

WATONWAN COUNTY HUMAN SERVICES

715 – 2nd AVENUE SOUTH, P.O. BOX 31

ST. JAMES, MN 56081

Phone (507) 375-3294 • Toll Free (888) 299-5941 • Fax (507) 375-7359

Truancy Protocol for Students Aged 12 and Over

NUMBER OF DAYS OF UNEXCUSED ABSENCES	SCHOOL	WATONWAN COUNTY ATTORNEY'S OFFICE
1-2 Days	School makes telephone contact with parents.	
3 Days	School mails mandatory 3-day principal's letter to parents	
4-5 Days	School attempts personal contact with parents- phone calls, home visits, face-to-face meetings, notes sent home with student, emails, or texts to parents.	
7 Days	Report #1- School submits the referral form, updated attendance, and letter from principal to county attorney's office.	Human services staff will schedule a meeting with the student, parent, and school staff to discuss truancy any current barriers to attendance.
11 Days	Report #2- School submits updated attendance to truancy worker at human services	A meeting is scheduled with the parents and student to review attendance.
15 Days	Report #3- School will alert truancy worker of continued absences.	If the truancy worker and the school decide to file a CHIPS petition, this will be done with the county attorney's office. If a CHIPS petition is filed, a court hearing will be scheduled.

- MN Statute 260A.02 Subdivision 3:

To be considered "continuing truant" a child must be absent from instruction in as school, without valid excuse within a school year for three days if the child is in elementary school; or three or more class periods on three days if the child is in middle school, junior high school, or high school.