

# **Chisago County Truancy Protocol**

**Updated March, 2010**



## INTRODUCTION

As noted by the U.S. Department of Education in its *Manual to Combat Truancy* in 1996,

Truancy is the first sign of trouble; the first indicator that a young person is giving up and losing his or her way. When young people start skipping school, they are telling their parents, school officials and the community at large that they are in trouble and need our help if they are to keep moving forward in life.

Research demonstrates that those who become truant are likely to eventually drop out of school leaving them at a significant disadvantage in comparison to their peers.

In addition, truancy can be a gateway to crime and is often one of the most powerful predictors of juvenile delinquent behavior. A study of Miami truants demonstrated that 71% of 13 to 16 year-olds prosecuted for criminal violations had been truant. In Minneapolis, daytime crime dropped 68% after police began citing truant students. In San Diego, 44% of violent juvenile crime occurs between 8:30 a.m. and 1:30 p.m.

While the communities located within Chisago County are significantly different than Miami, Minneapolis and San Diego, those who deal with our youth know too well that truancy may be the first sign of more significant problems including:

- ❖ Substance abuse
- ❖ Family problems
- ❖ Runaway
- ❖ Mental Health Behavior problems
- ❖ Undocumented illness
- ❖ Gang involvement
- ❖ Criminal behavior
- ❖ Poor parenting skills
- ❖ School program issues
- ❖ Educational neglect
- ❖ Homelessness

Because truancy is frequently an early symptom of a more serious issue which may jeopardize the future of our children, the Chisago County District Court, in collaboration with the Chisago County Attorney, Chisago County Health and Human Services and the Junior and Senior High School staffs of Chisago Lakes, North Branch and Rush City have developed this Protocol for Truancy / Educational Neglect cases.

## MISSION

The mission of the Chisago County Truancy / Educational Neglect Protocol is to increase attendance, improve academic achievement, decrease the number of referrals for Juvenile Court intervention and provide supervision and services based upon the individual needs of the student and their family.

## ATTENDANCE GUIDELINES

Minnesota state law requires that every child between 7 and 16 years of age receive instruction and that the parent/guardian is obligated to ensure the child receives instruction. Since education is so significantly related to a child's success and prepares them to be a full participant in our community it is the shared responsibility of the student, parents/guardians, the school, Chisago County Health and Human Services, the Chisago County Attorney and the Juvenile Court to promote educational achievement.

### Student's Responsibility

It is the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

### Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

### Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

### Chisago County Health and Human Services' Responsibility

It is Chisago County Health and Human Services' responsibility to assess the individual needs of students and their families and facilitate the delivery of services to address human service issues related to the student's school attendance. Chisago County Health and Human Services is also responsible for referring truancy matters to the County Attorney's Office for initiation of Court involvement when Health and Human Services' intervention has not resolved the child's truancy.

### Chisago County Attorney and Juvenile Court's Responsibility

It is the Chisago County Attorney and the Juvenile Court's responsibility to enforce the truancy laws that have been enacted by the Minnesota Legislature. Minnesota Statute §120A.22 subd. 1 states that, "the parent of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship." Minnesota Statute §260C.007 subd. 19 defines Habitual Truant as "a child under the age of 16 who is absent from attendance at school without lawful excuse for seven school days...or for one or more class periods on seven school days" if the child is in secondary school.

## **DEFINITIONS**

The following definitions should be used:

1. Absence - The failure of a pupil to be present at school for a particular class period, entire day or a defined period of time.
2. Attendance - The presence of a pupil in school during a given length of time on days when school is in session.
3. Day of attendance - Pupils are in attendance for a full day under the guidance and direction of a teacher while school is in session.
4. Excused absence – An acceptable absence from school or class as decided by the school. The burden of a child being excused from school is placed on the parent/guardian of the child. A school has the right to accept or deny an application for an excused absence. Therefore, schools can develop reasonable policies for school attendance and reject invalid excuses offered by the child or parent. The following reasons are examples which are recognized by the school as legitimate:
  - a) Parent/doctor verified illness: an absence verified by a parent/guardian or doctor, in writing. The excuse must specify the health condition and why it prevents attendance at school.

If a student becomes ill during the school day, (s)he should report to the Health Office. A

parent/guardian will be contacted if it is necessary to arrange for an ill student to be taken home. No student is to leave the building or the school grounds during the school day without having an early dismissal slip, having permission from an administrator or signing out in the Health Office.

- b) Family emergencies: an absence resulting from a serious illness, injury or death of an immediate family member.
- c) Scheduled appointments approved by parent: an appointment that could not be arranged after school or on a day when school is not in session and has been previously approved by the school and verified by the parent/guardian.

Appointments with doctors/dentists should be arranged after school or on days when school is not in session. If this is not possible, the student should arrange to be excused the day before the appointment. An excuse shall be in written form from the parent/guardian or a medical professional.

- d) Religious holidays: as approved by the school board.
- e) School directed activities: absences for field trips, athletic trips, music trips or other school activities planned by the school district and approved by the parent/guardian.
- f) Prearranged family vacations: an exceptional circumstance which requires families to take a vacation during the school year.
- g) Suspension: as defined by the school board.
- h) Discipline issues: an absence resulting from a student being sent home during the school day for a behavioral/discipline problem.
- i) Court appearances: an absence by a student who has been court ordered to appear and the absence has been previously arranged by the parent / guardian with the school.
- j) Exceptional circumstances: any other circumstances where permission may be granted at the discretion of the school official, which is coordinated by the student with the school, in advance.
- k) Weather: extreme weather conditions preventing students from getting to school safely.
- l) Transportation problems: mechanical failure or problems related to school transportation, to be excused at the discretion of school officials.

While this list is not exhaustive, it does lay the groundwork for the primary excuses that are valid and would be recognized as such by the courts.

- 5. Unexcused absence - An unexcused absence is an absence for reasons that are not recognized by the school authorities as legitimate. Examples of unacceptable reasons for absence/tardiness are:
  - a) Car trouble
  - b) Visiting
  - c) Over slept; alarm did not work
  - d) Shopping
  - e) Needed at home
  - f) Family vacation (not prearranged)

- g) Leaving school during regular school day without the proper approval
  - h) Babysitting
  - l) Missed bus; no ride to school
  - j) Work
  - k) No call or note from the parent/guardian verifying the absence
  - l) Personal (no reason given)
  - m) Truancy, as defined below in Paragraph 8
  - n) Other absences as determined on a case by case basis
6. Extended absences - A student who is absent for fifteen consecutive days may be dis-enrolled and, thereafter, formally re-enrolled to be admitted back into school. No credit is earned in the time the student is not enrolled. A student absent for an extended period of time due to illness is eligible for homebound instruction. Parents should contact the Director of Education Services or the Principal to make these arrangements. If a student has suffered an extended long term illness and required work has not been completed, the class record will show an incomplete. A grade will be assigned after the work has been completed according to the make-up policy guidelines. All absences exceeding fifteen days and accompanied by a doctor's statement may qualify the student for home bound instruction.
7. Tardiness - All students who arrive to class after the bell has rung may be considered tardy. The student should follow the School District's policy regarding tardiness and admission into the classroom. Tardies will no longer be counted towards truancy unless they are at the beginning of the school day.
8. Truancy - A student absent without the consent of his/her parent or guardian is truant. For elementary students, a truancy is one full day of unexcused absence. For secondary students, one or more hours of unexcused absence, in one school day constitutes truancy. A student is truant if he/she:
- a) Leaves the school without signing out in the principal's office.
  - b) Is absent without prior permission from a parent/guardian.
9. Excessive absence - Three or more consecutive days of absence, four or more days of absence in a trimester, ten or more days of absence in a school year.

**LONG-TERM / CHRONIC ILLNESS**

All students, K-12, who expect to miss school due to a chronic or long-term medical condition should contact the health aide at their school. These conditions should be verified by a physician or health-care provider. The health aide should notify the administration and teachers and request homework assignments for the student if appropriate. Absences due to these types of conditions should not be counted toward the maximum absence. If possible, these absences should be addressed at the time of the illness or injury.

**FAMILY VACATIONS**

Family vacations should be scheduled to correspond with school vacation days or when school is not in session. Any absence due to a family vacation should be pre approved by school administration and pre-arranged with all of the student's instructors. Any absence that has not been pre-arranged in accordance with School District Policy should be viewed as an unexcused absence.

## GUIDELINE PROCEDURES FOR STUDENTS AGE 12 - 18

- A. Excused and unexcused absences should be distinguished in accordance with the definitions provided in this Protocol. Should a student be found truant and be required to appear in Juvenile Court, the school should provide attendance data that are delineated according to this excused and unexcused criteria.
- B. Parent/Guardian should send a note or call the attendance office within two school days of any absence.
- C. If the student was seen by a physician, the note from the physician should be turned in to the attendance office within two days of the absence. The note should explain what day(s) the child was seen by the doctor and what following days may be excused due to his/her illness.
- D. Students should check in with attendance office if they arrive late or leave early. A passport will be issued to students leaving early.

### E. Tardies

A student should be marked tardy if they arrive to class after the bell has rung but is not more than ten (10) minutes late to class. Students who are more than ten (10) minutes late should be marked absent. Students should be expected to be in the classroom when the bell rings.

Three tardies to school equals one (1) absence.

Students who are late to class because they have been with other school personnel should get an admit slip/pass to give to their teacher. Students should not be marked tardy if they arrive with an admit slip/pass.

### F. Participation in Co-Curricular Activities and School-Sponsored On-The-Job Training Programs:

- 1. School authorized absences should be accepted and participation permitted.
- 2. A student should not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 3. If a student is suspended from any class, he or she should not participate in any activity that day. A "suspension" should be specifically identified as an Out-Of-School Suspension or In-School Suspension.
- 4. If a student is absent from school due to medical reasons (appointments), he or she should present a verification from a parent prior to leaving for the appointment or a physician's statement confirming the appointment, upon returning to school on the day of the appointment. This will allow the student to participate if the note is presented to the attendance office, coach or advisor prior to participation in the school activity or event.

### G. Consequences for Absences

- 1. Students should be required to make up all assignments missed or to complete alternate assignments as deemed appropriate by the classroom teacher. Any work not completed as directed should result in a skill deficiency and therefore an extension of the school day or school year.
- 2. Students who acquire ten (10) or more excused absences during the year should be required to provide professional health care verification for any additional medically excused absence.
- 3. If a student has been absent without an excuse for three or more partial or full days, a letter should be sent to the parent(s) or legal guardian of the student by school officials regarding truancy.
- 4. When a student has been absent without an excuse for four or more partial or full days the parents and the

student should be required to meet with a school official.

5. When a student has been absent without excuse for five or more partial or full days, the student and parents/legal guardians will be referred to the County Attorney's Office for Attendance Intervention Meeting (A.I.M.)
6. If a student continues to be absent without an excuse for seven or more partial or full days, a truancy offense report may be completed and sent to Chisago County Health and Human Services. At this point, an assessment will be conducted by Chisago County Health and Human Services to evaluate the need for services to address truancy issues.
7. If Chisago County Health and Human Services determines that, with services, the student has not made progress on the truancy issues, a referral will be made to the Chisago County Attorney's Office for filing of a truancy petition and initiation of Court involvement.

#### H. Make-Up

Any absence should require the student to make up missed work.

1. The student should be responsible for seeing the teachers to initiate make up work.
2. Previously announced projects or tests should be due immediately upon return to school.
3. In the event of a long-term illness that occurs at the end of a trimester, an incomplete should be given until the work is finished or until a set due date for assignments which would be determined by school administration.
4. Any other assignments, issued by an instructor, and not completed according to the instructor's direction, should be changed to an "F" on the student's transcript at the end of the next grading period.

#### I. Requirements of Students in Truancy Court

Truancy Court participants and their parents/guardians are required to report to every court appearance. Failure of a parent to attend Court may result in a contempt of court proceeding, issuance of a warrant and/or imposition of a fine.

Students may be ordered to comply with the following terms:

1. Attend school every day
2. Be on time
3. Comply with all rules of school and home
4. Complete all academic work assigned
5. Complete a Chemical Use Assessment
6. Engage in family/individual counseling
7. Submit to random urine analysis
8. Chemical Dependency Treatment
9. Home confinement/curfew
10. Community Work Services
11. Complete a written essay

### **GUIDELINE PROCEDURES FOR STUDENTS AGE 7 - 11**

- A. Excused and unexcused absences should be distinguished in accordance with the definitions provided in this Protocol.
- B. Parent/Guardian should send a note or call the attendance office within two school days of any absence.

- C. If the student was seen by a physician, the note from the physician should be turned in to the attendance office within two days of the absence. The note should explain what day(s) the child was seen by the doctor and what following days may be excused due to his/her illness
- D. Students should check in with attendance office if they arrive late or leave early.
- E. Tardies

A student should be marked tardy if they arrive to class after the bell has rung but is not more than ten (10) minutes late to class. Students who are more than ten (10) minutes late should be marked absent. Students should be expected to be in the classroom when the bell rings.

Three tardies to school equals one (1) absence.

Students who are late to class because they have been with other school personnel should get an admit slip/pass to give to their teacher. Students should not be marked tardy if they arrive with an admit slip/pass.

F. Consequences for Absences

1. Students should be required to make up all assignments missed or to complete alternate assignments as deemed appropriate by the classroom teacher. Any work not completed as directed should result in a skill deficiency and therefore an extension of the school day or school year.
2. Students who acquire ten (10) excused absences during the year should be required to provide professional health care verification for any additional excused absence.
3. If a student has been absent without an excuse for three or more partial or full days, a letter should be sent by school officials regarding truancy.
4. When a student has been absent without an excuse for four or more partial or full days the parents and the student should be required to meet with a school official. At that time, an outreach worker should schedule meetings with the student and his/her family to address the issue. Families that fail to complete the required sessions should be referred to Chisago County Health and Human Services.
5. If a student continues to be absent without an excuse for seven or more partial or full days, an educational neglect referral may be completed and sent to Chisago County Health and Human Services. An assessment should be conducted by Chisago County Health and Human Services to evaluate the need for services and/or the appropriateness of a referral to the Chisago County Attorney's Office for filing of a petition.

G. Make-Up

When a student misses school, it is often difficult to make up work since much of the work is hands-on, oral, or class projects. However, a student who is absent should be required to complete all missed assignments or alternative work assigned by the teacher.

### **TRUANCY INTERVENTION GUIDELINES**

Under Minnesota Law "Habitual Truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school. "Habitual Truant" also includes a child who is 16 or 17 years of age, who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school. In an effort to intervene in a timely manner to address attendance the following action should be taken:

**STUDENTS AGE 12 - 18**

- 3 Unexcused Absences: School Administration or assigned staff person will monitor attendance and consult with other staff member as needed to address any students who attendance is of concern. All interactions will be documented in a manner that supports a referral to Chisago County Health and Human Services and potentially a Truancy-CHIPS Petition, if needed.
- 4 – 5 Unexcused Absences: School to send letter to parents explaining legislative and school policies regarding truancy.
- 5 Unexcused Absences: Student’s and parent/guardian names referred to County Attorney’s Office for Attendance Intervention Meeting (AIM).
- A.I.M. Meeting: County Attorney’s Office sends invite/notice letter re: AIM Meeting (see attached)
- AIM is held at the Chisago County Government Center.  
Parent or guardian is required to attend with student.  
County Attorney and staff provide explanation of Truancy Laws in Minnesota and consequences of court intervention. Topics covered include:
- Compulsory Instruction Law
  - Definition of Truant, Absence, etc.
  - Some causes of Truancy
  - Costs/impact of Truancy
  - Court Intervention – CHIPS Petitions
  - Consequences and options available to the Court.
- The presentation may include guest speakers from Hazelden Foundation to discuss correlation between truancy and drug experimentation, use and/or abuse. Representatives from Pine Technical College may be present to address impact of education and advanced education on vocational options and lifetime earning potential.
- 7 or More Unexcused Absences: Schools send referral to Chisago County Health and Human Services for assessment and services, and if necessary referral to the County Attorney’s Office for the filing of Petition.

**ELEMENTARY SCHOOL STUDENTS**

- 4-7 Unexcused Absences School Administration or assigned staff person will monitor attendance and consult with other staff members as needed to address any students whose attendance is of concern.
- It is suggested that schools notify’ parents with the attached “Educational Neglect - Elementary School” letter, (see attached) that future absences will require a doctor’s excuse. Schools should enclose a copy of the School’s Attendance Policy which explains valid reasons for absences. The law requires that schools notify parents/guardians of the student’s truancy and need for monitoring.
- The school may schedule a meeting with parent/guardian, student, and any other interested parties to address the concerns.
- Refer case to Chisago County Child Protection, where appropriate, if there is no cooperation from the parents (follow the referral process below).
- 7 + Unexcused Absences If appropriate, mandate verification from a health care professional for any absences due to illness.

Continue to monitor attendance

School may set-up meeting with parent/guardian, student, and any other interested parties

If appropriate, send the case to Child Protection for a formal intake for educational neglect (follow referral process below).

#### 7 + Excused Absences

If appropriate, mandate verification from a health care professional for any absences due to illness

Continue to monitor attendance and mark any absences not accompanied by a doctor's note or nurse's review as unexcused, citing the reason on the attendance sheet.

School may schedule a meeting with parent/guardian, student, and any other interested parties, to alert the parents to the concerns regarding attendance. *School may elect to evaluate all absences, even if verified/excused by health care professional.*

Once there has been a determination of excessive excused absences, future unauthorized absences will be deemed unexcused and the procedure for unexcused absences will be followed (referral to Chisago County Child Protection may be made earlier in the process if absences are excessive).

### PROCESS OF REFERRAL TO CHISAGO COUNTY HEALTH AND HUMAN SERVICES

To refer a child to Chisago County Health and Human Services for intake complete the referral form and send or fax, along with supporting documentation, to:

Chisago County Health and Human Services Intake Unit  
313 North Main Street, Rm. 239  
Center City, MN 55012  
Fax: (651) 213-5686  
Phone: (651) 213-5672 or 5658

The following needs to be attached to the referral form:

1. student's attendance record
2. key to attendance record
3. complete documentation regarding contacts with the family (phone calls, meetings, letters, past concerns regarding the family; *and responses from the parent/guardian*)
4. copies of all letters sent to the parent/guardian regarding the school's concerns
5. any medical or health information
6. and any prior history with the family (even other children within the same family unit)
7. a description of how the absences are affecting the child's educational progress
8. recommendation on what services may be helpful to the child and family

Chisago County Health and Human Services encourages schools to make referrals as soon as the child is truant during the school year in order for timely intervention with the child and family. Truancy referrals made after May 15 of each school year will be reviewed on an individual basis for intake, due to the lack of opportunity to intervene in a

timely manner.

Truancy Case management will be closed once the child has 2 months of good attendance with no unexcused absences.

Truancy cases will not be re-opened unless the child has 7 new unexcused absences in the proceeding twelve months.

## **JUVENILE COURT PROCESS**

Filing of Petition	County Attorney's Office to draft and file Truancy Petition
Initial Appearance	Notice sent by Court Administration to the County and to the parents/guardians At the Initial Hearing, the case is either resolved or proceeds to Trial
Post Court Supervision	Each case will be reviewed on its own merits to determine if it is appropriate for the Chisago County Intensive Family Court Program.  Post-Court Truancy Supervisor will monitor compliance with court order and assist in the completion of any evaluations and assessments ordered. Attendance, academic performance and behavioral issues are reviewed each court hearing.

## **QUESTIONS AND ANSWERS ABOUT TRUANCY AND EDUCATIONAL NEGLECT**

### ***What is the difference between truancy and educational neglect?***

#### Truancy focuses on the child.

For a child to be found habitually truant, the child must intend to be truant. The law presumes a child 12 and older is truant, but this is not a hard and fast rule. Some children younger than 12 years of age may intend to be truant from school though parents have encouraged attendance.

#### Educational neglect focuses on the parent.

For a child to be found the subject of educational neglect, the parents must have been unable or unwilling to meet the child's educational needs. Parents may actually have encouraged the child to not attend school for a variety of reasons or are unwilling to enforce regular attendance.

### ***What school efforts are required before the school submits a truancy or educational neglect referral?***

The law requires that the school has made efforts to resolve the attendance problem before referring the matter to the court. The initial school meeting with the parents and child should be used to clarify the attendance policy and the compulsory attendance law. The school should refer the family to community-based services prior to requesting county intervention.

#### Three required steps of school action:

1. A notice to the parent;

2. Scheduling of a conference at school with the parent/guardian;
3. An evaluation of the student's educational and social needs which impact attendance and an offer of community-based services to address those issues.

### ***What if a parent makes a lot of excuses for the child?***

Be familiar with your school district's policy on excusing absences from school. The court supports the school district's interpretation of unexcused absence.

If the parents offer medical excuses which appear suspicious, document your communications with the family and why you doubt the parent's explanation. The school can challenge suspicious excuses offered by students, parents, or guardians. This can be done by asking certain questions and requiring written excuses from doctors. For example, if a student is absent excessively due to sickness, school personnel may ask the parent:

1. Is the child vomiting?
2. Is the child running a fever?
3. Does the child have diarrhea?

If the answer to these questions is no, tell the parent to bring the student to school. If the answer is yes, recommend that he or she see a doctor and produce a written excuse from the doctor. Always document these conversations on the student's attendance record. If an excuse is offered in writing, keep it and attach it to the attendance record. If the problem persists, send the letter to the parents requiring a doctor's excuse.

Don't wait until there are numerous absences to deal with before taking action. Challenge multiple absences according to the excessive absence policy. "The sooner, the better!" applies. It is not legal for parents to allow or require a child to stay home to baby-sit, work, rest because of work, or keep a lonely parent company. These excuses should be challenged and the parents should be put on notice that they are violating Minnesota law if they do not send their child to school for the required number of school days set by Minnesota state law.

### ***What if the parents refuse the recommendations or plan?***

The parents are not required by law to follow the school's recommendations. Sometimes the initial contact with the parents is enough to help the family recognize the problem and make changes to correct the attendance problem without additional interventions. If the school attendance problems continue, make the referral to Chisago County Health and Human Services for further intervention. Elementary Schools should make an educational neglect referral to Chisago County Child Protection.

### ***Why not just file a request for a truancy petition after seven absences?***

According to Minnesota State Statute 260A, programs must be designed to provide a continuum of intervention and services to support families and children in school while identifying truancy and educational neglect. The Chisago County Attorney's Office, Chisago County Human Services, and the school districts have established truancy programs to provide the least restrictive services and allow for the most effective and timely intervention for children and their families. The existing programs have proven to be very effective and responsive to the child's and family's needs and have improved attendance. This continuum of intervention and services involves progressively intrusive intervention beginning with strong service oriented efforts at the school and community level and involving the court's authority only when necessary.

***Up to what age does the Court have jurisdiction over habitual truants?***

The Legislature has changed the law extending jurisdiction for Truancy to the age of 18 for all students. Truancy referrals can be made for any student who is under the age of 18. Chisago County Human Services may decline a referral if a youth is 17.5 years of age and is not on track to graduate.

**ATTACHMENT**

**Office of the Chisago County Attorney  
Janet Reiter, County Attorney**

313 North Main Street, Suite 373  
Center City, MN 55012  
Phone (651) 213-8400 Facsimile (651) 213-8401

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(PARENT/GUARDIAN NAME)  
(ADDRESS)  
(CITY, STATE ZIP)

RE: (STUDENT NAME)

Dear Parent/Guardian:

The success of students in all Chisago County schools is of utmost importance to our children and our communities. Because of this, the staff at Chisago County and your child's school encourages you to attend our Attendance Intervention Meeting.

In order to make certain that all children acquire the necessary skills for success in adult life, school attendance is mandatory in the State of Minnesota. It is both you and your child's responsibility to ensure regular school attendance. Minnesota law states that failure to comply with the attendance requirements may result in court proceedings. Based on information received from your child's school, your child's poor attendance may soon prompt such action.

To avoid Court proceedings, you and your child are invited to attend this meeting with representatives of Chisago County Community Services and me. The meeting will be held as follows:

**Monday, (DATE) at 6:30 p.m.**

**Chisago County Government Center  
Room 142 (lower level)  
313 North Main Street, Center City, MN**

**It is important that your child attend this meeting with you.**

This meeting is an attempt to prevent your child from becoming involved in the Juvenile Court System. The meeting will last approximately one (1) hour. There will be time allowed for questions following our presentation.

If you have questions as to why your child has been referred to Chisago County for this meeting, please contact the truancy officer or administrator at your child's school.

Sincerely,



Janet Reiter  
Chisago County Attorney