



**ATTENDANCE INTERVENTION**

# **ATTENDANCE CLERK SCPS TRAINING DATES**

**San Jacinto  
Unified School District**  
(951) 929-7700

**State of California  
MODEL SARB DISTRICT**

LOGISTICS	AGENDA	REQUIRED STAFF
<b>AUGUST 17 2018</b>  <b>2:00 - 4:00 DO BOARD ROOM</b>	1) Welcome & Introductions (15 Min) 2) District Attorney Presentation (40 Min) 3) Important Dates (5 Min) 4) Attendance Communication Sample Form (2 Min) 5) CART / SART (Definition / Process / Meeting Notes Forms) (20 Min) 6) GDA & IDA Overview (Remember to Tag) (15 Min) 7) Overview of Contracts / Interventions & Supports (15 Min) 8) Closure – Homework: Create School Site Specific Supports Page (8 Min)	<ul style="list-style-type: none"> <li>▪ Principal</li> <li>▪ AP</li> <li>▪ Dean</li> <li>▪ Attendance Clerk</li> </ul>
<b>SEPTEMBER 7 2018</b>  <b>2:00 - 4:00 SUITE A</b>	1) Running Aeries Attendance Reports <ul style="list-style-type: none"> <li>▪ Truancy</li> <li>▪ Eligible / Completed (CART, SART, &amp; SARB)</li> <li>▪ Tagging</li> <li>▪ Q &amp; A</li> </ul> 2) SART Invite Letters 3) No Shows 4) Post SART 5) McKinney-Vento	<ul style="list-style-type: none"> <li>▪ Attendance Clerk</li> </ul>
<b>JANUARY 11 2019</b>  <b>2:00 - 4:00 SUITE A</b>	1) Semester Audit 2) Running Aeries Reports - Check-in & Review / Q & A 3) Tagging: Check-in & Review	<ul style="list-style-type: none"> <li>▪ Attendance Clerk</li> </ul>
<b>APRIL 5 2019</b>  <b>2:00 - 4:00 SUITE A</b>	1) Workshop Meeting <ul style="list-style-type: none"> <li>▪ SART Letters</li> <li>▪ SARB &amp; IDA Referrals</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attendance Clerk</li> </ul>
<b>JUNE 7 2019</b>  <b>2:00 - 4:00 SUITE A</b>	1) End of Year Numbers 2) Tagging 3) What worked and what didn't work?	<ul style="list-style-type: none"> <li>▪ Attendance Clerk</li> </ul>

<b>DISTRICT ATTENDANCE SPECIALISTS</b>		
<b>ANNA RODRIGUEZ EXT. 4261</b>	<b>VANESSA SKEWES EXT. 4290</b>	<b>MARIBEL TORRES (SUB) EXT. 4223</b>
<ul style="list-style-type: none"> <li>▪ Megan Cope Elementary School</li> <li>▪ Monte Vista Middle School</li> <li>▪ North Mountain Middle School</li> <li>▪ San Jacinto Leadership Academy</li> </ul>	<ul style="list-style-type: none"> <li>▪ San Jacinto Elementary School</li> <li>▪ Estudillo Elementary School</li> <li>▪ San Jacinto High School</li> <li>▪ Mt. View High School / Mt. Heights Academy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Record Elementary School</li> <li>▪ DeAnza Elementary</li> <li>▪ Hyatt Elementary School</li> <li>▪ Park Hill Elementary</li> </ul>