

Notification Letter of SARB Referral

[SCHOOL NAME]
[SCHOOL ADDRESS]

[DATE]

Dear Parents/Guardians of [STUDENT NAME],

This letter informs you that after repeated attempts to support [STUDENT NAME]'s attendance, we have exhausted school-site resources and referrals, and attendance has not improved.

[STUDENT NAME] was absent for 30 minutes or more on the following days:

Unfortunately, it has become necessary to refer this matter to the district School Attendance Review Board (SARB).

You and your child are required to attend a SARB hearing per Education Code Section 48321.5. The intention of the hearing is to determine if available community services may resolve the problem, or if it is necessary to notify the district attorney.

Your SARB hearing is scheduled for:

Date:

Time:

Location:

In the meantime, you may contact me if you have any questions concerning this hearing.

Sincerely,
[PRINCIPAL]

cc:

Student file • Classroom Teacher • Principal • Attendance Supervisor • Superintendent • District SARB