

Cottonwood County Attorney Truancy Mediation Program

STEP ONE: After three (3) unexcused absences, a school letter (certified with return receipt requested recommended) is sent to the parent of the truant student. This letter must contain pertinent information from M.S.A. 260A.03. (see enclosed sample school letter #1)

The following information should be enclosed in the letter:

- Copy of State Truancy Laws
- Copy of School Truancy Policy
- Student's current attendance report

STEP TWO:

- a) Upon the fourth (4th) unexcused absence, school personnel make (phone call/letter) parent contact. (see enclosed sample school letter #2)
- b) School personnel forward student's most current attendance report, copies of letters sent to parents, any other documentation pertinent to the student's truancy including interactions with the student and/or parents to the County Attorney's office.
- c) The County Attorney will forward the appropriate information to the Cottonwood County Family Service Truancy Coordinator to begin the mediation program.
- d) The CCFSTC will obtain a release of information and contact the school if the family accepts services.

STEP THREE:

- a) Upon the fifth (5th) unexcused absence school personnel make (phone call and/or letter) parent contact. (see enclosed sample school letter #3)
- b) School personnel fax updated attendance to Cottonwood County Attorney and CCFSTC with proper release of information per Step Two - d.
- c) Upon receipt, the county attorney will write a letter to the parent of the truant student asking them and the student to participate in a diversionary meeting. (see enclosed diversionary meeting handout and county attorney letters)

STEP FOUR: Upon the sixth (6th) unexcused absence, school personnel may make a (phone call and/or letter) parent contact and fax updated attendance to Cottonwood County Attorney and CCFSTC with proper release of information per Step Two - d. (see sample school letter #4)

STEP FIVE: Should the student reach seven (7) unexcused absences and an attempt has been made by the school to address the student's attendance concerns as described above; the school should notify the County Attorney for a CHIPS Petition.