

**HUBBARD COUNTY SOCIAL SERVICES**

PARK RAPIDS, MINNESOTA 56470 - 1483

301 COURT AVENUE-COURTHOUSE

TELEPHONE: (218) 732-1451

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**Hubbard County Truancy/Educational Neglect Referral**

This is a referral for services to Hubbard County Social Services. Students referred to this program should have accumulated seven unexcused absences, statutorily defined as a habitual truant or seven unexcused/skip/cut periods for high school and middle school.

Before a referral will be accepted for intervention by Hubbard County Social Services, the referring school must complete the following steps and provide supporting documentation outlining their efforts. If a referral lacks any of the required components it will be referred back to the school for completion and no further action will take place until Hubbard County Social Services receives ample documentation of corrective efforts. Hubbard County Social Services appreciates the preventative efforts taken by the school to intervene before the student's education is further compromised by excessive absences.

Today's Date: \_\_\_\_\_ Person making referral: \_\_\_\_\_  
 Student's full name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 School attending: \_\_\_\_\_ Open Enrollment student? Y N Date enrolled: \_\_\_\_\_  
 Parent/Guardian: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone Number: (home) \_\_\_\_\_ (cell/work) \_\_\_\_\_

**STEP 1: When a child has 2-3 unexcused absences:**

- A. School personnel will meet with the child and retain documentation of date and outcome of meeting to be submitted if/when truancy referral is made. This documentation should include, but not be limited to, child's reason absences are occurring and plan to improve attendance.
- Date of Meeting: \_\_\_\_\_
  - Present at Meeting: \_\_\_\_\_
- B. School personnel will send notice of unexcused absences to parent/s requesting parent/s to contact the school regarding the child's absences. If parent has not responded to phone call request within one week of letter being mailed, school personnel will call child's parents to notify them of their child's unexcused absences. School Personnel will document parent's response to be submitted if/when truancy referral is made.
- Date of Mailed Notice: \_\_\_\_\_
  - Date of Telephone Call: \_\_\_\_\_

**STEP 2: When a child has 5-6 unexcused absences:**

- A. School personnel will arrange a meeting with school personnel, parent/s and child present. School will document outcome of meeting including, but not limited to, a plan that involves the parents aimed at improving child attendance.
- Date of Meeting: \_\_\_\_\_
  - Present at Meeting: \_\_\_\_\_
- B. School personnel will initiate at least one of the following three school based consequences for children 12 or older.
- Dates of Lunch Detention: \_\_\_\_\_
  - Dates of After School Detention: \_\_\_\_\_
  - Dates of In School Suspension: \_\_\_\_\_
- C. School personnel will make a referral to the School-Home Interventionist or Indian Education for further follow-up with student and family.
- Date of Referral: \_\_\_\_\_
  - Name of School-Home Interventionist: \_\_\_\_\_ and/or
  - Name of Indian Education Representative: \_\_\_\_\_

**STEP 3: When a child has 7 unexcused absences:**

- A. Once Step 1 and Step 2 are completed, submit this completed form to Hubbard County Social Services along with the following documents:
- Documentation of initial meeting with child (Step 1)
  - Notification to parent/s (Step 1)
  - Documentation of parent's response via telephone call (Step 1)
  - Documentation of parent meeting including corrective action plan (Step 2)
  - Child's attendance record