

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	<b>Report #1</b> - School submits a Parent Group Meeting (PGM) Report through the be@school information link (BASIL) website.	<b>PGM</b> - Group meeting: lecture, video, families may request agency services.	
9 days 3 additional days after Report #1 (PGM) and the student has a minimum of 9 unexcused days	<b>Report #2</b> – School submits school team attendance review (STAR) report.	<b>School Team Attendance Review (STAR)</b> Individual family meeting is offered.  Student assigned to community agency for voluntary services.	<b>School Team Attendance Review (STAR-Juvenile Justice Center)</b>  Individual family meeting is scheduled for 12-15 year-old students previously reported to be@school.  Student assigned to community agency for voluntary services.
15 days 6 additional days after Report #2 and the student has a minimum of 15 unexcused days	<b>Report #3</b> - School submits an Educational Neglect/Truancy report to HCAO.	HCAO Truancy Attorney will review reports of students 12 and older for possible truancy court petition.  Educational Neglect reports are reviewed for possible child protection involvement.	
22 days 7 additional days after Report #3 and the student has a minimum of 22 unexcused days	<b>Report #4</b> - School submits an updated Educational Neglect/Truancy report to HCAO.	HCAO/CP review for additional services or possible court petition.	

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\*Timeline will vary depending on the number of days reported on the first report.

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.