

Dakota County Online Truancy System:

User Guide for the 2019-2020 School Year

All referrals for Truancy for youth ages **12-16**, must be made through the Dakota County online Truancy referral portal. This portal can be found on the Dakota County School Attendance Website at www.co.dakota.mn.us Search: School Attendance.

Dakota County will accept unexcused absences when a child is not on school property and has accumulated 7 unexcused absences. Dakota County will also accept referrals when a child has missed more than three consecutive class periods in one day also known as a ½ day out of school. Two ½ days of unexcused absences equals one whole day of unexcused absence

School districts are strongly encouraged to refer to Minnesota Statute 260C.007 to develop written policies as to what constitutes unexcused absences when a student is not on school property.

Dakota County will accept truancy referrals until April 30, 2020

Portal Access

First time users can go to the portal to enter their information and request access. It will take two businesses to approve access. Users can save information and submit the referral at a later date, but referrals must be submitted within 30 days or it will be deleted.

Attendance records are required for submission.

Users can see the status of referrals for their school only. Schools should limit staff access to the portal to those directly involved in addressing school attendance.

Portal Usage

The portal is a venue for schools to communicate with county staff as to what interventions school staff have already attempted with the child and their family. The portal also allows county staff to pull aggregate data to be used in policy development. Aggregate data is shared with school districts once a year.



Online Schools Referral Policy-NEW

Referrals will be accepted when a child is being considered for dis-enrollment from the on-line program, not for portions of missed time, and the student needs assistance in enrolling in alternative educational program or youth was referred for truancy during the same school year in their prior school setting. Evidence of disenrollment must be attached to the referral.

Re-Referrals

If a student was receiving truancy services for the 2018-2019 school year and the truancy case is currently closed, but the student has accumulated three additional unexcused absences, the school district can refer a student for Truancy. In the relevant information box, write "this is a re-referral" and list the last four unexcused absences from the 2018-2019 school year and the three unexcused absences for the 2019-2020 school year.

Student Tab

Students School:

Name: First, Middle Last

DOB Sex Race

Student's Address: City State Zip Code

Student's current grade:

If grade 9-12 the Credits earned to date: Credits required to graduate:

Interpreter needed/language

Family Tab

Name:

Address City State Zip Code

Phone (cell, home, work)

Email address

Interpreter needed/language

Truancy Tab

By completing this tab it is assumed the student has 7 unexcused absences. Attaching the attendance record on the last tab labeled "attachments" will allow county staff to verify the unexcused absences. Users can list relevant information which could include information on partial unexcused absences, tardies, excused absences, expulsions etc.

Intervention Tab

- Truancy 3 day warning Letter sent to parents of student (Date)
- Truancy referral letter sent to parents of student (Date)
- Medical documentation to excuse further absences due to illness (Date)
- Meeting with parent and student regarding school attendance (Date) or reason why meeting was not held.
- Student services plan/diversion plan/contract completed (Date)

Please check each intervention school has attempted

- Assisted ELL parent in learning how to call in our use school cultural liaison
- Engaged student in in-school social/support groups
- Individual behavior/academic contract with the student
- Provided incentives/rewards for good attendance
- Arranged tutoring/academic mentoring services
- Arranged for alternatives to out-of-school suspension
- Referred parents/student to community programs
- Encouraged involvement in extracurricular activities
- Arranged a.m. sign-in procedures with staff person
- Transportation alternatives explored
- Modified class schedule
- Arranged student visits with school counselor
- Referral to school based/school linked mental health services
- Initiated special education testing Date: _____
- Alternative programs (ALC, Work Release/YTP)
- Other youth and family interventions attempted with student:

Special Education Tab (Check Off Boxes)

- Student currently has an 504 accommodation plan or one in process
- Student currently has an Individual Education Plan (IEP) or one in process
- Student currently has other support services
- If any type of disability is selected please describe



Contacts Tab

- Primary School Contact
- Case Manager/Teacher
- School User Information (this will autofill)

Attachment Tab

- Attendance records in PDF (required)
- Attach school services plan/attendance contract or other plan to address school attendance.

