



Student Services Department
SARB Overview Process

The School Attendance Review Board (SARB) is a school- and community-based committee made up of employees from your child’s school, the School Board’s District Office, the Department of Juvenile Justice, Department of Children and Families, law enforcement, the judicial system, and CDS Family & Behavioral Services. The goal of the SARB Committee is to offer support, resources, and recommendations to you and your family so that your child will attend school each day and be successful.

You and your child will meet with the committee as close to your scheduled time as possible. During the meeting the following process will take place:

- Members of the SARB Committee will introduce themselves and they will ask you to introduce yourself.
- You will be provided a printout from the school of your child’s attendance, indicating the number of unexcused absences your child accumulated this school year.
- You will be given time to share why your child had missed school. Depending on the circumstances, your child may be asked to share reasons why they have missed school.
- The SARB Committee will make recommendations based on your individual family needs. The goal in making the recommendations are to provide you and your child with the resources to resolve the issues causing your child not to be in attendance at school.

The recommendations may include, but are not be limited to: counseling, parenting classes, support groups, transportation assistance, and tutoring. In addition, they may direct you to provide appropriate notes when your child is absent and for your child to attend school each day.

You will be allowed to bring a representative of your choice with you to the SARB meeting. However, a parent or legal guardian must attend the SARB meeting in order to authorize the appropriate documents to assist the family. A copy of the SARB recommendation will be provided to you and your child’s school.

Following the SARB meeting, your child’s attendance will be closely monitored. A follow-up SARB Meeting will be scheduled with you and your child within 30 days of your first meeting. The goal of the follow-up SARB meeting is to review your child’s attendance with you and to determine if any changes need to be made or additional recommendations made to assist your family.

Please be aware that if you fail to attend the SARB meetings you and your child may be referred for criminal prosecution for noncompliance with compulsory school attendance (F.S. 1003.26).

Parent **AGREES** to attend SARB

Parent **DOES NOT AGREE** to attend SARB

Parent’s Signature: _____

Date: _____