



WESTERN PLACER UNIFIED SCHOOL DISTRICT

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Board of Trustees: Paul Long
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RE: SARB

Dear Parent/Guardian:

The Western Placer Unified School district is dedicated to academic achievement and success for all students. Regular attendance is an integral part of that success. Many parents are unaware that going “out of town” with their children during school is an unexcused absence, as are most “family emergencies”. In both cases, planning ahead can avoid unexcused absences and possible actions by the District School Attendance Review Board (SARB).

State law states that absences are excused only if the child is ill, has a medical appointment, is under quarantine, or there is a death/funeral in the immediate family (1 – 3 day limit). All other absences are unexcused. If your child has three unexcused absences and/or tardies, he/she will be considered truant.

The procedures for dealing with truancy issues in the district are as follows:

- **First Notification of Truancy or Excessive Absence** letter is mailed to parents on the 3rd unexcused absence.
- **Second Notification of Truancy or Excessive Absence** letter is mailed to parents on the 4th unexcused absence.
 - School administration will meet with parents and student in an attempt to resolve the attendance problem.
- **Third Notification of Truancy or Excessive Absence** letter is mailed to parents on the 5th unexcused absence.
- **Notification of Habitual Truancy** letter is mailed to the parents on the 6th unexcused absence.
- Upon issuance of the 4th (Notification of Habitual Truancy) letter, a referral will be made to the District Welfare & Attendance Officer. At this time, a SARB meeting will be scheduled with the parents and the student.
- During the SARB meeting, the goal is to identify a solution or appropriate resources for resolving the student’s attendance problem. At this point, the student will be placed on an Attendance Contract, which will be in force for the remainder of the year and for the following year.
- Violation of the Attendance Contract may result in the student being referred to the Placer County Community School and/or fines upon the parent/guardian.

Student and parents must understand that school attendance is not a matter of choice but is a mandate. The district’s goal is to assist students and families in alleviating the factors that interfere with their compliance with this matter, and to insure a successful educational program.

Please work with your school administration to remedy any early attendance issues which arise in the new school year.

Most sincerely,

Kerry Callahan
Assistant Superintendent of Educational Services