### HCOE SARB REFERRAL PROCESS FOR SCHOOLS

Student accrues additional unexcused absences or tardies >30 minutes

**START HERE** Student accrues min of 3 unexcused absences or tardies >30 minutes

School sends out first notification to parent with Ed Code req. language

FIRST LETTER TO PARENT **\*REQUIRED**

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SECOND LETTER TO PARENT

Provide additional documentation or corrections if necessary

Intervention Ideas

* Strategize with student
* Meet with family
* Identify barriers
* Incentives
* Check In/Out
* Class Attendance Game
* Address transportation
* PBIS/MTSS
* **Home Visits**

THIRD LETTER TO PARENT

Complete SARB referral and attach records and documentation (hcoe.org), notify parent of SARB referral

Attend SARB meeting at the time/day noted on the agenda

Regional Chair or SARB Program Manager (HCOE) reviews referral

* Student continues to accrue unexcused absences or tardies.
* Next notification can be sent: phone, text, mail, email, etc.
* **School attempts to hold, or holds, a conference\*** with parent (SART**)**
* Hold SART with staff even if parent doesn’t attend
* Document conference
* Identify Barriers
* Strategize solutions
* **\*REQUIRED**

School initiates strategies to support student attendance

(PBIS/MTSS)

After meeting with parent is held or attempted, student accrues additional unexcused absences or tardies >30 minutes

Optional: consult with SARB Program Manager (HCOE) or Regional Chair

Provide updated attendance shortly before the next meeting