



SCHOOL DISTRICT REFERRAL
KING COUNTY EDUCATION REENGAGEMENT TEAM (KCERT)
& COMMUNITY ATTENDANCE SUPPORT TEAM (CAST)
 Send completed referrals to truancy@kingcounty.gov

The King County Community Attendance Support Team (CAST) meets with students and families to identify and address barriers to school attendance. The CAST is made up of members representing community agencies that provide a variety of opportunities, supports, and resources to youth and families across King County. The CAST is coordinated by the King County Superior Court Becca Team in collaboration with the King County Prosecuting Attorney's Office Education Reengagement Program, and King County School Districts. School districts can make a referral for either a CAST meeting or at the family's request, support from the KCERT in obtaining supplemental services to reduce or eliminate barriers to attendance.

Recommended steps prior to making a CAST referral:

- Absences verified/attempted to be verified
- Attempted to inform the parent(s)/guardian in writing or by phone that the student has been absent without excuse in a language **in which the parent is fluent** (Required by RCW 28A.225.020).
- Held or scheduled a **conference** to discuss attendance with the student and parent(s)/guardian **after a third unexcused absence** (Required by RCW 28A.225.018 & RCW 225.020). For more information see "[Conference](#)" handout.
- IEP, 504, or dependency team has been contacted and consulted to consider the absences (if applicable).

Operation of a community engagement board or referral to CAST does not excuse a district from the obligation of filing a petition- Districts are still required to file a petition under RCW 28A.225.030. RCW 28A.225.030 states that districts are required to file a petition IF the actions taken by a school district under RCW 28A.225.020 are not successful in substantially reducing absences from public school, after the child's seventh unexcused absence within any month during the current school year and not later than the 15th unexcused absence during the current school year. Questions regarding compulsory attendance laws or school's duties can be directed to Sr. Deputy Prosecuting Attorney Sammie Alizadeh salizadeh@kingcounty.gov or see [King County Truancy Handouts](#).

SECTION 1: Referral

District Rep/Designee Name: _____ School/District: _____
 Phone Number: _____ | Email: _____

Student and/or parent is being referred to the County CEB-Community Attendance Support Team (authorized by RCW 28A.225.020) prior to filing a truancy petition as required by:

RCW [28A.225.020](#): As a data-informed step between the student's 2nd and 5th unexcused absence

OR RCW [28A.225.030](#): Not later than 7th unexcused absence in a month

AND/OR **Referral is being made to the KCERT for assistance in obtaining supplemental services or supports** to address barriers to attendance **at the parent and/or student's request** (authorized by RCW 28A.225.020).

Parent Supports Youth Supports Family Supports Education Advocacy Housing

[Education Reengagement Workshop](#) (Unleash The Brilliance Safe Futures)

Youth employment/internship opportunities

Other:

SECTION 2: Student & Parent Information

Parent is aware of this CAST referral

Student Name: _____ | DOB: _____ | Pronoun: _____

Address: _____ | Grade level: _____

School: _____ | IEP? Yes No | 504? Yes No | Dependency: Yes No

Name of Parent(s)/Legal Guardian(s): _____

Parent(s)/Legal Guardian(s) phone number: _____ | Email: _____

Address of Parent(s)/Legal Guardian(s): _____

Interpreter requested in _____ language for: Student Parent

SECTION 3: Additional information (Optional)

Student Goals: Diploma GED Employment Tech/Trade School Other: _____

Student's Strengths and Interests:

Upon submittal of referral, CAST Coordinator will contact the referent to review the referral and discuss potential next steps. Contact Melody Edmiston at Melody.Edmiston@kingcounty.gov or 206-477-2746 or Jennie Tibbitts jtibbitts@kingcounty.gov or 206-863-8886 with questions or for additional information.