) School Attendance Review Board. Enclosed is a District Attorney referral regarding (Parent) by the (Name of SARB) SARB per California Education Code 48263.5.

As summarized below, the school district has made several attempts to assist this student and their family to improve school attendance. These attempts, however, have not been effective and we are requesting a review of this case by your office.

**(2023-2024, Aug 22, 2023 to Present) Initial Interventions: Letters home, phone calls home, meetings set up, Tier I-III interventions, home visits) – attempts to provide support were challenged by lack of attendance and connection with the school.**

**Formula: (Days absent + days on which they arrived late =Z. Z/days enrolled. = %)**

**The first notification of Chronic Absenteeism was sent to (Parent) on (date) explaining absences / days on which the student arrived more than 30 minutes late that totaled (how many). This represented X% of the school year.**

**The second notification of CA was sent to (P) on (d) explaining (X) more absences… At this point the student has missed significant learning time X% of the school year. This notification set up a conference to be held with the parent on (d). The parent did/did not attend that conference.**

**Following the date of the conference, there were (x) additional days of absences/late >30.**

**On (d), School made a referral to SoHum Region SARB.**

**(School Year) SARB History: SoHum SARB sent a notification to (P) of a meeting set for (d). Parent did/did not attend that meeting. The Board outlined a plan (blah blah blah). The parent was asked to return (following month).**

**Meeting 2 (were there additional absences or late >30 since the last SARB meeting)**

**Meeting 3**

**Meeting 4**

**Ancillary Information: The situation.**

**Closing Remarks:**

(School Name) have worked hard with this family to intervene in this student’s chronic absenteeism. With this in mind, (student more than 4th) and their family have been offered multiple opportunities and ways to engage and improve attendance. We remain eager to offer support to this student and their family. We feel that continued supervision through the Court process, and in particular, an invitation to the family to participate in the School Attendance Court Diversion Program, is appropriate.

Sincerely,

SARB Chairperson

(phone number)