



**SCHOOL DISTRICT REFERRAL**  
**KING COUNTY EDUCATION REENGAGEMENT TEAM (KCERT)**  
**& COMMUNITY ATTENDANCE SUPPORT TEAM (CAST)**  
 Send completed referrals to [truancy@kingcounty.gov](mailto: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 and school districts across King County, and is coordinated by the King County Superior Court Becca Program. CAST members offer access to a variety of opportunities, supports, and resources to youth and families across King County. School districts can make a referral for a CAST, and a CAST coordinator will reach out to the family to offer a CAST meeting and/or a referral for assistance 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 Jamie Kvistad [jkvistad@kingcounty.gov](mailto:jkvistad@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 2<sup>nd</sup> and 5<sup>th</sup> unexcused absence

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

**AND/OR**  **Referral is being made to 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

Unleash The Brilliance Education Reengagement Workshop and Outreach

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 Jennie Tibbitts [jtibbitts@kingcounty.gov](mailto:jtibbitts@kingcounty.gov) or 206-263-8886 with questions or for additional information.