

**Notification of SARB Referral**

Date \_\_\_\_\_ School \_\_\_\_\_

Dear \_\_\_\_\_:

This letter informs you that after repeated discussion, conferences, meetings, and contract(s), you son/daughter, \_\_\_\_\_, has not improved his/her attendance. Your son/daughter was again absent/tardy on the following date(s):

- \_\_\_\_\_ Truant or unexcused absence on \_\_\_\_\_
- \_\_\_\_\_ Tardy on \_\_\_\_\_
- \_\_\_\_\_ Excessive excused absence on \_\_\_\_\_

**It has become necessary to refer this matter to the School Attendance Review Board (SARB). We have exhausted all resources available to our school site and are now required to make this referral.**

Education Code Section 48621: Subsequent Report of Truancy: Any pupil who has once been reported as a truant and who is again absent from school without a valid excused one or more days, or tardy on one or more days, shall again be reported as truant to the attendance supervisor or the superintendent of the district.

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 Education Code Section 48260 or 48261.

Education Code Section 48263: If any 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.

**You will be contacted by the secretary of SARB concerning the scheduled hearing before the School Attendance Review Board. If you have any questions concerning this hearing, please call my office at  
Between 8:00a.m. and 5:00p.m.**

Sincerely,

\_\_\_\_\_  
Principal (or designee)

cc: SARB Secretary