

Alachua County SARB Procedures

1. SARB members sign in and utilize name plates. Parent and Child are invited into the room where SARB will take place. If no one appears on behalf of student/parent, SARB still continues with review process.
2. SARB Facilitator extends a Welcome and reads the purpose for the SARB meeting. Facilitator describes the SARB membership and asks each member to introduce themselves and their agency representation.
3. Everyone attending the meeting signs a Confidentiality statement (one for each case that is reviewed that day)
4. Truancy packets are distributed to SARB members and family/student to review, with summary and input from School representative.
5. Family/Student is asked to offer input and answer SARB panel questions. Typical questions might include:
 - a. Can you tell us why you don't attend school?
 - b. Is this a current school year problem or has truancy been an ongoing problem?
 - c. Share with the SARB, step by step, what you are doing to address truancy with your child?
 - d. If your school attendance has improved in a certain period or month—what was responsible for, or contributed to, the improvement?
 - e. Do you have any siblings? Is truancy an issue for siblings too?
 - f. What is the active IEP (Individual Educational Plan) for this student?
6. Explain, and offer written copy of the Truancy statutes to parent and student.
7. Move towards “removing excuses” for accepting that failure to attend school daily is inevitable. Try to help the parent and student understand what is at stake when daily school attendance doesn't occur (may impact ability to graduate, the opportunity to become employed, family may lose DCF benefits, student may not obtain driver's license, etc.) Explain to family that a last resort option is to recommend either 1) filing a CINS/ FINS petition, recommending Parental Prosecution, or recommending filing a Truancy Petition against the student, depending on the circumstances of each case.
 - a. Offer realistic options and strategies for both child and parent. Develop detailed SARB Attendance Improvement Plan with dates/deadlines.
 - b. Facilitator reads generated list of recommendations. Set date for Monitoring review, typically within 30 days of initial SARB review.
 - c. Provide copies to family and School Attendance Officer, who will maintain records of compliance, share with appropriate school personnel, and mail certified copies to families who do not attend the SARB meeting.