



**Student Hearing and Placement Department
(SHPD-F012)**

Attendance Letter Information Profile

Enclose with SARB referral packet.

Student: _____

Date of Birth: _____

Student #: _____

School: _____

Completed By: _____

* Truancies include: Unexcused, Unverified absences, and Tardies 30+ minutes (elementary)
(NOT to include medical, dental, optometry and counseling appointments)

- 1st truancy letter sent after at least 3 truant days,* elementary and 18 truant periods, secondary
Date sent: _____ (Copy of letter is mailed to Box 760)
- 2nd truancy letter sent after at least 1 additional truant day*/6 additional truant periods
Date sent: _____ (Copy of letter is mailed to Box 760)
- 3rd truancy letter with SART appointment sent after at least 1 additional truant day*/
6 additional truant periods
Date sent: _____ (Copy of letter is mailed to Box 760)
- SART hearing, contract completed and signed (including number of minutes for conference)
Date of SART hearing: _____ (Copy of SART is mailed to Box 760)
- SARB referral after at least 1 additional truant day/6 additional truant periods
Date sent: _____