***Third Chronic Absenteeism Letter, Referral to SARB***

**(Parent/Guardian’s Name)** (Date)

(Address)

(City, State, Zip)

**Re: (Student Name)**

Dear (Parent/Guardian’s Name):

Following the Student Attendance Review Team meeting(s) scheduled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and the notifications sent to you on \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_, your child has accrued more absences. As of the date of this letter, your child’s attendance record reflects the following:

Days of enrollment \_\_\_\_\_ Unexcused absences \_\_\_\_\_ Excused absences \_\_\_\_\_ Tardies \_\_\_\_\_

Your child now meets the criteria for “Chronic or Habitual Truant” pursuant to Education Codes §48262 and §48263.6, or “Chronically Absent” per Education Code §60901(c)(1).

**The school would like to continue to work with you to address barriers to your child’s attendance. We are electing to use our next level of intervention, the School Attendance Review Board. It will be mandatory for you and your child to attend a Regional School Attendance Review Board (SARB) hearing. You will be notified by the Regional SARB of the time and date.**

**You are required to attend, or if necessary reschedule, this SARB hearing (Education Code §48321.5).** Failure to attend or reschedule will result in an action plan developed without your or your child’s input and/or a referral to the District Attorney’s Office. Parents/guardians who fail to ensure their student’s appropriate attendance may be guilty of an infraction pursuant to Education Code §48290 or a misdemeanor pursuant to Penal Code §270.1. Complaints filed with the District Attorney may go to court and result in fines and court-ordered parent or student education/counseling programs.

Families receiving CalWORKS benefits, involved with Humboldt County Adult or Juvenile Probation, or engaging with DHHS services may be eligible for additional supportive services through those agencies to help address barriers to attendance. Our district also has a Family Resource Center (Phone Number) where parents can access a wide range of supports. We encourage families to connect with us, or with outside agencies, to find solutions to this important issue.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal or Designee

1. Attachment: Student Attendance Record

cc: Cumulative file