

# Be@School Reporting Process

## Hennepin County's Truancy Intervention Program

Unexcused Absences	School	Be@School
0 – 6 Days Recommended best practices	<p>School contacts family and problem solves for any student learning needs and barriers to attendance.</p> <p>Resources are provided to the family, attendance interventions implemented and ongoing communication with the family occurs.</p> <p>* School must mail 3-day attendance letter to parent(s)/guardian(s)</p>	<p>Be@School social workers available for case consultation.</p> <p>Students with multiple years of referrals to Be@School are contacted for a voluntary fall meeting.</p>
7 Days	<p><b>Report #1:</b> School sends initial report to Be@School.</p> <p>School staff continue to engage students and family.</p>	<p>Be@School sends intervention letter inviting parent(s)/guardian(s) and student (12 and older) to view an online informational video.</p> <p>The letter provides information about education law and Be@School, as well as resources.</p>
12 Days	<p><b>Report #2:</b> School sends report 2 to Be@School, which includes additional information about the student, known or suspected barriers, and attendance interventions.</p> <p>School staff continue to engage students and family.</p>	<p>Be@School social worker reviews the case.</p> <p>Student and parent(s)/guardian(s) may be invited to a meeting to discuss attendance barriers and create a voluntary intervention plan.</p> <p>If the student already receives other county services, the case will be redirected to the open Hennepin County program.</p> <p>Student and family may be referred to a contracted community agency or county services.</p>
17 Days	<p><b>Report #3:</b> School sends report 3 to Be@School to update attendance, contact information, or any additional concerns.</p> <p>School staff continue to engage students and family.</p>	<p>Be@School social worker reviews the case for updates.</p> <p>Students with ongoing services continue to work with county provider or community agency.</p> <p>Students 5-11 who have not responded to outreach or declined voluntary services are sent to Child Protection intake.</p>

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Schools submit all reports through Be@School information link (BASIL) website.

The Be@School mission is to address barriers to school attendance for Hennepin County's K-12 students and their families through early interventions which are collaborative and family-focused.