



**ATTENDANCE INTERVENTION**  
**K-8**  
**CART / SART PROCESS**

San Jacinto  
**Unified School District**  
 (951) 929-7700  
 State of California  
**MODEL SARB DISTRICT**

**DEFINITIONS**

**CART**

**Chronic Attendance Review Team**

Chronic Absenteeism can be recognized as students begin the year with 1-2 absences per month and includes excused absences.

**SART**

**School Attendance Review Team**

Students who have 3 unexcused absences/truancies need to meet with a SART team to identify the reasons for the absences and supports to prevent further absences and/or truancies.

**ATTENDANCE SPECIALIST SUPPORT**

- Training
- SART Day #1: Model
- SART Day #2: Co-Facilitation
- SART Day #3: Observation and Feedback
- Ongoing Support with Q & A

**PREPARATION**

**K-8 PRE-CART**

- CART Letters
  1. Calendar CART Meeting Day
  2. Send Schedule:  
To Admin, Office Manager, Attendance Specialist
  3. Prepare CART Meeting Invites
  4. Mail to Parent
  5. Send Home with Student
- Prepare SART Meeting Files
  - ✓ Face Sheet
  - ✓ Attendance Print Out
  - ✓ Attendance Notes
  - ✓ Grades
  - ✓ Missing Assignments
  - ✓ Behavior
  - ✓ Print Meeting Notes Form or prepare to do electronically on computer
- Admin Meeting: Share Key CART Data
- Plan for Meeting Room Set-Up

**K-8 PRE-SART**

- A2A System will send out Letter #1 that notifies parents of 3 unexcused absences
- SART Letters
  1. Calendar SART Meeting Day
  2. Send Schedule:  
To Admin, Office Manager, Attendance Specialist
  3. Prepare SART Meeting Invites
  4. Mail to Parent
  5. Send Home with Student
- Prepare SART Meeting Files
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- Plan for Meeting Room Set-Up

**MEETING FACILITATION**

**CART**

- Facilitator: AP, Dean or Admin Designee
- Meeting Process:
  1. Welcome Parent
  2. Verify correct mailing address
  3. Review absences
  4. Ask parent/guardian and students what is going on
  5. Review grades, missing assignments, behavior
  6. Complete CART contract offering relevant interventions and supports on contract or available at school with MTSS
  7. Review next steps if absences continue

**SART**

- Facilitator: AP, Dean or Admin Designee
- Meeting Process:
  1. Welcome Parent
  2. Verify correct mailing address
  3. Review absences
  4. Ask parent/guardian and students what is going on
  5. Review grades, missing assignments, behavior
  6. Complete CART contract offering relevant interventions and supports on contract or available at school with MTSS
  7. Review next steps and also that if absences student may be referred to District level SARB meeting

**POST MEETING – FOLLOW UP**

**CART**

- Data Entry
- CART Documentation
- Brief summary of what was discussed and next steps
  - ✓ Monitor attendance for need for further meetings/actions

**NO SHOW**

- Attendance Clerk will call home to attempt completion of a phone CART
- Document in Interventions
  - ✓ Attempts with date and time
  - ✓ Document CART by also noting that “Parent understands and agrees with the CART Contract

**SART**

- Data Entry
- SART Documentation
- Brief summary of what was discussed and next steps
  - ✓ Monitor attendance for need for further meetings/actions

**NO SHOW**

- Attendance Clerk will call home to attempt completion of a phone SART
- Document in Interventions
  - ✓ Attempts with date and time
- Document SART by also noting that “Parent understands and agrees with the SART Contract
- Tag and Code Appropriately