SFUSD Flow Chart of Truancy Procedures

First Unexcused Absence →

School calls student's home.

Second Unexcused Absence →

School calls student's home.

Third Unexcused Absence →

School sends a letter home (First Declaration of Truancy) and implements attendance improvement practices:

- ✓ Calls parent at home or work
- ✓ Requests a conference
- ✓ Refers student to interdisciplinary team at site (includes Student Success Team (SST), Student Assistance Program (SAP), Student Attendance Review Team (SART) and community partner
- ✓ Performs individual needs assessment/reentry plan
- ✓ Assigns student to an additional support service and appropriate community or faith -based alternative program
- ✓ Recommends parent/caregiver attend school meeting with student

Fourth Unexcused Absence →

School calls student's home and sends a letter home (Second Declaration of Truancy).

Fifth and Sixth Unexcused Absence →

School calls student's home and sends a letter home (Habitual Truant Notification). School submits a referral to the Dropout Prevention Office (DPO) and schedules a meeting with DPO staff →

Parent/caregiver, school staff, DPO staff, and student will confer at DPO to decide on appropriate placement for student. Student may be given one more chance at current school or be placed at other school alternatives.

Attendance does not improve →

DPO office may choose one of these options:

1. Refers parent/caretaker and student to Back on Track: Legal Aspects of Truancy Workshop (Truancy Mediation Conference) led by the District Attorney.
2. Continue to explore other educational alternatives.
3. Student/parent may be referred directly to Student Attendance Review Board (SARB).

→

Student and family are connected to additional resources, including other city and community agencies.

Attendance does not improve →

The SARB mediates final contract with student. If parent or student fails to comply within 30 days, SARB refers the case to the District Attorney. →

Corrective action is taken.

School staff responsible for following up with truant students:
Administrators
Counselors & Teachers
Attendance Liaisons
Attendance Clerks

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