

SITE OPERATIONS CIRCULAR NO. 1008

Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: September 2, 2005

To: All School Site Principals & Charter School Administrators

Subject: SARB AND ATTENDANCE ISSUES

Department and/or Persons Concerned: Site Administrators, Counselors, Nurses & Classified Support Staff with Attendance/Enrollment duties

Due Date: Upon receipt

Reference: Site Operations Circular No. 1042 (June 23, 2005)
Administrative Procedure No. 6166

Action Requested: Contact SARB office to schedule training.

Brief Explanation:

San Diego City Schools realizes that the importance of daily school attendance is tied to student achievement. Attendance is the responsibility of the schools (refer to Site Operations Circular No. 1042 dated June 23, 2005, and Administrative Procedure No. 6166). The School Attendance Review Board (SARB) is available to assist school site staff with the SARB referral process and attendance support. Our goal is to work with schools to address and improve student attendance.

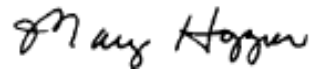
To accomplish this goal, SARB offers two services:

- (1) SARB staff is available to support site attendance personnel with Zangle, attendance plans and procedures.
- (2) SARB staff is available to provide training that addresses the SARB referral process. All key personnel who are involved with attendance should attend the training, e.g., the administrator who oversees attendance, the counselor, the attendance clerk and the nurse.

Please schedule an appointment for SARB training as soon as possible so that your site is up and running at the start of the 2005-2006 school year. To schedule a SARB referral process training at your site, contact Pat Winter, SARB Coordinator, at (858) 490-8675. Zangle and attendance procedural questions may be directed to Lourdes Cisneros (858) 274-5903 or (858) 490-8683.

Laurie Lamb
Program Manager
Placement and Appeal

APPROVED:

A handwritten signature in black ink that reads "Mary Hopper". The signature is written in a cursive style with a large initial "M".

Mary Hopper
Chief Administrative Officer

LL:mw

Distribution: Lists B, D, E, F, and Charter Schools