

WHEN ACTION IS TAKEN	WHAT IS DONE	WHO TAKES ACTION
<p style="text-align: center;">Step #1</p> <p>3 Full days unexcused absences or 3 days tardy to school</p>	<p style="text-align: center;">Letter #1</p> <p>Notification letter #1 is sent by the schools to inform parents of student's absences and legal responsibilities of both students and parents. Letter is mailed to parents and record is kept of letters sent</p>	<p style="text-align: center;">Participants</p> <p style="text-align: center;">Schools</p> <p>*Keep log of phone calls/meetings the classroom teacher/counselor has made prior to the first truancy letter being sent</p> <p>*Keep copy of all letters, memos, etc.</p>
<p style="text-align: center;">Step #2</p> <p>Student accrues the equivalent of 6 full day absences since receipt of letter #1</p> <p>Second report of truancy per EC 48261</p>	<p style="text-align: center;">PSART</p> <p>A parent conference is scheduled (PSART). The letter should include a print-out of attendance for the year and current academic progress. An attendance contract is signed by all who attend the meeting</p>	<p style="text-align: center;">Participants</p> <p style="text-align: center;">Administrator Counselor Teacher Parent/Student Nurse</p>
<p style="text-align: center;">Step #3</p> <p>Student accrues the equivalent of 9 unexcused absences since PSART meeting</p> <p>Habitual Truant Education Code 48262, 3rd Truancy Letter</p>	<p style="text-align: center;">SART</p> <p>Via registered mail, parent is informed of student being classified as Habitual Truant. Copy of attendance contract and current attendance print-out is sent. Date and time of meeting is given in writing and via phone call</p> <p style="text-align: center;">*CWA referral</p>	<p style="text-align: center;">Participants</p> <p style="text-align: center;">Administrator Parent/Student CWA SRO</p>
<p style="text-align: center;">Step #4</p> <p>Student fails to abide by SART contract</p>	<p style="text-align: center;">SARB HEARING</p> <p>SARB interviews the parents and student contract will be signed</p>	<p style="text-align: center;">Participants</p> <p style="text-align: center;">Deputy District Attorney SARB Chairperson School Administration Probation/Law Enforcement Community Organizations - to attend on case by case basis</p>