

School Attendance Matters

PROGRAM OVERVIEW & REFERRAL PROCEDURES 2023-2024



Unexcused Absences (≥ 3 hrs missed/day = 1 full day)	Step	School Responsibility	RCAO Responsibility
1 - 5 days	Alert Letter	<p>Contact family via phone calls, emails, & home visits.</p> <p>Confirm student has learning material and required technology.</p> <p>Work with student and family to identify barriers to attendance.</p> <p>Send an attendance alert letter to the family, with school contact information so parent/guardian may call for assistance.</p>	
5 days	SAM Step 1: Information Meeting Video	<p>All of the above, plus:</p> <p>Identify unmet needs and attendance barriers that have continued to be unresolved.</p> <p>Submit the SAM Referral Form.</p>	<p>The family will be notified via letter or email that a referral has been made and directing them to watch the Information Meeting Video.</p> <p>A copy of the notice will be sent to the school to serve as confirmation that the referral has been processed.</p>
5 - 10 days	In-School Contract	<p>Meet with the family and complete an In-School Attendance Contract.</p>	
10 - 15 days	SAM Step 2: School Attendance Review Team (SART) Meeting <i>Conducted via video</i>	<p>Submit the SAM Referral Form.</p> <p>Please fill out the referral form completely.</p> <p>Pay particular attention to marking how the student is learning, what interventions and contacts have been completed by the school, and current phone numbers and emails for both student and parents.</p> <p>After receiving your copy of the notice, call to remind family of the meeting 1-2 days beforehand.</p> <p>Have a representative from the school participate at the SART meeting.</p>	<p>The family will be notified via letter and email that another referral has been made, and of the date, time, and of the SART Meeting they must attend.</p> <p>A copy of the notice will be sent to the school to serve as confirmation that the referral has been processed.</p> <p><i>For students under 12, a referral will be made to Child Protection for possible involvement.</i></p> <p><i>For students 12 and older, a Youth Engagement Worker could be assigned for to assessment and assistance with accessing services</i></p>
15+ days	SAM Step 3: Petition	<p>Complete and submit the SAM Referral Form.</p> <p><i>For students under 12, more information may be requested from the school including detailed academic information, behavioral history, and attendance history.</i></p>	<p>An attorney will review the referral for charging and file a petition when appropriate.</p>

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23-24 Referral Form Instructions

- Select whether the referral is for an Information Meeting (Step 1), SART Meeting (Step 2), or a Petition (Step 3).
 - Referrals must be made in order, each step completed before moving on, regardless of the number of absences accrued.
 - Referrals should be based on the current year's attendance only. Absences do not carry over between school years.
 - SAM Step 1 is not repeated. Step 2 may be repeated depending on circumstances, including how much time has passed since the initial SART. Petitions will be filed as necessary after completion of Steps 1 and 2.
 - Students do start over at Step 1 when they turn 12 years old and move from Educational Neglect to Truancy.

Please keep in mind that some steps may have been completed in previous years and/or while the student was enrolled at another school

- Fill out all required fields as completely as possible. Referrals that are missing critical information cannot be processed.
 - Referrals must also include:
 - The student's most current attendance record.
 - A copy of the Alert Letter (for Information Meeting referrals).
 - A copy of the In-School Contract (for SART referrals).
 - These documents can be attached directly to the PDF referral form with Adobe programs:
 - If using Acrobat, select the paperclip icon on the left and click the  icon to "Add a new attachment."
 - If using Reader, select "Comment" from the menu on the right, click the  icon at the top to "Attach File," then click anywhere on the document to select the file you want to attach.
 - A free version of Adobe reader can be downloaded at <https://get.adobe.com/reader/>.
- Click the "Create Email" button on the form to automatically generate an email to RCAOSAMReferrals@RamseyCounty.us with the referral form attached (if using Adobe), or save the form and manually attach it to an email along with all other required documents.
 - Only referrals should be sent to this email address. Any other inquiries can be directed to RCAOSAMInfo@RamseyCounty.us.
 - All materials for a student should be contained in a single attachment to the email, if possible.
 - Please avoid sending multiple attachments for a single student, or referrals for multiple students in a single attachment.
 - To receive confirmation that your email was received, please request a "Read Receipt" from the options in Outlook.

Only you can excuse families from meetings. If a student's attendance has been updated since making a referral and they no longer qualify, please tell the family to disregard our letter and then email RCAOSAMInfo@RamseyCounty.us to inform us of the change.

We cannot excuse families from meetings because we cannot independently verify a student's attendance.