

Newark Unified School District Attendance Intervention Process

The Newark Unified School District Attendance Intervention process was established in order to improve student attendance. The primary goal is to get students back into the classroom where they can learn.

California Education Code 48260, article 5 defines truancy and who is truant.

- a. Any pupil subject to compulsory full-time education or to compulsory continuation education which is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

A student in violation of the above law is what begins the attendance intervention process.

1st Letter:

When a student has had 3 unexcused absences or 3 tardies in excess of 30 minutes each, or any combination the site will send NUSD Attendance Letter 1. This letter notifies the parent/guardian that their child is beginning to have an attendance problem. It informs them that if this situation is not corrected additional steps will be required.

2nd Letter:

When a student, who has already been sent NUSD Attendance Letter 1 accumulates 5, unexcused absences or 5 tardies in excess of 30 minutes each, or any combination the site will send NUSD Attendance Letter 2. This letter informs the parent/guardian of the continued attendance problem and requires the parent/guardian and student to attend a meeting with the site administrator to discuss this issue. This process is called SART (School Attendance Review Team).

3rd Letter:

When a student has accumulated 7 unexcused absences or 7 tardies in excess of 30 minutes each, or any combination then the site will send out NUSD Attendance Letter 3. This letter informs the parent/guardian that the school is now reporting their child as a habitual truant and they are being reported to the district's attendance personnel for violation of Ed. Code 48260.

4th Letter summons to appear before SARB:

When a student has accumulated 10 unexcused absences or 10 tardies in excess of 30 minutes each, or any combination the site will notify district attendance personnel who will send out NUSD Attendance Letter 4. This letter is the official notification requiring the parent/guardian and student to appear before the SARB (School Attendance Review Board) panel.