



**REQUEST FOR AIM LETTER**

Please complete the following worksheet to request that the Washington County Attorney's office send an invitation to an AIM meeting to the parents of a student who has 3-5 unexcused absences.

School has sent a letter to the parents when the student has had 3 unexcused absences.

**Juvenile's name**

Male  Female

DOB

Address

City

Zip code

**Mother's name**

Address

City

Zip code

**Father's name**

Address

City

Zip code

**Referred by:**

Name

School

District

Telephone No.

Email address (to send copy of our letter to you)

This form can be emailed to [WCA-JuvTruancy@co.washington.mn.us](mailto:WCA-JuvTruancy@co.washington.mn.us). It should be sent with the word "secure" in the subject line to ensure the privacy of the data being sent.

You will be sent a copy of the letter this office sends to the student's parents by email for your records. The email will be encrypted for privacy purposes so you will need to create a password to view the letter.