

## Le Sueur County Educational Neglect Cheat Sheet

### (children aged 11 and under)

### School Response

#### 1 to 2 Full Days of Unexcused Absences:

- **Begin to track, address and contact family with every absence**
  - \* Document all efforts (e-mails, phone calls, home visits, meetings)

#### 2 to 3 Full Days of Unexcused Absences:

- **Send 3-Day Letter**  
**The school MUST send the 3-Day Letter to the parent/guardian IMMEDIATELY after the 3<sup>rd</sup> (full day) unexcused absence.**  
*(Per State Statute: 260A.03 and 260A.07)*

#### 4 to 5 Full Days of Unexcused Absences:

- **Send 5-Day Letter**
- **Recommended: Schedule and host School Support Plan meeting**
  - Utilize School Support Plan to identify barriers/plan

#### 7+ Full Days of Unexcused Absences:

- **Send 7-Day Letter**
- **Make Educational Neglect report to CPS**
  - \* Minimum of 2-3 documented attempts and attendance records must be attached to written report (e-mails, phone calls, home visits, meetings, etc.)
  - \* Attach School Support Plan, if completed.

#### Post CPS Report

- Schools continue to track, address and contact family with every absence (do not stop due to county involvement)
- In screened in: Update CPS re: attendance weekly and/or as needed
- If screened out: Make new report for new unexcused absences > 7 full days AU

Reports of educational neglect for children 11 and under, shall be made to the Le Sueur County Department of Human Services intake worker

Intake Phone Number: 507-357-8288

Intake Email: [cpintake@co.le-sueur.mn.us](mailto:cpintake@co.le-sueur.mn.us)