

Truancy

Truancy Notification: Schools are required to notify parent/guardians in writing when truancy reaches three different levels. This is above and beyond your normal attendance procedures i.e. phone calls, note, auto dialers and etc.

First Notification of Truancy: after 3rd unexcused absence or 3 unexcused tardies for a total of 30 minutes or more.

Second Notification of Truancy: after 4th unexcused absence or 4 unexcused tardies.

Third Notification of Truancy: after 5th unexcused absence or 5 unexcused tardies.

Notification of Habitual Truancy: after 6 unexcused absences. (There must be a parent conference before this notice is sent.)

Copies of these letters should be placed in the students cum file. Keep a record of: how many, to whom, and which letters were sent. Time spent on this reimbursable to the district under Mandated Costs, so keep good records.

School Attendance and Review Board (SARB): Habitually truant K-12 students are referred to SARB. This board is typically composed of school personnel and community members from the Community Solutions Counseling Agency, Morgan Hill Police Department, and County Probation.

Procedure: After the “Notice of Habitual Truancy” has been sent contact the Secretary of the Student Services Coordinator to schedule the student for a SARB hearing. SARB hearings are held monthly.

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District SARB Representative
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