

School Attendance Intervention Program

Truancy Guide

2012-2013
School Year



Washington County
Attorney's Office
651-430-6115



Washington County
Community Services
651-430-6523

www.co.washington.mn.us

Washington County Attorney's Office

Sue Harris

651-430-6129

Fax # 651-430-6184

15015 62nd Street North

Stillwater

sue.harris@co.washington.mn.us

Washington County Social Workers

Lori Simon

651-430-6523

Fax # 651-430-8340

lori.simon@co.washington.mn.us

Washington County Government Center

14949 62nd Street North

Stillwater, Minnesota 55082-0006

834 Stillwater
New Heights School
832 Mahtomedi
Non-Traditional

Pam Lanz

651-430-4177

Fax # 651-430-4157

pam.lanz@co.washington.mn.us

Cottage Grove Service Center

13000 Ravine Parkway South

Cottage Grove, MN 55016

833 South Washington County Schools
200 Hastings

Paoze Her

651-275-7254

Fax # 651-275-7263

paoze.her@co.washington.mn.us

Forest Lake Service Center

19955 Forest Road North

Forest Lake, Minnesota 55025

831 Forest Lake
624 White Bear Lake
622 Oakdale

Legal Information

LEGAL MANDATE: *Children are required to attend school.*

At seven or more unexcused absences a student meets the legal definition of a “habitual truant”. The state law allows for programs to divert students and their parents from the court system. Washington County accepts truancy petition referrals when the student reaches **7-10 unexcused absences**. This is done to allow for a margin of error and to eliminate potential conflicts over individual instances of truancy.

- The student must have truanted from an academic period (not lunch, homeroom, or non-school day activities).
- **Tardies do not equal truancy.**

LEGAL DEFINITION OF EXCUSED ABSENCES:

Excused absences are defined by 120A.22 Subdivision 12 as...

1. **that the child's physical or mental condition is such as to prevent attendance at school or application to study for the period required, which includes:**
 - (i) **child illness, medical, dental, orthodontic, or counseling appointments;**
 - (ii) **family emergencies;**
 - (iii) **the death or serious illness or funeral of an immediate family member;**
 - (iv) **active duty in any military branch of the United States;**
 - (v) **the child has a condition that requires ongoing treatment for a mental health diagnosis; or**
 - (vi) **other exemptions included in the district's school attendance policy;**
- The school is the ultimate arbitrator of what is an excused or unexcused absence.
 - The school has the authority to request medical documentation for absences. If a student has excessive absences due to illness or appointments, the school can ask for documentation. In general either a doctor’s note or a visit with the school nurse can serve as verification of absence due to illness.
 - Minnesota statute **does not** provide a provision for addressing tardies as part of the mandatory school attendance laws. Tardies are considered a school disciplinary issue rather than subject to the attendance intervention program.

Early Intervention Process

The School Attendance Intervention Program is designed as a “progressively intrusive intervention” model as required by State Law. Schools are expected to work through the levels of intervention prior to referring a student for diversion and Court. (See next page for intervention levels.)

The school, student, and family are expected to respond to early levels of truancy.

Progressively Intrusive Intervention

School, Parents, Community...a Partnership

Level I: SCHOOL CONTACT

1-3 Unexcused Absences

School/Parent Intervention

- School meeting with the student
- Detention/in-school suspension/YCAPP/other actions
- Cultural Liaison meeting if applicable
- Peer counseling
- Contact with parent(s); Letter to parent(s) with brochure (Attachment A)

Level II: AIM MEETING

3-5 Unexcused Absences

School/Parent/Community Intervention

- Meeting with parent(s)
- Medical excuse if applicable
- Referral to Chemical Health Specialist and/or School Social Worker
- Individual and/or family counseling referrals
- Assess student's special needs
- Parent(s) attend school with student
- Send parental notification letter (Attachment B) with attendance brochure at 3-5 unexcused
- **Submit request for AIM Letter Worksheet** (Attachment C)
to the County Attorney's Office:

E-mail: WCA-JuvTruancy@co.washington.mn.us

Fax: 651-430-6184

Level III: DIVERSION

7-10 Unexcused Absences

School/Parent/Community Intervention

- **School submits diversion petition referral to your Washington County Community Services Truancy Worker for students age 12-15.**
- **School submits diversion petition referral to the Washington County Attorney's Office for students age 16-17.**
- Formal diversion meeting and attendance contract
- Community work service
- Supervision contacts
- Psychological and/or chemical health evaluation and counseling
- House arrest
- Revocation of driver's license
- Alternative educational planning
- Court intervention

Level IV: COURT

Continuing Unexcused Absences

Court Intervention

- Truancy Worker petitions parent(s) and student to court for 12-15 year olds.
- School official petitions parent(s) and student to court for 16-17 year olds.
- School official attends hearing with Truancy Worker and County Attorney.

Attendance Intervention Meetings (AIM)

The AIM meeting is hosted by the Washington County Attorney's Office and is designed to send a strong message to students and their parents about the pitfalls of continuing to truant as well as the importance of high school graduation and beyond. The AIM meeting is an important component of the Washington County School Attendance Intervention Program which is a progressively intrusive intervention model.

STEPS:

1. The School sends a **Parental Notification Letter** (Attachment B) (as required by Minn. Stat. §260A.03) to the parent(s)/guardian(s) of the student who has had **3-5 unexcused absences**.
2. The School sends an **email** with the completed **Request for AIM Letter worksheet** (Attachment C) to the **Washington County Attorney's Office** at:
WCA-JuvTruancy@co.washington.mn.us

This request should be sent with the word **"secure"** in the subject line to ensure the privacy of the data being sent.

If your school does not have a secure email product with which to send your request, please let us know and we will send you a secure Zix email so that you can set up a Washington County Zix account and then send email messages to us from that account.

The person who emailed the request will receive a copy of the **AIM letter** that is mailed to the parents. This copy will be sent by secure email for your records.

3. The County Attorney sends an **AIM letter** (Attachment E) along with the **AIM brochure** (Attachment D) to the parent(s)/guardian(s) and the student to attend the AIM meeting. **AIM meetings** are held 3 times per month at the following locations:

Government Center **October - May**
15015 62nd Street North **6:00 – 7:00 p.m.**
Stillwater, MN 55082

Headwaters Service Center – Forest Lake **October – May**
19955 Forest Lake Road **6:00 – 7:00 p.m.**
Forest Lake, MN 55025

Cottage Grove Service Center **October - May**
13000 Ravine Parkway South **6:00 – 7:00**
Cottage Grove, MN 55016

The parent(s)/guardian(s) and student will be invited to attend at the location closest to the school they attend.

4. The County Attorney will accept referrals for the monthly AIM meeting up to one week prior to that meeting. Any referrals that are made within less than a week of the AIM meeting will be invited to the following month.
5. The school must send **at least one Assistant Principal to attend** the AIM meeting when they are referring a student to the County Attorney. Assistant Principals play an important role at the AIM meetings as they can answer questions that arise about their school's attendance policy and respond to parents who have questions regarding their child's attendance.
6. The County Attorney will send a letter to the parent(s)/guardian(s) who fail to attend the AIM meeting and have not made arrangements to attend a future AIM meeting. (Attachment F)

Truancy Diversion Referral Process

To meet the goal of “progressively intrusive intervention”, Washington County offers another level of intervention prior to court. Students and their parents are invited to attend a formal meeting between the school, parents, and child. This meeting occurs in lieu of court, in order to compel the child to attend school. A contract is established with the child and he or she is placed under supervision to attend school. Significant consequences can occur at this level and appropriate service referrals are made.

- Schools complete and submit the Truancy Diversion Referral (Attachment G) when students have 7-10 unexcused absences (one or more class periods on at least 7-10 days of school). This document is the legal basis for our intervention and must clearly show 10 full or partial days, in which the child has been absent without lawful excuse. This should be completed in full by the school and submitted to the appropriate authority. If there is more than one student from a family, separate County Official referral forms are needed for each child.

(Please note if language is a barrier.)

- * **For 12-15 year old students**, the Truancy Diversion Referral should be submitted to the assigned Truancy Worker at your school.

Lori Simon

651-430-6523

Fax # 651-430-8340

lori.simon@co.washington.mn.us

Pam Lanz

651-430-4177

Fax # 651-430-4157

pam.lanz@co.washington.mn.us

Paoze Her

651-275-7254

Fax # 651-275-7263

paoze.her@co.washington.mn.us

- * **For 16-17 year old students**, the Diversion Petition Referral should be emailed to the Washington County Attorney’s Office:

WCA-JuvTruancy@co.washington.mn.us

or faxed to: 651-430-6184

- Upon receipt of the completed Truancy Diversion Referral, the County Official will contact the school to schedule a truancy diversion meeting.
 - State law requires that parents be provided at least *five (5) days notice*.
- A standard meeting notification letter is sent with the appointment date, time, and location. A copy of this letter is sent to the school official.
 - It is expected that a school administrator or official will be present at the meeting.
 - It is expected that the school will use internal methods to notify other relevant school personnel as appropriate, such as a counselor, case manager, or chemical health specialist.
- At the meeting the County Official will assess the student's reasons for truanting and identify barriers in the student's life. County Officials will also inform the child and family of the school attendance laws and consequences for failure to attend.
- The County establishes a contract (Attachment H) with the child and he or she is placed under supervision to attend school. The contract may also include requirements and/or expectations.
 - If the student continues to truant, this contract is used for court action.
 - The student's attendance will typically be monitored for the duration of that school year.

Court Action Process

In the event a diversion contract and social service intervention have been attempted and the student continues to truant, court action is often the final step.

For students **ages 12-15**, the Washington County Truancy Social Worker will submit the Truancy Petition documentation to the County Attorney's Office. The student's current attendance and code key is needed. The Social Worker is the petitioner.

The school's participation in the court process is valuable and essential. School recommendations will be used for the Court and Social Service planning.

For students **ages 16-17**, the school official must send a completed Truancy Petition Form for 16 and 17 year old students (Attachment I). The school should also send:

- Student's current attendance record
- Key to the attendance code

This information should be sent by email to the Washington County Attorney's Office:

WCA-JuvTruancy@co.washington.mn.us

TRUANCY PETITION:

After reviewing the case, the County Attorney's Office will process the referral within two business days. If legally sufficient, a Truancy Petition will be drafted and then sent by either fax or email to the school for the school official's signature. **The school official's signature must be notarized.**

The school will either fax or email the signed Truancy Petition back to the County Attorney's Office who will then file it with the Court Administrator.

ADMIT/DENY HEARING:

The school will receive a summons and/or notice to appear in court on the Truancy Petition. The School Official is expected to attend the court hearings. An Assistant County Attorney and a Truancy Worker from Community Services will also be attending the Admit/Deny (first) Hearing.

If the Truancy Petition is denied by the parent(s) and/or child, the case will be set for trial at a future date. The School Official and any other school staff, as needed, will have to appear in court and testify at the trial.

DISPOSITION HEARING:

When the Truancy Petition is proven or admitted by the parent(s) and child, a written report will be submitted to the court by the Truancy Worker with recommendations for the Court to order. If the Truancy Petition is admitted to by the parent(s) and child, the disposition hearing will occur immediately after the admission.

REVIEW HEARING:

After the disposition hearing the case will be transferred to an Ongoing Social Worker who will attend all future court hearing along with the School Official and Assistant County Attorney. Review hearings are usually set anywhere from 30-90 days after the disposition hearing.

At all hearings the School Official should be prepared to attend and address the Court regarding the student's current attendance and progress at school.

The School Official must keep the Ongoing Social Worker apprised of the child's attendance and progress throughout the time the child is on probation for truancy.

Legal Consequences

If a student continues to truant after all less restrictive interventions have been tried, the matter will be referred to the Washington County Attorney's Office to determine what action should occur. The student and their parents can be petitioned to court as a child in need of protection or services based on truancy. The judge has the authority to order a variety of consequences or dispositions affecting both the student and parents.

- A child may lose their driving privileges until he or she is 18 years old.
- A child can be placed on probation.
- A child can be ordered to undergo evaluation and treatment for chemical dependency or mental health issues.
- A child can be assigned community work service hours.
- A child can be put on home detention and cannot leave the residence unless at school or with a parent.
- A child can be removed from their home and placed in shelter, foster care, or a residential facility.
- A child's cell phone, computer, or any other electronic devices can be removed from their possession.
- A parent can be ordered to take their child to school at the beginning of each school day.
- A parent can be ordered to receive services.
- The court can impose any other services or activities that it deems appropriate.

Tips to Improve School Attendance

- Tell your children that their education is important to you.
- Have a set bedtime and morning routine that includes breakfast.
- Communicate with the school; make sure you know the school's attendance policy and advocate for your child at school.
- Set the expectation that your children complete their homework every day.
- Help you child with their school work or find someone who can.
- Buy your child an alarm clock.
- Do not enable your child's illegal behavior by calling the school to cover for their unexcused absence.
- If your child does not want to attend, ask why and help them resolve the barriers.
- Set clear expectations for the child and follow through.
- Establish a set curfew.
- Seek out help for any issues that may be interfering with his/her attending school, such as mental health, chemical health or peer issues.



WCCS-7193092 (8-12)

**Washington
County**

School
Attendance
Intervention
Program

Truancy

Community Services
Phone: 651-430-6523
Fax: 651-430-8340



County Attorney
Phone: 651-430-6115
Fax: 651-430-6184

www.co.washington.mn.us

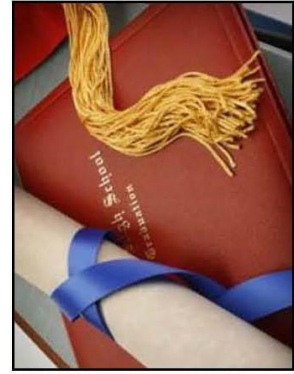
School Attendance: It's the Law

Minnesota State Statute requires that children attend school. *Truancy is a violation of Minnesota state law.* The parents, school, and community are all partners in working toward the goal of school attendance and educational success.

Education is as essential as food, clothing and shelter in a child's life. Parents should send their children to school to improve the children's quality of life.

The law also mandates that parents compel their children to attend school. Children cannot independently "drop out" of school. Truancy and poor attendance are the primary reason students fail to graduate on time.

The most far reaching consequences for truancy are not the court sanctions. Children who do not attend school are more likely to become involved in delinquent and ultimately criminal behaviors. These young people are severely limiting their opportunities and truancy can be the beginning of a lifetime of problems.



Definitions

Continuing Truanti:

Three unexcused absences on three or more days

Habitual Truanti:

One or more unexcused absences on seven or more days

A student is required to attend school each and every day and every class period. If they miss a school day or part of the day, for legitimate reasons, a parent or guardian must notify the school.

Excused Absences:

Family emergency
Medical or mental health appointments
Religious holidays
Sickness (a doctor note may be required)

Unexcused Absences:

Babysitting
Weather
Child is not immunized
Employment
Missing the bus
Need for sleep or rest
Not in assigned location while at school

Responsibility of the School

- Provide a program/ schedule that meets the students educational needs.
- Address problems identified as barriers to the child's ability to attend and learn.
- Maintain accurate attendance records and document communication with the parents/guardians and students about attendance.

Attendance Intervention Meeting (AIM)

The law is "designed to provide a continuum of intervention and services to support families and children in school and in combating truancy."

AIM stands for Attendance Intervention Meeting. This is the first step of progressive intervention and services offered to support families and children in keeping children in school and combating truancy.

At 3-5 unexcused absences, the school will notify the parent or guardian that the child is a "continuing truant". Students and parents will also receive an invitation from the County Attorney's Office to attend an Attendance Intervention Meeting (AIM).

Diversion

If the child has 7 unexcused absences, they are then considered "habitually truant." The school is required to report the student to Washington County after 7-10 unexcused absences.

Washington County arranges a formal meeting between the school, parents, and child. This meeting occurs in lieu of court, in final efforts to compel the child to attend school. An attendance contract is established with the child and he or she is placed under supervision to attend school. Significant consequences can occur at this level and appropriate service referrals are made.

Parental Notification Letter

Date

Parent Name
Street Address
City, MN Zip Code

Dear Parents/Guardian of Student Name:

As required by *MN Stat. 260A.03* you are being notified that your child has missed school without a valid, legally justifiable excuse on three or more class periods on three days this school year. This letter serves as the notification for Section 120A.34. Under Minnesota State Law, a child who misses three or more periods without a valid excuse is considered truant. We have not received notice that any of these absences have been excused. In the event that there is a valid excuse for your child's absences, you should notify the school immediately.

In Minnesota the Parent/Guardian of a child is obligated to compel the child to attend school or face criminal prosecution under the Compulsory Attendance Statute. It is your right to meet with school officials to discuss possible solutions to your child's truancy. The School District has a variety of alternative programs and services, which may be made available to your son or daughter to help address the attendance problem. It is our hope that you will contact the school to set up such a meeting.

Please be advised that your name has been submitted to the Washington County Attorney's Office. A letter will be forthcoming from the County Attorney.

Finally, we recommend that the parent or guardian of a truant student accompany the student to school and attend classes with the child for one day. Please feel free to contact the school to make arrangements for such a visit. In the event your child continues to truant, you and your child could be subject to Juvenile Court proceedings *MN Stat. 260C*. This could result in your child being subject to suspension, restriction or delay of their driving privileges.

Please contact me at (phone number) if you have any questions or concerns about the contents of this letter.

Sincerely,

Name
Title

cc: Washington County Truancy Program

**Attachments: *Washington County Attendance Brochure*
*Attendance Record with code definitions***



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. 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.

TOP 5 REASONS TO GRADUATE*

Longer Life

High school graduates live longer and have better indicators of general health.

More Money

Average annual income of a high school graduate is \$33,633 versus \$19,365 for dropouts.

Steady Employment

High school dropouts have only a 58% chance of steady employment and are twice as likely to slip into poverty.

Safe Streets

Increasing the national graduation rate by 10% would reduce homicides and assaults by approximately 20%.

Healthy Habits

High school dropouts are significantly at higher risk for substance abuse and crime.

*Sources: Education Commission of States (2008); Levin (2009)

If you have questions about AIM or truancy please contact Sue Harris at 651-430-6115



Washington County Attorney

Law Enforcement Center
15015 62nd Street North - P. O. Box 6
Stillwater, Minnesota 55082-0006
Phone: 651-430-6115
Criminal Fax: 651-430-6117
Juvenile Fax: 651-430-6184
Civil Fax: 651-430-6163
TTY: 651-430-6246
www.co.washington.mn.us
Equal Employment Opportunity /
Affirmative Action

**Office of the
Washington
County Attorney**

**ATTENDANCE
INTERVENTION
MEETING**

AIM

**An Early Intervention
Process to Address
Truancy and Encourage
High School Graduation
and Beyond.**



**Pete Orput
County Attorney**

ATTENDANCE INTERVENTION MEETING - AIM

SCHOOL ATTENDANCE IS THE LAW

Minnesota law requires that every child between 7 and 16 years of age must receive an education.

TRUANCY

All students who miss one or more class periods over 7 different days without a legal excuse are considered “habitual truants”.

Truancy is often an indicator for more serious underlying problems such as alcohol or chemical use, family problems, physical or mental health issues, peer pressure, bullying and/or child neglect.

Students who are habitual truants, and their parents, can be petitioned to court to address the truancy problem. However, a variety of interventions and services are offered prior to bringing a truancy case to court.

AIM

AIM stands for Attendance Intervention Meeting. This is the first step of progressive intervention and services offered to support families and children in keeping children in school and combating truancy.

The middle schools and high schools track students’ attendance. When a student between the ages of 12 – 17 has missed one or more class periods on three different days without a lawful excuse, they meet the definition of “continuing truant”. The schools notify the County Attorney’s Office when they have a “continuing truant” student. The County Attorney’s Office then sends the student and their parents a letter inviting them to attend the AIM meeting.



The AIM meeting is sponsored by the Washington County Attorney’s Office and is held October—May from 6:00 – 7:00 p.m. three times per month at three different locations:

Government Center
15015 62nd Street North
Stillwater, MN 55082

Headwaters Service Center – Forest Lake
19955 Forest Lake Road
Forest Lake, MN 55025

Cottage Grove Service Center
13000 Ravine Parkway South
Cottage Grove, MN 55016

The AIM meeting is designed to send a strong message to students and their parents about the pitfalls of continuing to truant, as well as the importance of high school graduation and beyond.

The truancy court process is explained including what actions the court can take directing the behavior of the students as well as their parents. This information is given in an effort to motivate the parents and student to seek services to avoid court and correct the problems resulting in the unexcused absences. Resources for services are provided to the parents and school officials are also present to answer questions.



OFFICE OF THE WASHINGTON COUNTY ATTORNEY
PETER J. ORPUT COUNTY ATTORNEY

August 6, 2012

(Parents Name/Address)

RE: (Student's name and date of birth)

The administrators of the (School) have informed me that your child has not been attending school as required by law.

In order to make certain that all children acquire the necessary skills for success in adult life, school attendance is mandatory in the State of Minnesota. Ensuring regular school attendance is the responsibility of both you and your child. Future failure to comply with the requirements of Minnesota Law may result in my office taking court action against you and your child.

In order to prevent possible court action, you and your child are expected to attend a meeting with representatives of Washington County Attorney's office and a school official at (the name of your local Washington County Government Center in Stillwater, Cottage Grove, or Forest Lake will be inserted), on _____ from 6:00-7:00 P.M.

Only your child's school can resolve the attendance record and excuse you from the meeting. Please **contact the school** to discuss your child's attendance record if you feel it is inaccurate.

If you have any questions regarding this meeting, please call Washington County Attorney's office at (651) 430-6115. This meeting is an attempt to prevent your child from becoming involved in the Juvenile Court System.

Yours truly,

PETE ORPUT, COUNTY ATTORNEY
WASHINGTON COUNTY, MINNESOTA

Susan Harris
Assistant County Attorney

sh
cc: (school official)



OFFICE OF THE WASHINGTON COUNTY ATTORNEY
PETER J. ORPUT COUNTY ATTORNEY

August 7, 2012

(Parent Name/Address)

RE: (Student)

In a previous letter you were instructed to attend a meeting with me on (date) regarding problems with your child's school attendance.

Your failure to attend the meeting means that our office will monitor your child's attendance. Both (school) and I want your child to succeed in life. Your child attending school on a regular basis can only accomplish this.

If your child's attendance does not improve, we will take action under the Compulsory Attendance Laws. Under Minnesota Law, being absent for one or more class periods on seven days is truancy. As a parent you are to work with the school to ensure that your child goes to school. Your child's failure to attend school could subject your child and you to court action for truancy.

If you have any questions or requests for services to help you and your child address the attendance problem, contact the school.

In closing, I urge you to cooperate with the school to ensure that your child receives an education that will enable your child to succeed in life. If you ignore this responsibility, I will have no choice but to file an action against you/or your child.

Yours truly,

PETE ORPUT, COUNTY ATTORNEY
WASHINGTON COUNTY, MINNESOTA

Susan Harris
Assistant County Attorney

cc: (school)



Truancy Diversion Referral Form
2012-2013

REFERRAL DATE: _____

STUDENT NAME			M <input type="checkbox"/>	F <input type="checkbox"/>
DOB	AGE	GRADE	HISPANIC <input type="checkbox"/>	
RACE	White <input type="checkbox"/>	Black <input type="checkbox"/>	Asian <input type="checkbox"/>	Native American <input type="checkbox"/>
			Other <input type="checkbox"/>	

STUDENT LIVES WITH: ENTER COMPLETE PARENT/GUARDIAN INFORMATION

MOTHER <input type="checkbox"/>	NAME		
	ADDRESS		
	HOME PHONE	CELL/OTHER	
FATHER <input type="checkbox"/>	NAME		
	ADDRESS		
	HOME PHONE	CELL/OTHER	

1. REQUIRED PRE-REFERRAL EFFORTS

<input type="checkbox"/> School consequences	<input type="checkbox"/> Meeting with student	<input type="checkbox"/> Communication with Parents	<input type="checkbox"/> Other
Number of Unexcused Absences:	Date Parent Letter Sent and Student Referred for County Attorney's Letter (5 unexcused):		
<p>Attendance History:</p> <ul style="list-style-type: none"> •When did the student begin to have attendance problems? •What do you think is the cause of this problem? •What would help this student improve? 			

<p>Student's involvement with other agencies (<i>probation, child protection, mental health, etc</i>):</p>
--

2. ACADEMIC/BEHAVIOR/SPECIAL EDUCATION

Receives Special Educational Services: NO <input type="checkbox"/> YES <input type="checkbox"/> IEP <input type="checkbox"/> 504 Plan <input type="checkbox"/>		Primary Disability: Learning / Emotional-Behavioral / Speech / Other _____
ESL Language: NO <input type="checkbox"/> YES <input type="checkbox"/>	# of Suspensions:	Setting Description:
DESCRIBE (include grades, behaviors, other issues, etc.) 		

3. OTHER HEALTH ISSUES

Mental Health Issues: <input type="checkbox"/> Unknown <input type="checkbox"/> Suspected <input type="checkbox"/> Diagnosis Treatment:
Chemical Health Issues: <input type="checkbox"/> Unknown <input type="checkbox"/> Suspected <input type="checkbox"/> Diagnosis Treatment:

SCHOOL AND ADDRESS	SCHOOL OFFICIAL AND TITLE
	PHONE

PLEASE SUBMIT COMPLETED REFERRAL:

TO YOUR TRUANCY SOCIAL WORKER FOR AGES 12-15
lori.simon@co.washington.mn.us / Fax: 651-430-8340
pam.lanz@co.washington.mn.us / Fax: 651-430-4157
paoze.her@co.washington.mn.us / Fax: 651-275-7263

OR

TO THE COUNTY ATTORNEY'S OFFICE FOR AGES 16-17
WCA-JuvTruancy@co.washington.mn.us
 Fax: 651-430-6184

Please attach the student's current attendance record.



**School Attendance Contract
Truancy**

WCCS-71930-93 (8-12)

Date	School Name	School Official
Student's Name		Parent's Name(s)
Student's Address		Telephone Number(s)

THE STUDENT SHALL:

- 1. Attend school and all assigned class periods every day.
- 2. See the school nurse or other medical professional for all illness absences and provide the school with required documentation. This includes dental and mental health appointments.
- 3. Supervision requirement: _____
- 4. Participate in the following counseling and educational programs: _____
- 5. Chemical health services: _____
- 6. Other: _____

THE PARENT/GUARDIAN SHALL:

- 1. Get your child to school every school day and on time.
- 2. Escort and attend school with your child.
- 3. Do not remove child from school early without providing the school a valid excuse.
- 4. For all illness absences:
 - A. Provide school with written verification by doctor/medical advisor; OR
 - B. Send your child to school to be checked/released if ill.
- 5. For all absences, contact the school to explain the absence.
- 6. Participate in the following parenting and counseling programs: _____
- 7. Chemical health services: _____
- 8. Other: _____

TO THE STUDENT, PARENT(S)/GUARDIAN(S):

We agree to participate in the above agreement and understand that if we fail to abide by its terms, we can be referred to the County Attorney and to Juvenile Court. This contract also serves as the social services and targeted case management plan.

Child does does not have Native American heritage.

Student _____

Parent/Guardian _____

School Official _____

County Official _____

Other _____

Date _____

**Truancy
Diversion Contract**

Minnesota State Law requires that you attend school every day. It is your responsibility to get out of bed and to school every day ON TIME! If you oversleep, you are truant. If you miss the bus, you are truant. If you are late for any reason but illness, you are truant. Your parent cannot excuse you for tardiness or absence.

If you are sick and miss school as a result, you must get a doctor’s note or come to school and see the school nurse. If you are not ill enough to go to the doctor, then you should be in school. Because you have missed school on several occasions already, we cannot accept a note only from your parents on a sick day.

Anytime you are not in school, without a valid excuse, you are truant.

If you continue to miss school, any or all of the following consequences may happen:

1. A petition may be filed in Juvenile Court, and you may be placed on probation.
2. Your parents will be named on the petition, and the proceedings will be open to the public.
3. The Court has the authority to take into custody your cell phone, computer, or any other electronic device.
4. You may be required to attend individual or family counseling if you are not already doing so. You may be required to participate in a chemical use assessment and follow recommendations. The Court can require urinalysis drug screens. Parents are expected to administer or arrange for mandated drug screens.
5. You can be put on home detention. This means that you cannot leave your house without a parent except to go to school or approved appointments.
6. You may be given community work service hours.
7. You may be placed in shelter. Your parents will be responsible for the costs involved according to their ability to pay. Placement occurs primarily if there are also safety and/or treatment issues.
8. The Court can impose a fine up to \$100.00.
9. Your parents can be required to compel your attendance and deliver you to school at the start of the day.
10. The Court may revoke or delay all driving privileges up until your 18th birthday.

Your County Official is _____, and the telephone number is _____.

I have read and understand what is expected of me.

Student _____

Parent/Guardian _____

School Official _____

County Official _____

Other _____

Date _____

Submit by Email

Print Form



OFFICE OF THE WASHINGTON COUNTY ATTORNEY
PETER J. ORPUT COUNTY ATTORNEY

TRUANCY REFERRAL FORM FOR 16 AND 17 YEAR OLD STUDENT

Date		School	
School Official		Title	
Email		Telephone	
Address		Fax	

Student Information			
Name		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of Birth		Hispanic <input type="checkbox"/>	
Age		Grade	
Race	White <input type="checkbox"/> Black <input type="checkbox"/>	Asian <input type="checkbox"/> Native American <input type="checkbox"/>	Other <input type="text"/>
Involvement with Other Agencies (probation, child protection, mental health, etc.)			

Mother Information	Legal Custody? <input type="checkbox"/>	Resides with? <input type="checkbox"/>
Name		
Address		
Home Phone:	Cell/Other Phone	

Father Information	Legal Custody ? <input type="checkbox"/>	Resides with? <input type="checkbox"/>
Name		
Address		
Home Phone:	Cell/Other Phone	

Other	Legal Custody? <input type="checkbox"/>	Resides with? <input type="checkbox"/>
Name		
Address		
Home Phone:	Cell/Other Phone	

1. Required Pre-Referral Efforts

School Consequences	<input type="checkbox"/>	Meeting with Student	<input type="checkbox"/>	Communication with Parents	<input type="checkbox"/>
School Attendance Contract	<input type="checkbox"/>				
Other	<input type="text"/>				
Date Parent Letter Sent and Referred for AIM meeting					<input type="text"/>

Attendance History

When did the student begin to have attendance problems?	<input type="text"/>
What do you think is the cause of this problem?	<input type="text"/>
What would help this student improve?	<input type="text"/>

2. Academic/Behavior/Special Education

Receives Special Educational Services?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
	IEP	<input type="checkbox"/>	504 Plan	<input type="checkbox"/>
Primary Disability	Learning	<input type="checkbox"/>	Emotional-Behaviorial	<input type="checkbox"/>
	Other	<input type="text"/>		
ESL?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Language	<input type="text"/>	Interpreter Needed?	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	# of Suspensions
Setting Description	<input type="text"/>			
Describe: (include grades, behaviors, other issues, etc.)	<input type="text"/>			

3. Other Health Issues

Mental Health Issues	Unknown	<input type="checkbox"/>	Suspected	<input type="checkbox"/>	Diagnosis	<input type="checkbox"/>
Treatment	<input type="text"/>					
Chemical Health Issues	Unknown	<input type="checkbox"/>	Suspected	<input type="checkbox"/>	Diagnosis	<input type="checkbox"/>
Treatment	<input type="text"/>					