

2023-2024 DAKOTA COUNTY SOCIAL SERVICES TRUANCY REFERRAL GUIDE

UNEXCUSED ABSENCES:

Dakota County Social Services will accept a report of Truancy for FULL DAY absences only. To provide consistency across 120 schools, Dakota County has listed the following parameters to determine if a child's unexcused absences meet criteria for a referral.

- Failure to enroll in school for students 12 and older will be referred to Truancy.
- Full day absences are defined as not being in the school building for an entire school day.
- A child present in the school building but not attending classes will not be accepted as unexcused absences.
- Failure to complete academic work will not be accepted as unexcused absences.
- Tardies or late arrivals will not be accepted as unexcused absences.
- Failure to log-on or complete work on student flex days will not be accepted as unexcused absences.
- We accept truancy referrals for ages 12-16.

SCHOOL ROLES AND RESPONSES:

- Send "3-day" unexcused letter to parent/guardian.
- Notify the County Social Worker if the child is already open to services and parent/guardian has signed a release of information.
- Schedule a meeting with the student and parent/guardian to discuss attendance and academic concerns. Develop a plan to address school attendance concerns.
- At 7 unexcused absences, send "Referral to Truancy Services" letter and the Truancy Reduction Program brochure to the parent/guardian.
- Make online truancy referral to Dakota County Social Services. Must attach attendance record.
- Referral information needed:
 - What has been tried to resolve the attendance concern?
 - What attempts have been made to engage the student?
 - What attempts have been made to engage the parent/guardian?

SOCIAL SERVICES ROLES AND RESPONSES:

- In most circumstances, the case will open to Truancy Assessment. The assessment process can take up to 90 days.
- The Truancy Social Worker will meet with the child and parent/guardian to complete the assessment, identify needs, and connect the family to services and supports.
- A school meeting with the child and parent/guardian may be scheduled by the Social Worker.
- Services are family system focused.
- Mental health screening and/or chemical health screening tools may be completed.
- Social Worker may arrange for community based and/or county contracted services and supports for the family.
- If attendance has improved to a satisfactory level after the 90-day assessment period, the case may be closed. If attendance continues to be of concern, the case will open to Truancy Case Management.
- Additional screenings, evaluations and services may be arranged for the child and/or parent/guardian.
- Services continue to be family-system focused.

ADDITIONAL UNEXCUSED ABSENCES (FOLLOWING THE INITIAL REFERRAL):

- If a child is open to a Truancy Social Worker and has additional unexcused absences, school should check the online truancy referral system to see the status of the case. If the case is open, the school should contact the listed Social worker.
- If the student was open to a Truancy Social Worker within the current school year or previous school year but the case is now closed, a new Truancy referral may be made at 7 unexcused absences.

HOW TO MAKE A TRUANCY REFERRAL:

1. Go to www.dakotacounty.org.
2. Search SCHOOL ATTENDANCE.
3. Scroll to the bottom of the page and click on Make a Truancy Referral.
4. Fill out information completely.
5. If you are a first-time user, it may take up to 2 business days for your access to be approved.

DAKOTA COUNTY SOCIAL SERVICES ONLINE RESOURCES:

- www.dakotacounty.org
- Search SCHOOL ATTENDANCE. You will find:
 - Online referral link
 - Truancy Portal User Guide
 - The Dakota County Social Services Truancy Referral Guide
 - Sample 3-day letter and Referral Letter (English, Spanish and Somali)
 - Sample Medical Documentation Letter
 - Updated Truancy Brochure (English and Spanish)

COMMUNITY RESOURCES FOR STUDENTS AND FAMILIES:

[MentalHealthResourceList.pdf \(dakota.mn.us\)](#) – Mental Health Resource Guide for Children and Youth in Dakota County

[MinnesotaHelp.info®](#) - largest database of community resources in MN

[Home | Dakota County](#) – use keywords RESOURCE DIRECTORIES

[Home - Attendance Works](#) – online resources for students, families, and schools

TRUANCY SCHOOL LIAISONS FOR 2023-2024 SCHOOL YEAR:

- For the 2023-2024 school year, Dakota County Social Services has designated Truancy Social Workers to be school liaisons. The liaisons’ role is to assist schools in brainstorming ideas for the barriers children face in improving their school attendance. The school and the liaisons can collaborate to explore potential resources and solutions

District	Truancy Social Worker
ISD 196 – Rosemount/AV/Eagan	Tommy Sivongsay 952-891-7374 or tommy.sivongsay@co.dakota.mn.us Tani Imberg 952-891-7351 or tani.imberg@co.dakota.mn.us Andie O’Brien 952-891-7313 or andrea.obrien@co.dakota.mn.us Jeff Lynch 952-891-7330 or jeff.lynch@co.dakota.mn.us
ISD 6 - South Saint Paul ISD 199 - Inver Grove Heights ISD 197 - WSP, MH & Eagan ISD 200 - Hastings	Catherine Nkwo 952-891-7345 or catherine.nkwo@co.dakota.mn.us Jeff Lynch 952-891-7330 or jeff.lynch@co.dakota.mn.us Tammy Loberg 952-891-7309 or tammy.loberg@co.dakota.mn.us Tani Imberg 952-891-7351 or tammy.loberg@co.dakota.mn.us
ISD 191 - Burnsville ISD 192 - Farmington ISD 194 - Lakeville	Mike Vieburg 952-891-7337 or mike.vieburg@co.dakota.mn.us Andie O’Brien 952-891-7313 or andrea.obrien@co.dakota.mn.us Desiree Wren 952-891-7444 or desiree.wren@co.dakota.mn.us Madeline Jensvold 952-891-7458 or madeline.jensvold@co.dakota.mn.us

Float based on referrals	Chris P'Simer 952-891-7387 or chris.psimer@co.dakota.mn.us
#917, Charter School Students, and Online	Students will be assigned based on the residence of the parent.

Leslie Yunker, Truancy & Children's Mental Health Supervisor

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