

BASIL = Be At School Information Link

All Educational Neglect / Truancy reports are submitted online. School staff log in to the be@school website, submit information to report children accruing 6 or more unexcused absences, and receive online updates regarding the case.

Contracted Community Agencies (CCAs) also log in to the website, and work on cases that are referred to them. The website is a collaboration tool used to increase school attendance and improve community connections across all schools, contracted community agencies, child protection, and the Hennepin County Attorney's Office.

Accessing BASIL Web

The BASIL web application is online at <https://basil.co.hennepin.mn.us/login.aspx>.

Click on the "Request Account" link to request a BASIL account. Fill out the requested information and select the school(s) where access is needed. The be@school team will process the request. An email with a temporary password will be sent within 1 business day.

Account holders are required to change their password upon first log in.

The password criteria:

- Passwords must be at least seven characters long.
- Passwords must contain at least one number and at least one letter.
- Passwords will expire every 60 days.
- When you change passwords, the last 3 passwords cannot be used.

Main Menu

[Add a new referral](#) – Submit a new report using this link.

[Referral List / Search](#) – View all reports submitted from your school this year, and search for specific cases.

[Monthly Calendar](#) – View scheduled meetings for students by month. Parent Group Meetings (PGM) will appear in red; School Team Attendance Reviews (STAR) will appear in blue.

Submitting Report #1 – Parent Group Meeting (PGM)

Click on the "Add a new Referral" link on the main menu.

- PGM Referral Information – Enter information about the student, attendance information, and notes. Required fields have a red asterisk. When finished, press the "Submit" button.
- Parent / Custodian Information – Enter information about the parent or custodian of the student. Click the "Add Another Parent / Custodian" link to add multiple parents and custodians. When finished, press the "Submit" button.

When finished entering both parts of Report #1 (PGM), press the "Submit PGM Referral" button. Return to the Referral List page to view the status of the PGM.

Before the report is accepted by be@school, there is a "Recall" button which can be clicked to edit the report. After making edits, press the "Submit PGM Referral" button to send the report back to be@school. Once the report is accepted by the be@school program it becomes read-only in BASIL Web.

Reports can be deleted if the report has not been sent to be@school.

A scheduled Parent Group Meeting will appear on the "Monthly Calendar" page.

Submitting Report #2 – School Team Attendance Review (STAR)

Three days after Report #1 (PGM) is accepted by be@school, a link will appear that reads "Add 1st Truancy / Educational Neglect Report" next to the student's name. The student must have a total of at least 9 unexcused absences to file Report #2 (STAR).

The information submitted for Report #1 (PGM) will auto-populate for Report #2 (STAR). The reporter should review the information and revise as needed.

- Attendance Information – There are **2 calendars** on this screen. The first calendar indicates unexcused *full days*. The second calendar indicates unexcused *partial days*. At the bottom of this screen, please indicate how many *partial days are equal to a full day* for your school district.
- Parent / Custodian Information – Edit/revise information about the parent(s) or custodian(s) of the student, including adding additional parents or custodians.
- School Interventions – Record attendance interventions, such as attendance contracts, school meetings, and phone calls to parents. Click the "Add" link. Enter the date of intervention, type of intervention, and any notes. Repeat these steps for each school intervention.
- Comments / Recommendations / Special Considerations – Indicate additional information about this student. Include prior reports made about siblings, if the student is homeless/highly mobile, and whether the student has withdrawn from school, the withdrawal date, and the name of the new school.
- File Attachment – Submit file attachments with the report, such as a scanned copy of the Principal 3-day letter or an attendance report. BASIL will accept PDFs, Word Documents, and scanned images.

Submitting Reports #3 & #4

The information submitted for Report #2 (STAR) will auto-populate for Reports #3 & #4 (Updated STAR). The reporter should review the information and revise as needed.