

be@school

HENNEPIN COUNTY ATTORNEY'S OFFICE
EDUCATIONAL NEGLECT / TRUANCY Program
Frequently asked questions for Schools

Question: How does the **be@school** process work?

Answer: School staff may request an account to the **be@school** web-based referral program (BASIL- be@school Information Link) by going to www.hennepinattorney.org/be@school. An account will be created and a password will be emailed to the person making the request.

A Parent Group Meeting referral should be submitted by the school through the web-based referral program when the student has 6 unexcused full absences. A Parent Group Meeting is scheduled for the student and family in approximately one week and a letter is mailed to the parents inviting them to the meeting.

After the Parent Group Meeting date, if the student has 3 more unexcused absences, an Educational Neglect/Truancy Report should be submitted through the **be@school** web-based referral program. The school will be invited to the meeting and letter(s) will be mailed to notify the family. A second report for Educational Neglect/Truancy Report may be necessary for continued unexcused absences. If attendance does not improve you can make additional reports and court intervention will be considered.

More information is available at Learn about BASIL School Reporting.



Question: Do school staff need to attend the Parent Group Meeting?

Answer: No, but school staff are always welcome to attend.

Question: Can I by-pass the Parent Group Meeting referral and submit a report for a student to attend a School Team Attendance Review (STAR) meeting?

Answer: No. Both the letter from the Hennepin County Attorney's Office and the Parent Group Meeting are interventions. The students and families are encouraged to participate in the entire process.



Question: What is the filing deadline for Parent Group Meeting and School Team Attendance Review referrals?

Answer: For the 2010- 2011 school year, the filing deadline is May 1, 2011.



Question: How do I calculate partials to full days?

Answer: Please consult your district policy. Each school district should have a written policy regarding unexcused partial absences.

The **be@school** computer program has two separate calendars for reporting unexcused absences: full days and partial days. The BASIL program will allow school staff to enter the number of partial days which equal a full day (for example, 3 partial days missed equals 1 full day). The Hennepin County Attorney's Office does not determine how many partial unexcused absences convert to a full day.