



Hennepin County Attorney's Office | Educational Neglect/Truancy Program
In a Nutshell: During COVID-19

Unexcused Absences	School	Hennepin County Attorney's Office (HCAO)
0 – 5 Days Recommended best practices	School contacts family. Confirms student has learning materials & transportation. Problem solves for any student learning needs and barriers to attendance. School may attempt home visit. * School mail 3-day attendance letter to parents	HCAO Social Workers available for case consultation
0 – 6 Days <i>Available all year as a 1st report option</i>	<u>COVID-19 Report</u> Use when school has conducted extensive outreach efforts. Family is unable to be reached. Family has unmet needs and attendance barriers the school is unable to assist with. Family would benefit from support in navigating learning model & expectations.	Family receives COVID-19 letter notifying them of report. HCAO Social Worker reviews report and determines if student should be assigned a community contracted agency (CCA) case manager unless already receiving HC services. HCAO SW may also do outreach to family prior to agency assignment.
7 Days <i>Available 11/1 as a 1st report option or 5 weekdays after a COVID-19 report has been submitted</i>	<u>Report #1: Parent Group Meeting (PGM)</u> School may request agency services. If the school wants the report to be reviewed by a HCAO SW they must check the <i>Agency Requested</i> box on report form.	Family receives PGM letter inviting parent(s) and student (12 and older) to attend an online PGM meeting. Families may request agency services.
10 Days	<u>Report #2: School Team Attendance Review (STAR)</u> Report submitted after student accumulates 3 additional unexcused absences after the PGM report was filed.	HCAO Social Worker reviews the report. Student may be assigned to CCA for voluntary services unless already receiving other county services. Case plan progress will be reviewed every 90 days. Students 5-11yrs: If a family is unable to be reached, the case is sent back to a HCAO SW for further review.
16 Days	<u>Report #3: Educational Neglect/Truancy Report</u> Report submitted after student accumulates 6 additional unexcused absences after the STAR report was filed.	Educational neglect reports (students 5-11yrs) reviewed for possible Child Protection involvement. Student continues to work with case manager. Consult with school and case manager (if open) on whether to schedule a STAR meeting with student and family facilitated by HCAO Social Worker.
23 Days	<u>Report #4: Educational Neglect/Truancy Report</u> Report submitted after student accumulates 7 additional unexcused absences after the 3 rd report was filed	Educational neglect reports (5-11yrs) reviewed for possible Child Protection involvement. Truancy reports (12-17yrs) will be reviewed for possible truancy court or truancy diversion.

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Schools submit all reports through be@school information link (BASIL) website. Timelines may vary depending on the number of days reported at the PGM report.

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