



TRUANCY HUNTER GUIDE SHEET

SARB 1 LETTER - Site responsibility to send and document in Aeries

SEND AFTER

- 3 or more unexcused absences
- or 3 or more tardies +30 minutes
- or 10 "excessive" excused absences

Any combination of the above that equals 3 or more

SARB 2 LETTER - Site responsibility to send and document in Aeries

SEND AFTER

- One more unexcused absences
- or one more tardy +30 minutes
- or one more "excessive" excused absences

DISTRICT ATTORNEY MEETING - Student Services responsibility to send and document in Aeries

REQUEST AFTER

- One more unexcused absences
- or, one more tardy +30 minutes
- or, one more "excessive" excused absences

→ Students referred to the DA 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

1. Administrator or Office Assistant contacts Student Services requesting the DA Letter to be sent
2. **The site communicates to the family that they must attend the mandatory DA meeting and communication needs to be documented in Aeries**

SARB HEARING - Student Services responsibility to send and document in Aeries

REQUEST AFTER

- One more unexcused absences
- or, one more tardy +30 minutes
- or, one more "excessive" excused absences

→ Students referred to the DA 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

→ Student Services will send letter and schedule Panel date and time. Student Services will notify the school of the time and date of the Panel appearance and develop the packet of the information to be presented by the administrator.

→ **Site Administrator is responsible for arranging translation services and notification to Student Services.**

***Per District Attorney/Probation Department** – To refer students to the DA's office for prosecution or probation, SARB letters 1 & 2 must be sent for the current school year, even if the student has been through the SARB panel in previous school years.

TARDY LETTER - Site responsibility to send and document in Aeries

- 7 or more unexcused tardies less than 30 minutes

***Tardies less than 30 minutes are handled separately from the SARB system indicated above and tardies less than 30 minutes are not prosecutable by law**

C – Cut

U – Truancy/Unexcused Absence

X – Tardy +30 minutes

← These codes are Unexcused Absences and are tallied by Truancy Hunter