The School Archival Records Search (SARS) – Adapted Version

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name: |  | School Name: |  |
| Data Recorder: |  | Date Recorded: |  |

|  |
| --- |
| **Instructions:** All information should be for the **current** school year unless otherwise noted. It is recommended that record searches be conducted either: (a) at the end of the school year or (b) at the beginning of the new school year for the previous year. *If the search is conducted at the beginning of a new school year, “****current****” year refers to the* ***past*** *school year.* |

## Demographics

|  |  |  |
| --- | --- | --- |
| A. | Grade: |  |
| B. | Sex: | [ ]  M [ ]  F |
| C. | Number of different elementary schools attended (including present): |  |
| D. | Number of different middle schools attended (including present):  |  |
| E. | Number of different high schools attended (including present): |  |
| F. | Ethnicity: | [ ]  Hispanic [ ]  non-Hispanic |  |
| G. | Race: | [ ]  White [ ]  Black [ ]  Asian [ ]  Hispanic [ ]  Native American[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Attendance

|  |  |  |
| --- | --- | --- |
| A. | Number of days present during current year: |  |
| B. | Number of days absent during current year:  |  |

## Achievement Test Scores (National Norm Percentiles)

|  |  |  |
| --- | --- | --- |
| A. | Test Name: (e.g. STAR, iReady, NWEA) |  |
| B. | Date Administered: |  |
| C. | Reading Total: |  |
| D. | Math Total:  |  |
| E. | Written Expression Total: |  |
| F. | Other: |  |

## Number of Grade Retentions

|  |  |  |
| --- | --- | --- |
| Count all, including multiple retentions within the same grade: |  |  |

## Academic, Behavioral, and Social and Emotional Well-Being In School Referrals for Learning Needs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Academic** | **Behavioral** | **Social and Emotional Well-Being** | **Other** |
| Date |  |  |  |  |
| Date |  |  |  |  |
| Date |  |  |  |  |
| Date |  |  |  |  |
| Date |  |  |  |  |

## Special Education

|  |  |  |
| --- | --- | --- |
| A. | Current Individualized Education Program (IEP)? | [ ]  Yes [ ]  No |
| B. | If yes, primary disability per IDEA: |  |
|  |  If applicable, secondary disability per IDEA: |  |

|  |  |  |
| --- | --- | --- |
| *Autism* | *Hearing Impairment* | *Specific Learning Disability* |
| *Deaf-blindness* | *Intellectual Disability* | *Speech or language Impairment* |
| *Deafness* | *Multiple Disabilities* | *Traumatic Brain Injury* |
| *Developmental Delay* | *Orthopedic Disabilities* | *Visual Impairment (including blindness)* |
| *Emotional Disturbance* | *Other Health Impairment* |  |

## Placement Outside of General Education Classroom?

[ ]  Yes [ ]  No If yes, [ ]  Partial Day [ ]  Full Day

## Receiving Chapter 1 Services?\*

\*replace with Title 1 services

[ ]  Yes [ ]  No

## Frequency of Referrals Out of School

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| State Protective Services: |  | Counseling: |  | Medical: |  | Other: |  |

## Negative Narrative Comments

List each negative narrative comment separately (according to the definitions in the SARS Training Manual).

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |
| 11. |  |
| 12. |  |
| 13. |  |
| 14. |  |
| 15. |  |
| 16. |  |
| 17. |  |
| 18. |  |
| 19. |  |
| 20. |  |
| 21. |  |
| 22. |  |
| 23. |  |
| **Total number of negative narrative comments for current school year:** |  |

## Office Disciple Referrals (major)

For the current school year, within the school and with someone other than the teacher

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description of Offense** | **Date** | **Action Taken** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
| 11. |  |  |  |
| 12. |  |  |  |
| 13. |  |  |  |
| 14. |  |  |  |
| 15. |  |  |  |
| 16. |  |  |  |
| 17. |  |  |  |
| 18. |  |  |  |
| 19. |  |  |  |
| 20. |  |  |  |
| 21. |  |  |  |
| 22. |  |  |  |
| **Total number of disciplinary contacts for current school year:** |  |