



Albany High School

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Dear Parent(s) and Guardian(s),

As you know, attendance at school is closely related to the achievement and success of our students. It is important that we work together to ensure that our students are attending school regularly and on time. If a student does not attend school, we are required by California Education Code (section 48260) to adhere to the following procedures:

- If a student has 3 or more unverified absences or is tardy or absent for more than any 30 minute period during the school day without a valid excuse on three or more occasions throughout the school year, they will be considered a truant. Parents will receive an initial truancy letter to inform them of the problem.
- After the initial truancy letter is sent home, if the student misses one more day without a valid excuse, or is tardy on one or more days, they will be reported again as a truant and the parents will receive a second truancy letter. Once the student has been reported as a truant on multiple occasions, a SART, or Student Attendance Review Team meeting will take place. This meeting will include the student, the parent(s) or guardian(s), and a school administrator or counselor.
- If the student continues to have unverified absences, they will be considered a habitual truant and will be referred to the SARB or Student Attendance REview Board. This team is made up of school and district administrators and counselors, the parent, the student, and representatives from departments, and community-based youth service centers.
- If the student continues to miss school after a SARB has been completed, the case will be passed on to the District Attorney's office. At that point, the District Attorney will decide how to handle the case.

If you have any questions regarding California truancy policies, please feel free to contact the school. We thank you for your cooperation and we look forward to working with you and your students this year.

Sincerely,

Melisa Pfohl
Assistant Principal