

**SOLANA BEACH SCHOOL DISTRICT**  
**Student Services**  
**Attendance Tardy Flow Chart**

**Unexcused Tardies Under 30 minutes**  
**or**  
**Excessive Early Pick Up**  
**or**  
**Excessive Excused Tardies**

5 Unexcused Tardies/Early Pick Up/Excessive  
Excused Tardies  
  
**1<sup>st</sup> Letter**



10 Unexcused Tardies/Early Pick Up  
  
**2<sup>nd</sup> Letter**  
  
**SART Conference/Contract**  
**(sent to Student Services)**

*If applicable, review IEP/Section 504 Plan to  
determine if additional needs should be  
addressed through the IEP or 504 Plan or an  
SST needs to be held*



10 Excessive Excused Tardies  
  
**2<sup>nd</sup> Letter**  
  
**Parent Provides Appointment Card**



15 Unexcused Tardies/ Early Pick Up/Excessive  
Excused Absences  
  
**3<sup>rd</sup> Letter**  
  
**Notify Student Services**  
**SART Conference Held**  
**at Student Services**

**Unexcused Tardies**  
**Over 30 minutes**

3 Unexcused Tardies  
  
**1<sup>st</sup> Truancy Letter**

*Ed Code 48260 – Defines a **truant student** as  
any student who is absent from school without  
valid excuse three full days in one school year,  
or absent or **tardy more than 30 minutes**  
during the school day without a valid excuse on  
three occasions, or any combination thereof.*



6 Unexcused Tardies  
  
**2<sup>nd</sup> Truancy Letter**  
  
**SART Conference/Contract**  
**(Sent to Student Services)**

*Ed Code 48261 - A **habitual truant** is any  
student who has once been reported as a truant  
(3 days) and who is again absent **or tardy** from  
school one or more days without a valid reason  
or doctor's note*



9 Unexcused Tardies  
  
**Notify Student Services**  
**Letter sent from Student Services**  
**To Schedule SARB Conference**  
**At Student Services Department**