SARB Document Checklist

A SARB Referral should be made once the school has exhausted all of its resources. All actions that support the referral of the case to SARB must be documented. A checklist of documentations that support the referral to SARB includes, but is not limited to the following:

- A copy of the student’s attendance record for the current year
- A copy of the student’s attendance record for the previous year
- A copy of the student’s most recent grade report
- Copies of middle school attendance, if applicable
- Summary of significant health concerns, if applicable
- A copy of all documented contact with minor and parent, i.e. phone/contact log, parent conference report, home visit, etc.
- A copy of discipline record, if applicable
- A copy of attendance for all school age siblings, if applicable
- A copy of discipline report for all school age siblings, if applicable
- Copies of Truancy Letters #1, #2, and #3
- A copy of documented school interventions
- A copy of the SART/SST and/or other previous attendance contracts
- A copy of the Individual Educational Program (IEP), if applicable
- A copy of the Social adjustment/Behavior Report, if applicable