



**Student Hearing and Placement Department  
(SHPD-F012)**

**Attendance Letter Information Profile**

Enclose with SARB referral packet.

Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Student #: \_\_\_\_\_

School: \_\_\_\_\_

Completed By: \_\_\_\_\_

\* Truancies include: Unexcused, Unverified absences, and Tardies 30+ minutes (elementary)  
(NOT to include medical, dental, optometry and counseling appointments)

- 1st truancy letter sent after at least 3 truant days,\* elementary and 18 truant periods, secondary  
Date sent: \_\_\_\_\_ (Copy of letter is mailed to Box 760)
- 2nd truancy letter sent after at least 1 additional truant day\*/6 additional truant periods  
Date sent: \_\_\_\_\_ (Copy of letter is mailed to Box 760)
- 3rd truancy letter with SART appointment sent after at least 1 additional truant day\*/  
6 additional truant periods  
Date sent: \_\_\_\_\_ (Copy of letter is mailed to Box 760)
- SART hearing, contract completed and signed (including number of minutes for conference)  
Date of SART hearing: \_\_\_\_\_ (Copy of SART is mailed to Box 760)
- SARB referral after at least 1 additional truant day/6 additional truant periods  
Date sent: \_\_\_\_\_