

be@school

HENNEPIN COUNTY ATTORNEY'S OFFICE
EDUCATIONAL NEGLECT / TRUANCY PROGRAM
IN A NUTSHELL

NUMBER OF FULL DAYS OF UNEXCUSED ABSENCES	SCHOOL	HENNEPIN COUNTY ATTORNEY'S OFFICE (HCAO)	
1 - 2 days	School makes telephone contact with parents.		
3 days	School mails mandatory 3-day principal's letter to parents.		
4 - 5 days	School attempts personal contact with parents (phone calls, home visits, face-to-face meetings, notes sent home with student).		
6 days	PGM Referral - School submits a Parent Group Meeting (PGM) Referral at reporting website.	PGM = Group meeting: lecture, video, families may request agency services.	
9 days 3 additional days after PGM Referral and the student has a minimum of 9 unexcused days	STAR Referral – School submits School Team Attendance Review (STAR) referral.	School Team Attendance Review (STAR) – Individual family meeting is offered. be@school will conduct outreach to support family meeting attendance. Community agency worker assigned to student.	School Team Attendance Review (STAR-H) – Individual family STAR hearing is scheduled for 12-15 year-old students with previous years in be@school program. Community agency worker assigned to student.
15 days	Child Protection /Truancy Report - School submits an Educational Neglect/Truancy report to HCAO.	HCAO Truancy Attorney will review reports on students 12 or older for possible court petition. Educational Neglect reports are sent to Child Protection	
22 days	Updated Child Protection/ Truancy Report - School submits an Educational Neglect/Truancy report to HCAO.	HCAO/CP review for additional services or possible court petition. Expedited investigation.	

Contact Information:
Phone (612) 348-6041 Fax (612) 596-7376
www.be-at-school.org

The be@school mission is to increase school attendance and improve community connections across Hennepin County through a collaborative early intervention providing education and support services to school-age youth and their families.