**SARB Referral Worksheet**

***The online referral process will ask for a variety of information. Collecting documentation prior to opening the referral online will make the process faster. These actions should be considered prior to making a SARB referral but do not necessarily follow a specific order, except that a conference must be held prior to making the referral. Documentation should be uploaded when available or described in the narrative on the online SARB Referral Form***

 PBIS/MTSS Strategies:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Conference with student after unexcused absences. Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Called parent/guardian after unexcused absences. (Upload document if available).

 Set up attendance or behavior contract with student/parent (Upload document)

 Modified educational program (including special programs and services and assessment):

 Placed in alternative program, class, or school:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Held IEP meeting **1**/ 504 meeting : Date\_\_\_\_\_\_\_\_\_\_\_ (Do not upload IEP docs)

 Referred to outside agencies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Sent First Letter of Unexcused/Excessive Excused Absences**; date \_\_\_\_\_\_\_\_\_\_ (Required, Upload document)

 **Held parent/student/administrator conference 2: (ex: Student Study Team – SST or Student Attendance Review Team- SART) date** \_\_\_\_\_\_\_\_\_\_ (Upload documentation)

 Sent Second Chronic Absenteeism Letter: date \_\_\_\_\_\_\_\_\_\_\_\_\_ (Upload document)

 Sent Chronic Absenteeism Letter 3(notification to the parent that a SARB referral has been made); date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Upload document)

Documents to complete or upload during referral process (required documents are in bold):

* **Complete SARB Referral Form**
* **Attendance Summary** **/ Attendance Records**
* **Chronic Absenteeism Letter(s)**
* **Documentation of family conference held or attempted prior to referral**
* Student Study Team/Care Team/School Attendance Review Team Summary
* Academic transcript/credits
* List of educational program modifications/interventions
* Reports from outside agency
* Pertinent correspondence and other school reports

1. **Required only for students receiving special education.**
2. **A parent conference (held or attempted) is required. Upload any documentation of a meeting or attempts to hold a meeting with the parents. The recommended second Letter is sufficient, but the SART Summary or SART Agreement documents are preferred.**