

# 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, email and texting.	
6 days	<b>Report #1</b> - School submits a Parent Group Meeting (PGM) report through the be@school information link (BASIL) website. Schools may request agency services.	<b>PGM</b> - Group meeting: lecture, video. Families may opt to view the online PGM. Families may request agency services.
9 days 3 additional days after Report #1 and 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> Extended screening of report within the be@school program. Educational Neglect reports are reviewed for possible Child Protection (CP) involvement. Student assigned to community agency for voluntary services unless already receiving other Hennepin County services. Individual family meeting offered.
15 days 6 additional days after Report #2 and student has a minimum of 15 unexcused days	<b>Report #3</b> - School submits an Educational Neglect/Truancy report to HCAO.	Educational Neglect reports are reviewed for possible Child Protection (CP) involvement.
22 days 7 additional days after Report #3 and 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. HCAO Truancy Attorney will review reports of students 12 and older for possible truancy court petition.

Phone (612) 348-6041 | Fax (612) 596-7376  
[be.at.school@hennepin.us](mailto:be.at.school@hennepin.us) | [www.be-at-school.org](http://www.be-at-school.org)

\*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 and culturally relevant early intervention providing education and support services to school-age youth and their families.