

# 2024-2025 DAKOTA COUNTY SOCIAL SERVICES TRUANCY REFERRAL GUIDE

## **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(s)/guardian(s)?

## **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(s)/guardian(s) 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(s)/guardian(s).
- 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 [Dakota County website](#)
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:**

- [Dakota County website](#)
- 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
  - Truancy Brochure (English and Spanish)

### **COMMUNITY RESOURCES FOR STUDENTS AND FAMILIES**

[Mental Health Resource List for Children and Youth in Dakota County](#)

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

[Community Resource Guide](#) – for children and families in Dakota County

[Minnesota Help Info](#) – largest database of community resources in MN

## TRUANCY SCHOOL LIAISONS FOR 2024-2025 SCHOOL YEAR:

- For the 2024-2025 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 <a href="mailto:tommy.sivongsay@co.dakota.mn.us">tommy.sivongsay@co.dakota.mn.us</a> Tani Imberg: 952-891-7351 or <a href="mailto:tani.imberg@co.dakota.mn.us">tani.imberg@co.dakota.mn.us</a> Andie O'Brien: 952-891-7313 or <a href="mailto:andrea.obrien@co.dakota.mn.us">andrea.obrien@co.dakota.mn.us</a> Jeff Lynch: 952-891-7330 or <a href="mailto:jeff.lynch@co.dakota.mn.us">jeff.lynch@co.dakota.mn.us</a>
ISD 6 - South Saint Paul ISD 199 - Inver Grove Heights ISD 197 - WSP, MH & Eagan ISD 200 - Hastings	Catherine Nkwo: 952-891-7345 or <a href="mailto:catherine.nkwo@co.dakota.mn.us">catherine.nkwo@co.dakota.mn.us</a> Jeff Lynch: 952-891-7330 or <a href="mailto:jeff.lynch@co.dakota.mn.us">jeff.lynch@co.dakota.mn.us</a> Tammy Loberg: 952-891-7309 or <a href="mailto:tammy.loberg@co.dakota.mn.us">tammy.loberg@co.dakota.mn.us</a> Tani Imberg: 952-891-7351 or <a href="mailto:tani.imberg@co.dakota.mn.us">tani.imberg@co.dakota.mn.us</a> Anne Gleason: 952-891-7350 or <a href="mailto:anne.gleason@co.dakota.mn.us">anne.gleason@co.dakota.mn.us</a>
ISD 191 - Burnsville ISD 192 - Farmington ISD 194 - Lakeville	Mike Vieburg: 952-891-7337 or <a href="mailto:mike.vieburg@co.dakota.mn.us">mike.vieburg@co.dakota.mn.us</a> Andie O'Brien: 952-891-7313 or <a href="mailto:andrea.obrien@co.dakota.mn.us">andrea.obrien@co.dakota.mn.us</a> Desiree Wren: 952-891-7444 or <a href="mailto:desiree.wren@co.dakota.mn.us">desiree.wren@co.dakota.mn.us</a> Madeline Jenvold: 952-891-7458 or <a href="mailto:madeline.jenvold@co.dakota.mn.us">madeline.jenvold@co.dakota.mn.us</a>
Float based on referrals	Vanessa Aguirre: 952-891-7431 or <a href="mailto:vanessa.aguirre@co.dakota.mn.us">vanessa.aguirre@co.dakota.mn.us</a>
#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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