CONTRA COSTA COUNTY
Office of Education
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Notification Letter of County Office of Education SARB Referral

Education Code Section 48262	**Education Code Section 48263**
Habitual Truant: Any pupil deemed an habitual truant and has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by ED Code Section 48260 or 48261.	If a minor in any district of a county is a habitual truant, or is irregular in attendance at school, as defined in this article, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a School Attendance Review Board.

School: ☐ Caliber Academy ☐ Clayton Valley ☐ Golden Gate Community ☐ Making Waves Academy ☐ Summit K2

Date: _____

Dear _____,

This letter informs you that despite our repeated discussions, meetings, and contract(s), your child _____ has not improved his/her attendance. Your child was again absent on the following dates: _____ _____. Consequently, it has become necessary to refer this matter to the Contra Costa County Office of Education (COE) School Attendance Review Board (SARB). We have exhausted all resources available to our school site and are now required to make this referral.

Your appointment with the COE County SARB is scheduled for:

Date: _____ Time: _____

Location: _____

We appreciate your cooperation in being prompt for this appointment.
Failure to appear will result in a referral for further action, up to and including a referral to truancy court.

Feel free to contact me if you have any questions regarding this matter.

_____ _____
Site Administrator's Signature Date

Cc: COE County SARB Chairperson