

### Contra Costa County Office of Education SARB Referral

Students are eligible to be referred to the County SARB after three (3) truancy letters have been sent out and at least one SART meeting has been held. **Referrals must be made no later than 8 business days prior to the scheduled SARB Meeting.** Once we receive you completed packet with necessary documentation, we will contact you to confirm your appointment time. It is the responsibility of the school to send out the parent notification letter with assigned date and time.

**Education Code Section 48262**

Habitual Truant: Any pupil deemed an habitual truant and has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by ED Code Section 48260 or 48261.

**Education Code Section 48263**

If a minor in any district of a county is a habitual truant, or is irregular in attendance at school, as defined in this article, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a School Attendance Review Board.

School:  Caliber Academy  Clayton Valley Charter  Golden Gate Community  Making Waves Academy  
 Summit K2  Contra Costa School of Performing Arts  Invictus Academy

Student's Name \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

| Languages spoken at home | Translator Required<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Siblings |        |                     |
|--------------------------|---|----------|--------|---------------------|
|                          |   | Age      | School | Attendance Patterns |
|                          |   |          |        |                     |

| Summarize Student's Attendance Pattern: | Factors affecting attendance:  |
|---|--|
|   | <input type="checkbox"/> Family Problems<br><input type="checkbox"/> Lack of parental involvement<br><input type="checkbox"/> Economic stress<br><input type="checkbox"/> Student's attitude<br><input type="checkbox"/> Health: _____<br><input type="checkbox"/> Drugs/Alcohol<br><input type="checkbox"/> Work<br><input type="checkbox"/> Peers: _____<br><input type="checkbox"/> Teen mother<br><input type="checkbox"/> Struggling academically<br><input type="checkbox"/> Homeless<br><input type="checkbox"/> Bullying<br><input type="checkbox"/> Behavior problems |



Prior Interventions (check all that apply):  Parent Conferences  SART  Detention  Behavior Support Plan (SPED)

Other: \_\_\_\_\_

Documents to be attached:

- Truancy Letters 1, 2, 3
- Attendance record
- Discipline record
- Transcript
- Current grades
- SART Contract and notes
- Records of all prior interventions
- Teacher Feedback Forms (if applicable)
- Other:

\_\_\_\_\_

Comments (include other pertinent information regarding suspected or known reasons for absences):

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

\_\_\_\_\_  
**Site Administrator's Signature**

\_\_\_\_\_  
**Date**

|                                  |                                   |
|----------------------------------|-----------------------------------|
| Date Received: _____             | By: _____                         |
| SARB Hearing Scheduled on: _____ | Date Letter Sent to Parent: _____ |