Saratoga Union School District Attendance Process

1st & 2nd unexcused absence or tardy

When a student has **a first or second unexcused absence**, or tardy in excess of 30 minutes, the school will **call the student's home** and speak to parent/guardian about the absence/tardy. Record entered in PowerSchool student's attendance file.

3rd unexcused absence or tardy

Provide 1st *Notification of Truancy* letter to parent/guardian **(required by CA law).** Record in PowerSchool and student's attendance file.

4th unexcused absence or tardy

Record unexcused absence or tardies in PowerSchool.

5th unexcused absence or tardy

Principal will meet in person or via telephone with parent/guardian to discuss *Notification of Truancy* **(required by CA law).** Record in PowerSchool and student's attendance file.

Additional unexcused absences or tardies

For students who are "habitually truant" or "chronically truant," district may refer to SUSD School Attendance Review Board (SARB) if prior efforts to correct truancy have failed. Record in PowerSchool and student's attendance file.

Attendance Meeting

Principals may:

- Hold a meeting with parent/guardian
- Connect families with needed services
- Require guardians to implement an attendance improvement plan.

SUSD SARB
School Attendance Review Board
SUSD staff will meet with family to offer support for improved attendance.

Santa Clara County SARB
SUSD SARB may refer a case of chronic or habitual truancy to the Santa Clara County Office of Education SARB.

Santa Clara County District Attorney
Once a student is deemed chronically truant and all other efforts have failed, District or County SARB may refer the case to the Santa Clara County District Attorney.

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