EGUSD Attendance Improvement Office
AIO (SARB) Letter Process

<u>AIO Letter 1</u> - Automatically generated once a student receives **5** unexcused attendance codes **(T, N, B, or Y)**.

<u>AIO Letter 2</u> - Automatically generated once a student receives **3 more** unexcused attendance codes **(T, N, B, or Y)**. School site decides if a SART (Student Attendance Review Team) Meeting or possibly a Home Visit is necessary.

<u>P.A.C.T Letter</u> – Every student who receives an AIO Letter 2 will receive the P.A.C.T (Partners Against Chronic Truancy) Letter inviting them to a meeting where the importance of attending school on a regular basis will be discussed.

<u>Chronically Absent Student Letter</u> - School sites can send this letter when a student has excessive excused & unexcused absence codes **(A, I, E, Z, L or P)**.

<u>I Code Warning Letter</u> – Automatically generated once a student receives 8 illness **(I)** codes. This letter informs the parent that every student in the district is allowed 14 days of excused absence due to personal illness and that a doctor's note will need to be provided to clear any days out sick after 14.

<u>Unexcused Absence Codes that will trigger an AIO (SARB) Letter:</u>
T - Truant Unverified (Student absence reason unverified)
N - Truant Verified (Student absence verified as not excused, i.e. vacation, bad weather...)
B - Unexc/Late 30+ (Unexcused late arrival over 30 minutes, i.e. overslept, traffic...)
Y - Unexc/Dismiss 30+ (Unexcused dismissal over 30 minutes, i.e. wants to avoid traffic...)

<u>Excused Absence Codes: Chronically Absent Student Letter may be sent:</u>
A - Excused Absence (Medical appt., Court appearance, Military bonding time)
I - Personal Illness (Not verified by physician's note)
D - Doctor's Verification (Physician's note provided to school office)
E - Excused Arrival (Arrives late from medical appt.)
Z - Excused Departure (Early dismissal due to a medical appt.)

<u>Unexcused Absence Codes: Chronically Absent Student Letter may be sent:</u>
L - Unexc/Late 30- (Unexcused late arrival under 30 minutes, i.e. overslept, traffic...)
P - Unexc/Dismiss 30- (Unexcused dismissal under 30 minutes, i.e. wants to avoid traffic...)