

Le Sueur County Truancy Cheat Sheet

(children aged 12 and over)

School Response

1 to 2 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 Days of Unexcused Absences:

- **Send 3-Day Letter**

The school MUST send the 3-Day Truancy Letter to the parent/guardian IMMEDIATELY after the 3rd unexcused absence. (Per State Statute: 260A.03 and 260A.07)

4 to 5 Days of Unexcused Absences:

- **Send 5-Day Letter**
- **Required: Schedule and host School Support Plan meeting**
 - Utilize School Support Plan to identify barriers/plan
 - *Offer and obtain written consent to include Le Sueur County truancy worker in scheduled School Support Plan meeting and/or offer voluntary preventative services

5+ Days of Unexcused Absences:

- **Develop the School Support Plan**, if not previously completed

1 to 45 Days – From initiation of School Support Plan:

- Maintain personal contact with student and parent(s)
- Delay truancy referral- allow services/supports/interventions to take effect
- Monitor progress/improvement (or lack of)
 - * Referrals made prior to the 45-day School Support Plan period must provide documentation explaining the reasons for the early referral

7+ Days of Unexcused Absences AND 45+ Days Since Initiation of School Support Plan w/o improvement in attendance:

- **Recommend: Send 7-Day Letter**
- **Truancy referral**
 - * Minimum of 2-3 documented attempts (e-mails, phone calls, home visits, meetings)
 - Include all required documentation with the referral: Attendance record, School Support Plan, supporting documentation re: school efforts, copies of all letters sent home, photo of student. If applicable, include attendance contract & letter notifying parent of required medical documentation. (*Truancy referrals must include these to be accepted by the county attorney's office*)

Post Voluntary Truancy Services Initiation and/or Truancy Referral

- Schools continue to track, address and contact family with every absence (do not stop due to county involvement)
- Update Truancy re: attendance weekly and/or as needed

Completed referrals are sent to the Le Sueur County Attorney's Office
65 South Park Ave, Le Center MN 56057