







TTUSD Attendance Matrix

Excused Absences For Illness (I or E) "Medical Verification of Illness" Letter			Unexcused Absences (C, N, U, V, W) "Truancy" Letter			
EXCUSED ABSENCE for ILLNESS	INTERVENTION	LETTER (send registered mail)	UNEXCUSED ABS (30+ minute unexcused tardy = unexcused absence to school or period)	INTERVENTION	DETENTION/ SARB LETTER	NOTES
5 th	Pre-SART (Contact parent to check in)	5th Excused Illness without Dr. note - Absence Letter ; cc teacher				
10 th	SART	10th Excused Illness without Dr. note - Absence Letter ; cc teacher Chronic Illness Form				
11th w/o Doctor Verification			1st Unexcused Absence	Automated Phone Call to Parent	After School or Weekend Program Notice - Secondary Only	Allow a few days between SARB letters to give opportunity for receiving notice
12th w/o Doctor Verification			2nd Unexcused Absence	Automated Phone Call to Parent	After School or Weekend Program Notice - Secondary Only	
13th w/o Doctor Verification			3rd Unexcused Absence	Automated Phone Call to Parent; Pre-SART	Secretary sends SARB LETTER #1 Student Declared a Truant; cc teacher	SARB Process resets each year, unless student reached SARB Letter #4 and was placed on a SARB Contract - SARB Contract continues year to year
14th w/o Doctor Verification			4th Unexcused Absence	SART conversation with Parent; document	Secretary/Admin consult; SARB LETTER #2 ; cc teacher; Secretary red flags attendance in Aeries	
15th w/o Doctor Verification			5th Unexcused Absence	Follow-Up SART	Secretary/Admin consult; SARB LETTER #3 (send registered mail); cc teacher	
16th w/o Doctor Verification			6th Unexcused Absence	SARB Hearing (District)	Admin SARB Letter #4 (send registered mail); Student Declared a Habitual Truant/ Hearing; cc teacher	