

SANTA BARBARA COUNTY TRUANCY INTERVENTION AND PARENT ACCOUNTABILITY PROGRAM

PROPOSED TRUANCY REVIEW CHECKLIST

Before submitting a truancy case to the District Attorney for review and possible filing of a petition to declare a student a ward of the juvenile court under WIC §601(b) or the possible filing of a misdemeanor/infraction complaint against parents or a guardian under PC §270.1 / EC §48263.6 / EC §48293, we are asking that schools take the following steps:¹

- A. Provide complete and accurate attendance record for the student, including contact information and showing all unexcused absences and tardiness in excess of 30 minutes for the current academic year (EC §48260(a)).
- B. Provide the following documentation demonstrating that the school has made a committed and graduated effort at truancy intervention prior to the request that charges be filed:
 - 1. *District Attorney Truancy Information Letter*, the letter sent to all families at the start of the academic year, describing the truancy program and the law.
 - 2. *Truancy Notification Letter*, following **18 Unexcused Period Absences** (or an equivalent of 3 full days of unexcused absences and tardiness in excess of 30 minutes). This notice gives the family an opportunity to address the truancy problem and avoid the need for additional intervention (EC §48260.5).
 - 3. *After School Meeting Letter*, following **36 Unexcused Period Absences** (or an equivalent of 6 full days of unexcused absences and tardiness in excess of 30 minutes) (EC §48262). This email or letter should direct the student and parents or guardian to attend a mandatory After School Meeting (ASM).
 - 4. *Truancy Mediation Team Letter*, following **60 Unexcused Period Absences** (or an equivalent of 10 full days of unexcused absences and tardiness in excess of 30 minutes) (EC §§48262 and 48264.5(c)). This email or letter should direct the student and parents or guardian to attend a mandatory Truancy Mediation Team (TMT) meeting.
 - 5. *SARB Subpoena*, following **84 Unexcused Period Absences** (or an equivalent of 14 full days of unexcused absences and tardiness in excess of 30 minutes) (EC §48264.5(c)). This subpoena should direct the student and parents or guardian to attend a mandatory School Attendance Review Board (SARB) meeting.
- C. Copies of all TMT and SARB contracts (including student and parent or guardian versions) demonstrating the referral to school and community resources to address the particular needs of the student and parents or guardian (EC §§48262 and 48264.5(c)).
- D. Documentation of all truancy interventions by school administrators, counselors, social workers, and Probation officers—including the dates of telephone calls, emails, letters, and school and home visits—describing the nature of these interventions and any referrals made to school and community resources. Early truancy intervention efforts to avoid the later steps of the truancy program are central to the program's success.

¹ The prosecution of a parent or guardian for a misdemeanor violation of PC §270.1 regarding chronic truants would require an additional showing that the student was absent from school without a valid excuse for 10 percent or more of the school days in one school year.