



Department of Student Services

SARB/ATTENDANCE GUIDE SHEET

STEPS	WHO	WHAT	DOCUMENTATION	DESCRIPTION
<i>STEP 1</i>	Site	Interventions	Site to document in Aeries under Counseling, Discipline, and/or Interventions	Implement Interventions: Meet with parent/student. Problem solve attendance problem. Refer to appropriate programs and agencies. Place on a contract if appropriate and implement progressive discipline. Send General Attendance Letter and Soft Truancy information.
<i>STEP 2</i>	Site	Send SARB Letter #1	Site to document in Aeries under Discipline	AFTER: 3 or more unexcused absences, or 3 or more truanancies, or 3 or more tardies more than 30 minutes. Any combination of the above that equals three or more, or 10 "excessive" excused absences. Note: "Excessive" excused absences should be marked as truant or unexcused if a doctor's note was not provided.
<i>STEP 3</i>	Site	Send SARB Letter #2	Site to document in Aeries in Discipline	AFTER: One more unexcused absence or, one more tardy of more than 30 minutes.
<i>STEP 4</i>	D.O.	D.A. Meeting	D.O. to document in Aeries under Discipline	AFTER: One or more unexcused absence or, one more tardy +30 minutes. Students have accumulated 5 or more unexcused absences, or 5 or more Tardies + 30 minutes, or any combination of absences or tardies that equals 5 or more, or one more "excessive" excused absence to be referred to the D.A. Meeting. Site contacts Student Services requesting a D.A. meeting and Students Services will mail notifications.
<i>STEP 5</i>	D.O.	SARB Hearing	D.O. to document in Aeries under Discipline	AFTER: One more unexcused absence or, one more tardy of more than 30 minutes. Site contacts Student Services requesting a SARB hearing. Student Services will mail all notifications. Student Services will prepare SARB packet with input from site. Student Services will bring the packet to IPD for hearing. Site administrator will present the case at the hearing.
<i>STEP 6</i>	D.O.	Referral to Probation	D.O. to document in Aeries under Discipline	AFTER: One more unexcused absence or one more tardy +30 minutes. Site contacts Student Services informing them that the student/parent is in violation of their SARB contract. Student Services will mail all necessary paperwork to probation and the D.A.'s office.
<i>STEP 7</i>	Probation	Referral to Court	D.O. to document in Aeries under Discipline	AFTER: Probation determines student/parent are not being compliant with informal probation. Probation refers case to the D.A.'s office for prosecution.
Excessive Tardiness < 30 Minutes	Site	Send Excessive Tardy Letter	Site to document in Aeries under Discipline	AFTER: Ten or more unexcused tardies less than 30 minutes. Note: Tardies less than 30 minutes in themselves are not prosecutable; however, coupled with other full day absences, period truanancies, and/or discipline problems the matter is prosecutable.

C	Cut
U	Truancy/Unexcused Absence
X	Tardy more than 30 minutes
E	Truancy/Saturday School
3	Truancy Dealt With



These codes are the unexcused absence codes that Truancy Hunter tallies

Revised: June 25, 2018