

# ANOKA COUNTY ATTORNEY'S OFFICE

## *TRUANCY INTERVENTION PROGRAM MANUAL*

2025-2026 SCHOOL YEAR



**EMAIL:** [rs-atty-truancy@anokacountymn.gov](mailto:rs-atty-truancy@anokacountymn.gov)

**WEBSITE:** <https://www.anokacountymn.gov/3757/Truancy>

# ACAO Truancy Intervention Program Manual

## Table of Contents

Contact Information.....	4
Situation Specific Contact List.....	5
Legal Information Relating to School Attendance.....	6
TIP Program Quick Reference Guide.....	8
Steps of the Intervention Program	9
Step 1: School Intervention .....	10
Examples of School Intervention: .....	11
School Support Plan:.....	12
Blank School Support Plan:.....	13
School Support Plan Cheat Sheet: .....	16
Example School Support Plan: .....	22
Step 2: Initial Referral .....	25
Referral Requirements:.....	25
How to fill out an initial referral: .....	27
Example Initial Referral:.....	29
Step 3: TIP Meeting.....	33
Step 4: 2 <sup>nd</sup> Referral.....	34
Example 2 <sup>nd</sup> /3 <sup>rd</sup> Referral (same student/same school year): .....	34
Step 5: Corrections Diversion .....	36
Step 6: Court Intervention .....	37
Request Remote Appearance:.....	39
Blank Request Remote Appearance: .....	40
eAttorney Portal Basics	
Creating an Account.....	41
My Filings Tab.....	45
Reset Password .....	47
Forgot Password.....	49
Resources	
Helpful Websites Links.....	53

Data Entry Format Standards..... 54  
TIP Letter sent to Parents ..... 55  
TIP Brochure..... 56  
Anoka County Agency Partners List ..... 58  
Anoka County Behavioral Health Flyer..... 59  
Anoka County Library Teen Resources Flyer ..... 61  
Anoka County Parenting Class Flyer..... 63  
Anoka County Empowers Program Flyer..... 64  
Mobile Crisis Response – Canvas Health Flyer..... 65

## Truancy Contact Information

### Anoka County Attorney's Office – students age 12 – 18

Main Line: 763-324-5550

Jon Audette: Attorney/Juvenile Division Chief, [Jon.Audette@anokacountymn.gov](mailto:Jon.Audette@anokacountymn.gov)

Dawn Sieber: Attorney, [Dawn.Sieber@anokacountymn.gov](mailto:Dawn.Sieber@anokacountymn.gov), (763)324-5405

Liz Augustoviz: Paralegal, [elizabeth.augustoviz@anokacountymn.gov](mailto:elizabeth.augustoviz@anokacountymn.gov), (763)324-5413

Truancy Email: [RS-Atty-Truancy@anokacountymn.gov](mailto:RS-Atty-Truancy@anokacountymn.gov)

Referral Portal: <https://eattyportal-prod-dmz.co.anoka.mn.us/public-portal/?q=user>

Technical Assistance: 763-324-5500

### Anoka County Juvenile Corrections – students age 12 – 18

Main Line: 763-324-4810

Mary Evers: Juvenile Coordinator, [mary.evers@anokacountymn.gov](mailto:mary.evers@anokacountymn.gov)

Erin Karnowski: Diversion Probation Officer, [erin.karnowski@anokacountymn.gov](mailto:erin.karnowski@anokacountymn.gov)

Corey Nelson: Social Worker, [Corey.Nelson@anokacountymn.gov](mailto:Corey.Nelson@anokacountymn.gov)

Diversion Email: [rs-corrections-juv-diversion@anokacountymn.gov](mailto:rs-corrections-juv-diversion@anokacountymn.gov)

### Anoka County Collaborative Attendance Program – students age 5-11

Tia Lartch: Social Worker, [tia.lartch@anokacountymn.gov](mailto:tia.lartch@anokacountymn.gov), (763)324-1817

Leah Tungseth: Social Worker, [leah.tungseth@anokacountymn.gov](mailto:leah.tungseth@anokacountymn.gov), (763)324-1805

Referral form: <https://educationneglect.co.anoka.mn.us/> as of 7/7/24

### Court Administration

Main Line: 763-760-6700

## Situation Specific Contact List

What:	Who:
Questions prior to submitting a referral.	Contact Liz, at <a href="mailto:Elizabeth.Augustoviz@anokacountymn.gov">Elizabeth.Augustoviz@anokacountymn.gov</a> or 763-324-5413.
Technical issues regarding eAttorney Portal.	Call tech support at 763-324-5500.
Any other referral questions.	Email <a href="mailto:rs-atty-truancy@anokacountymn.gov">rs-atty-truancy@anokacountymn.gov</a> . Or contact Liz, at <a href="mailto:Elizabeth.Augustoviz@anokacountymn.gov">Elizabeth.Augustoviz@anokacountymn.gov</a> or 763-324-5413.
TIP Meeting rescheduling.	Contact Liz, at <a href="mailto:Elizabeth.Augustoviz@anokacountymn.gov">Elizabeth.Augustoviz@anokacountymn.gov</a> or 763-324-5413.
TIP Meeting school questions. TIP Meeting parent questions/concerns.	Contact Liz, at <a href="mailto:Elizabeth.Augustoviz@anokacountymn.gov">Elizabeth.Augustoviz@anokacountymn.gov</a> or 763-324-5413.
School no longer wants to proceed with TIP.	Contact Liz, at <a href="mailto:Elizabeth.Augustoviz@anokacountymn.gov">Elizabeth.Augustoviz@anokacountymn.gov</a> or 763-324-5413.
Questions about case status after TIP meeting.	Email <a href="mailto:rs-atty-truancy@anokacountymn.gov">rs-atty-truancy@anokacountymn.gov</a> . or contact Liz, at <a href="mailto:Elizabeth.Augustoviz@anokacountymn.gov">Elizabeth.Augustoviz@anokacountymn.gov</a> or 763-324-5413.
Submitting 2 <sup>nd</sup> referral after TIP Meeting.	Email <a href="mailto:rs-atty-truancy@anokacountymn.gov">rs-atty-truancy@anokacountymn.gov</a> (follow template on page 34).
Received Letter from Corrections/No diversion hearing.	If there are additional truancies email: <a href="mailto:rs-corrections-juv-diversion@anokacountymn.gov">rs-corrections-juv-diversion@anokacountymn.gov</a> .
Questions about diversion hearings.	Email: <a href="mailto:rs-corrections-juv-diversion@anokacountymn.gov">rs-corrections-juv-diversion@anokacountymn.gov</a> or call 763-324-4810.
Additional truancy dates after diversion hearing.	Please send updated attendance report to: <a href="mailto:rs-corrections-juv-diversion@anokacountymn.gov">rs-corrections-juv-diversion@anokacountymn.gov</a> .
Questions about truancy petitions. Questions on date of court proceedings or initial court steps.	Contact Liz, at <a href="mailto:Elizabeth.Augustoviz@anokacountymn.gov">Elizabeth.Augustoviz@anokacountymn.gov</a> or 763-324-5413.
Questions about a truancy court trial or subpoenas.	A victim witness specialist and attorney will be assigned to the case and contact information will be given. General number for victim/witness services is 763-324-5540.
Additional Truancy Dates After an Admit/Deny Court Hearing	Please reach out to Laura Alberts email: <a href="mailto:laura.alberts@anokacountymn.gov">laura.alberts@anokacountymn.gov</a> .
Other concerns w/o case specific contact.	Email both <a href="mailto:rs-corrections-juv-diversion@anokacountymn.gov">rs-corrections-juv-diversion@anokacountymn.gov</a> and <a href="mailto:rs-atty-truancy@anokacountymn.gov">rs-atty-truancy@anokacountymn.gov</a> .

## Legal Information Relating to School Attendance

### **School Attendance is Required by Law**

Minnesota law requires that every child between 7 and 17 years of age must receive an education. [Minnesota State Statute 120A.22](#) requires that every child from age 7, or upon enrollment in school, is required to attend school each and every day and every class period.

If a student misses a school day, or part of a school day for legitimate reasons, a parent or guardian must notify the school. Otherwise, the absence could be considered an unexcused absence.

[Minnesota Statute Section 260A.02 Subd. 3](#): Continuing truant.

"Continuing truant" is defined as a child who is required to attend school and is absent from school without valid excuse within a single school year for:

- (1) three days if the child is in elementary school; or
- (2) three or more class periods on three days if the child is in middle school, junior high school, or high school.

[Minnesota Statute Section 260C.007, Subd. 19](#): Habitual Truant.

"Habitual truant" means a child who is at least 12 years old and less than 18 years old who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section [120A.22, subdivision 8](#). Pursuant to section 260C.163, subdivision 11, habitual truant also means a child under age 12 who has been absent from school for seven school days without lawful excuse, based on a showing by clear and convincing evidence that the child's absence is not due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws.

[Minnesota Statute Section 120A.22, Subd. 8](#): Withdrawal from school.

Any student who is 17 years old who seeks to withdraw from school, the student's parent or guardian must:

1. Attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities; and
2. Sign a written election to withdraw from school.

## Truancy Intervention Program Quick Reference Guide

# of Days Unexcused Absent	School	Anoka County Attorney's Office (ACAO)
3 Days	School mails mandatory 3-day letter to parents.	
4-5 Days	School attempts personal contact with parents and <i>complete a School Support Plan (not mandatory this school year)</i> . Examples: phone calls, face-to-face meetings, check-in with student.	
6 Days	Initial Report – School submits an electronic referral through the eAttorney Portal.  <a href="https://eattyportal-prod-dmz.co.anoka.mn.us/?q=Home">https://eattyportal-prod-dmz.co.anoka.mn.us/?q=Home</a>	TIP Meeting – Group presentation facilitated by ACAO representative. Students who did not attend the TIP meeting, ACAO will notify the school and send referral for diversion to Juvenile Corrections.
7-8 Days	School attempts to reach out to student and/or parent.	
9 Days	2 <sup>nd</sup> Report – School submits a referral by email, <a href="mailto:rs-atty-truancy@anokacountymn.gov">rs-atty-truancy@anokacountymn.gov</a> .	<u>Diversion – Juvenile Corrections</u> <b>Letter:</b> sent home and to school notifying of truancy being reported. <b>Diversion Hearing:</b> formal meeting with student, parent(s), school official and corrections staff.
10-13 Days	Update Corrections if further truancies occur.	
14+ Days	Final Report – School submits a referral by email.	ACAO will review report and petition.

\*The above guide will depend on various factors (i.e.: number of days reported on initial report, students age, if they have previously been referred to the intervention program and if they have other open/pending cases).

# Truancy Intervention Program Steps

Step 1: School Intervention

- *School Support Plan*

Step 2: 1<sup>st</sup> Referral

Step 3: TIP Meeting

Step 4: 2<sup>nd</sup> Referral

Step 5: Corrections Diversion

Step 6: Court Intervention

## **Step 1: School Attempts Intervention**

*1-5 day(s) with unexcused absences*

### School/Parent Intervention

- Send 3-day letter
  
- Meet with the student and parent/guardian
  - Fill out Student Support Plan
  
- Or call parent/guardian
  - Fill out Student Support Plan

Regarding school attendance and truancy, the school must:

- Keep precise attendance records and document interactions with students and parents/guardians regarding attendance.

## Examples of School Outreach to Families

- Inform the parent(s)/guardian(s) in writing, in person, virtually or by phone
- Schedule a meeting with students and parent(s)/guardian(s)
- School sends letters to family
- Adjust schedule
- Discuss transportation options
- Provide individualized instructions
- Conduct home visit or conference
- Make a referral for special education assessment
- Schedule a meeting with school social worker/counselor
- Have the student take an English Language Learner evaluation and assessment
- Explore alternative school placement
- Contact the student's probation/social worker
- Review/make changes to the current IEP/504 Plan
- Request SRO/Law Enforcement assistance
- Refer to behavioral intervention team if your school has one
- Develop a student support plan
- Refer for mental health services
- Refer/provide resources for chemical health support
- Explore potential alternative places for youth to go if needed
- Develop peer/youth engagement opportunities to develop peer connections
- Identify a staff member to take the student under their wing to increase connectedness to the school
- Help parents get set up with online portal to monitor school attendance
- Continue to engage with the student even if he/she is considered a 15-day drop

### **School Support Plan**

Fill out prior to submitting 1<sup>st</sup> referral  
4-6+ days with unexcused absences

1. Attempt to schedule an in-person meeting (or phone call) with student and parent(s)/guardian(s) to discuss the student's unexcused absences and fill out the School Support Plan together.
2. If there is no response from the parent, attempt to meet with the student when he/she is at school.
3. If the school does not receive a response from the family, fill out the School Support Plan with as much information as you have and document the attempts that have been made to contact the family.

**\*\*\*Please note: this year the School Support Plan will be voluntary. Anoka County is working towards having the School Support Plan being mandatory for all students. For this school year, it is highly encouraged that schools fill out the School Support Plan for students whenever possible.**

Blank Document for printing can be found on page 13 of this manual.

Fillable PDF can be found on our website on the *For Schools* Tab.

<https://www.anokacountymn.gov/3757/Truancy>

# SCHOOL SUPPORT PLAN

Student Name:

Meeting Date:

Names of those Present:

This plan is meant to be used as an assessment tool. Please use this at the school level to look at interventions to support attendance prior to referring to Anoka County's Truancy Diversion Program.

## HEALTH STATUS

Check all that apply

Does the family have a significant life event that may have contributed to the student's chronic absenteeism?  
(Examples: chemical abuse, illness of family member, death of family member, recent divorce of parent, recent marriage of parents, etc..)

Please describe:

Does the student have any mental health concerns that could be affecting their chronic absenteeism?

Please describe:

Does the student have a chronic health condition that could be affecting their chronic absenteeism.

Please describe:

Does the student have a chemical health concern that could be affecting their chronic absenteeism.

Please describe:

## STUDENT/FAMILY STRENGTHS

Check all statements that are true

Family has reliable transportation

Student is respectful of school staff

Family has stable housing

School has had CMH conversations

Family is able to meet financial needs

Student feels supported at home

Family has food security

Student has past academic success

Family understands attendance requirements

Student has friends at school

Students and guardian value education

Student has friends in community

Student has a connection with an adult in the school building.

If yes, please describe:

ACADEMIC ENVIRONMENT

Does this student have an IEP  Yes  No  
Learning Disability  Yes  No

Does this student have a 504  Yes  No  
Emotional/Behavioral  Yes  No

*Note: Consider if IEP or 504 should be considered to address chronic absenteeism first. If there is an IEP or 504 Plan in place, does it need to be modified to address chronic absenteeism? If there is no plan in place, consider if an evaluation for an IEP or 504 Plan should be initiated to address chronic absenteeism.*

Narrative from student/guardians as to what is the barrier to the student's attendance:

Narrative from school as to what is the barrier to the student's attendance:

Based on the strengths and barriers discussed, what are some ways the student, guardian, and the school can work together to increase school attendance in the next 30 days?

GOALS FOR STUDENT AND/OR INTERVENTION ATTEMPTS MADE BY SCHOOL  
TO INCREASE SCHOOL ATTENDANCE

- 1.
  
  
  
  
  
  
  
  
  
  
- 2.
  
  
  
  
  
  
  
  
  
  
- 3.

SIGNATURES AND DATE

Student \_\_\_\_\_ Date \_\_\_\_\_  
Guardian \_\_\_\_\_ Date \_\_\_\_\_  
Guardian \_\_\_\_\_ Date \_\_\_\_\_  
School Representative \_\_\_\_\_ Date \_\_\_\_\_  
Other (and relationship) \_\_\_\_\_ Date \_\_\_\_\_

**Page 3: Completed by the school after intervention has been attempted:**

Please provide information regarding school intervention attempts and/or goals for the student to increase school attendance as discussed previously when you met with the family and filled out page 2 of this form.

Intervention/Goal 1	Intervention/Goal 2	Intervention/Goal 3
<input type="checkbox"/> Attempted?	<input type="checkbox"/> Attempted?	<input type="checkbox"/> Attempted?
Comments:	Comments:	Comments:

**ADDITIONAL INTERVENTIONS ATTEMPTED**

Check each intervention, if any, the school has attempted in addition to what is listed above in the boxes above.

- School staff attempts to engage student at time of return regarding reason for absence
- Met with student and guardians to address absences
- Communicated with guardians on day of absence (not robocall)
- Provided incentives/rewards for good attendance
- Arranged tutoring/academic mentoring services for youth
- Arranged safe place for student
- Engaged in in-school social/support groups
- Student met with counselor
- Referred family to community programs
- Modified school day schedule
- Encouraged involvement in extracurricular activities
- Modified homework
- Arranged morning sign in procedures with staff person
- Initiated 504 accommodation plan
- Initiated IEP testing
- Consideration of alternative education setting (ie ALC, Day Treatment, etc...)
- Other:

School Representative \_\_\_\_\_ Date \_\_\_\_\_

## School Support Plan (SSP) Cheat Sheet

The School Support Plan was established as an assessment tool to engage the student and family around the student's chronic absenteeism. The SSP should be used for the school to build a relationship with the student and family to address reasons for the student's chronic absenteeism. As a reminder, engaging the student in a positive manner versus looking at punitive consequences has shown to be more successful in improving attendance.

### Common Questions:

**Q: Is the School Support Plan mandatory this year?**

A: No. This school year our office is piloting the SSP form. We are looking to get feedback and figure out best practices so that this form is helpful for students, school staff, and the County. We encourage schools to use the SSP this year whenever possible.

**Q: Our school already has us fill out intervention paperwork/alternative document, do we need to fill out the SSP as well?**

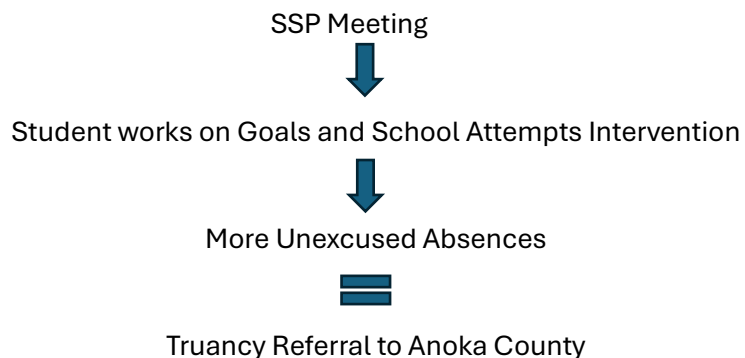
A: No, the SSP is not mandatory this year. However, please submit the intervention documentation that your school uses when submitting a truancy referral. The SSP will be mandatory next school year, so schools should transition to the SSP if possible.

**Q: I have not been able to reach a guardian to complete a SSP, what should my next steps be?**

A: Complete the SSP with the student on day they are in the school. Email or mail a completed copy to the student's guardian(s). If after the SSP has been completed, and continued attempts to contact guardian(s) though numerous means has been unsuccessful, submit a truancy referral. During screening, our office will review these intervention attempts and may expedite the case.

**Q: How long should I wait after the SSP meeting to submit the first truancy referral?**

A: As long as the student is making progress, keep working with the student. If the student and family is engaged and working with the school, consider not filing truancy. If the student continues to have a pattern of unexcused absences following the meeting, file a truancy referral so the County can start our intervention program. For example, the school met with the family when the student had 5 days of unexcused absences. The student identified the barrier to attendance was issues with their schedule. The school modified the student's schedule to address this concern. Despite the intervention attempt made by the school, the student has had 5 more days with unexcused absences. This would be a situation in which it would make sense to submit a truancy referral. Ultimately, it is at the school's discretion when to submit the referral after the SSP meeting.



# TIPS on How to Fill Out the SSP:

## SCHOOL SUPPORT PLAN

Student Name:

Meeting Date:

Names of those Present:

This plan is meant to be used as an assessment tool. Please use this at the school level to look at interventions to support attendance prior to referring to Anoka County's Truancy Diversion Program.

### HEALTH STATUS

Check all that apply

Does the family have a significant life event that may have contributed to the student's chronic absenteeism? (*Examples: chemical abuse, illness of family member, death of family member, recent divorce of parent, recent marriage of parents, etc..*)

Please describe:

Does the student have any mental health concerns that could be affecting their chronic absenteeism?

Please describe:

Does the student have a chronic health condition that could be affecting their chronic absenteeism.

Please describe:

Does the student have a chemical health concern that could be affecting their chronic absenteeism.

Please describe:

### Health Status Section:

Ask the student and/or guardian if the student is having any of these concerns.

-If student answers no, leave the section blank.

-If student answers yes, check the box next to that question and briefly describe the nature of the concern as reported by the student.

**STUDENT/FAMILY STRENGTHS**

Check all statements that are true

- |   |   |
|---|---|
| <input type="checkbox"/> Family has reliable transportation                             | <input type="checkbox"/> Student is respectful of staff   |
| <input type="checkbox"/> Family has stable housing                                      | <input type="checkbox"/> School has had CMH discussions   |
| <input type="checkbox"/> Family is able to meet financial needs                         | <input type="checkbox"/> Student feels supported at home  |
| <input type="checkbox"/> Family has food security                                       | <input type="checkbox"/> Student has academic success     |
| <input type="checkbox"/> Family understands attendance requirements                     | <input type="checkbox"/> Student has friends at school    |
| <input type="checkbox"/> Students and guardian value education                          | <input type="checkbox"/> Student has friends in community |
| <input type="checkbox"/> Student has a connection with an adult in the school building. |   |

If yes, please describe:

**Student/Family Strengths Section:**

Have a discussion about the things that are going well in the student's life.

-Check all boxes that apply.

The statements listed above are meant to facilitate a conversation, as such, it is not necessary to discuss all the statements in detail. It will be helpful to know what is going well in the student's life when brainstorming goals to improve attendance. For example, if the student reports that he/she has a good relationship with their band teacher, is there a way the student can check-in with the band teacher weekly to touch base?

**ACADEMIC ENVIRONMENT**

Does this student have an IEP  Yes  No  
Learning Disability  Yes  No

Does this student have a 504  Yes  No  
Emotional/Behavioral  Yes  No

*Note: Consider if IEP or 504 should be considered to address chronic absenteeism first.*

*If there is an IEP or 504 Plan in place, does it need to be modified to address chronic absenteeism? If there is no plan in place, consider if an evaluation for an IEP or 504 Plan should be initiated to address chronic absenteeism.*

**Academic Environment Section:**

Check yes or no for each of these questions.

Narrative from student/guardian(s) as to what is the barrier to the student's attendance:

Narrative from school as to what is the barrier to the student's attendance:

**Barriers Section:**

Ask the student to describe why he/she is having unexcused absences. Summarize what the student reports.

If the school and student identify the same barrier, fill out the student section only. The Barrier Section is meant to figure out what the issue is so that the goals will be focused on addressing those barriers.

GOALS FOR STUDENT AND/OR INTERVENTION ATTEMPTS MADE BY SCHOOL TO INCREASE SCHOOL ATTENDANCE
1.
2.
3.

Goals/Interventions Section:

This section is meant to be create a plan with the student on how to improve attendance. Briefly describe 1- 3 goals that are mutually agreed upon. Ideally, we are looking for at least one goal for the student and 1 intervention attempt that the school is going to do.

Please make sure that the goals/next steps to increase school attendance are personalized towards the student's needs and not just a cookie cutter response.

Here are some examples of goals/interventions:

- Working with teachers to support student to catch up on missing assignments, modify missing assignments/exams if needed
- Quiet test taking environment to avoid distractions
- Altered Due dates agreed upon by teacher/parent/student
- Scaffolding large assignments into smaller segments with clear deadlines.
- Breaks from class to address symptoms Ex; Breaks from class to address symptoms, for example: sensory breaks, using the time to meet with a social worker, counselor, or nurse, if unable to return to class promptly.
- Strategic seating determined through teacher/student partnership
- Ability to use quiet fidgets during class
- Support the student with test retakes if needed
- Daily/weekly check ins with an adult in the school who student has relationship with
- Modified assignments/exams moving forward
- Referrals/resources for mental health options
- Referrals/resources for chemical dependence options
- Make referral for Special Education services (IEP or 504)
- Assist parents with school portal sign in to monitor attendance
- Adjust schedule (enjoyable class for 1st hour to motivate morning attendance)
- Switch lunch time to be with friends
- Establish and document a plan for student to access if feeling overwhelmed in class
- Create a safe place for the student to be if overwhelmed in class
- Access Cultural Liaison to support the family and the student
- Explore alternative education options with family/student

- Establish in school incentives (lunch with favorite teacher, complete 5 assignments can skip one, etc)
- Increase time in Special Education classes if appropriate
- Altered passing times

Some Examples of goals that are not specific enough:

- Attend class
- Arrive to class on time
- Stay in class
- Participate in class
- Earn credits for graduation
- Continue to monitor attendance
- Attendance letters

<b>Page 3: Completed by the school after intervention has been attempted:</b>		
Please provide information regarding school intervention attempts and/or goals for the student to increase school attendance as discussed previously when you met with the family and filled out page 2 of this form.		
<u>Intervention/Goal 1</u>	<u>Intervention/Goal 2</u>	<u>Intervention/Goal 3</u>
<input type="checkbox"/> Attempted?	<input type="checkbox"/> Attempted?	<input type="checkbox"/> Attempted?
Comments:	Comments:	Comments:

Page 3 of the SSP is meant to be filled out once the school has decided to submit a truancy referral to the County. In this section, please indicate if the intervention was attempted and if so, what was the result? Did the intervention attempt improve attendance? Did the school see a change in the student's behavior? Did the student show progress? If the intervention was not attempted, what is the reason it was not attempted?

<u>ADDITIONAL INTERVENTIONS ATTEMPTED</u>
Check each intervention, if any, the school has attempted in addition to what is listed above in the boxes above.
<input type="checkbox"/> Staff attempts to engage student at time of return regarding reason for absence
<input type="checkbox"/> Met with student and guardians to address absences
<input type="checkbox"/> Communicated with guardians on day of absence (not robocall)
<input type="checkbox"/> Provided incentives/rewards for good attendance

- |   |   |
|---|---|
| <input type="checkbox"/> Arranged tutoring/academic mentoring services for student                      | <input type="checkbox"/> Arranged safe place for student  |
| <input type="checkbox"/> Engaged in in-school social/support groups                                     | <input type="checkbox"/> Student met with counselor       |
| <input type="checkbox"/> Referred family to community programs  | <input type="checkbox"/> Modified school day schedule     |
| <input type="checkbox"/> Encouraged involvement in extracurricular activities                           | <input type="checkbox"/> Modified homework                |
| <input type="checkbox"/> Arranged morning sign in procedures with staff person                          | <input type="checkbox"/> Initiated 504 accommodation plan |
| <input type="checkbox"/> Initiated IEP testing  |   |
| <input type="checkbox"/> Consideration of alternative education setting (ie ALC, Day Treatment, etc...) |   |
| <input type="checkbox"/> Other:   |   |

School Representative \_\_\_\_\_ Date \_\_\_\_\_

[Additional Intervention Attempted Section:](#)

Please check the boxes for any other intervention attempts made that are in addition. It is not necessary for you to check any of these boxes if not applicable. Then, sign and date the form.

# EXAMPLE

## SCHOOL SUPPORT PLAN

Student Name: Lucy Test

Meeting Date: 10/31/25

Names of those Present: Lucy Test, Mom test, AP Johnson

This plan is meant to be used as an assessment tool. Please use this at the school level to look at interventions to support attendance prior to referring to Anoka County's AIM For Graduation Program.

### HEALTH STATUS

Check all that apply

Does the family have a significant life event that may have contributed to the youth's chronic absenteeism?  
(Examples: chemical abuse, illness of family member, death of family member, recent divorce of parent, recent marriage of parents, etc..)

Please describe:

family reported transportation issues, older car that often breaks down.

Does the youth have any mental health concerns that could be affecting their chronic absenteeism?

Please describe:

Does the youth have a chronic health condition that could be affecting their chronic absenteeism.

Please describe:

Does the youth have a chemical health concern that could be affecting their chronic absenteeism.

Please describe:

### STUDENT/FAMILY STRENGTHS

Check all statements that are true

Family has reliable transportation

Family has stable housing

Family is able to meet financial needs

Family has food security

Family understands attendance requirements

Students and guardian value education

Student has a connection with an adult in the school building.

Student is respectful of school staff

School has had CMH conversations

Student feels supported at home

Student has past academic success

Student has friends at school

Student has friends in community

If yes, please describe:

Student said that she has a good relationship with her science teacher.

EXAMPLE

# EXAMPLE

## ACADEMIC ENVIRONMENT

Does this student have an IEP  Yes  No  
Learning Disability  Yes  No

Does this student have a 504  Yes  No  
Emotional/Behavioral  Yes  No

Note: Consider if IEP or 504 should be considered to address chronic absenteeism first.

Narrative from student/guardians as to what is the barrier to the youth's attendance:

Car issues. When the car is in the shop, no other easy way for the family to get the student to school.

Narrative from school as to what is the barrier to the youth's attendance:

In addition to those full days missed, the student roams the halls after lunch and often misses parts or all of 5th period.

Based on the strengths and barriers discussed, what are some ways the student, guardian, and the school can work together to increase school attendance in the next 30 days?

### GOALS FOR STUDENT AND/OR INTERVENTION ATTEMPTS MADE BY SCHOOL TO INCREASE SCHOOL ATTENDANCE

1. Student's counselor will look into switch 5th period. If possible, switch 5th period to the science class she enjoys. U
2. Student's mom to call the transportation department to ask about the bus route and schedule. U
3. Lucy said she would go directly to 5th period rather than stopping at her locker after lunch. X

### SIGNATURES AND DATE

Student Lucy test Date 10/31/25  
 Guardian Mom Test Date 10/31/25  
 Guardian \_\_\_\_\_ Date \_\_\_\_\_  
 School Representative SR Date 10/31/25  
 Other (and relationship) \_\_\_\_\_ Date \_\_\_\_\_

# EXAMPLE

## Page 3: Completed by the school after intervention has been attempted:

Please provide information regarding school intervention attempts and/or goals for the student to increase school attendance as discussed previously when you met with the family and filled out page 2 of this form.

Intervention/Goal 1	Intervention/Goal 2	Intervention/Goal 3
<input checked="" type="checkbox"/> Attempted?	<input type="checkbox"/> Attempted?	<input checked="" type="checkbox"/> Attempted?
Comments: Yes, the school switched the student's schedule.	Comments: Unknown status	Comments: 1st week after meeting we made it to 5th period every day. Recently has missed 5 period 3 times.

### ADDITIONAL INTERVENTIONS ATTEMPTED

Check each intervention, if any, the school has attempted in addition to what is listed above in the boxes above.

- School staff attempts to engage student at time of return regarding reason for absence
- Met with student and guardians to address absences
- Communicated with guardians on day of absence (not robocall)
- Provided incentives/rewards for good attendance
- Arranged tutoring/academic mentoring services for youth
- Arranged safe place for youth
- Engaged in in-school social/support groups
- Student met with counselor
- Referred family to community programs
- Modified school day schedule
- Encouraged involvement in extracurricular activities
- Modified homework
- Arranged morning sign in procedures with staff person
- Initiated 504 accommodation plan
- Initiated IEP testing
- Consideration of alternative education setting (ie ALC, Day Treatment, etc...)
- Other:

School Representative Signed Date 11/15/25

EXAMPLE

## **Step 2: Initial Referral**

### *6+ days with unexcused absences*

- School submits an online referral on the eAttorney Portal at:  
<https://eattyportal-prod-dmz.co.anoka.mn.us/?q=Home>
- Referrals for this school year will be accepted until **May 1, 2026**.

## Truancy Referral Requirements

For each school year for every student, an initial truancy referral must be submitted on the eAttorney Portal.

There are the 6 requirements that must be met at the time of the referral:

### **Requirement #1. The student is 12 to 16 years old.**

- Tips:
  - For students under 12, please submit referrals to the Anoka County Attendance Program, <https://educationneglect.co.anoka.mn.us/>
  - This school year our office will **not** be accepting referrals for students that are 17 and older.

### **Requirement #2. The student lives in Anoka County.**

- Tips:
  - If the student has a Safe at Home address, please provide our office with the PO Box and Lot number. In the notes section indicate that the student is part of the Safe at Home program and if known, indicate that the student lives in Anoka County.
  - If the student has been classified as McKinney Vento eligible for the current school year, the school must indicate on the referral that the student qualifies for services under the McKinney Vento Act and provide a current address, if known, as well as any other information regarding the student's current living situation.

### **Requirement #3. Provide student's personal data and contact information.**

- Tips:
  - Please provide the student's full name including middle name/suffix, current grade, DOB, gender, and current address.

- If applicable, please indicate for the student if there is an interpreter needed, Indian Child Welfare Act (ICWA) status, disability, IEP or 504 plans, preferred gender, and preferred pronouns.

**Requirement #4. Provide parent(s)/guardian(s) personal data and contact information.**

- Tip:
  - Please provide the parent(s)/guardian(s) full name, address, phone number, email address, and if he/she needs an interpreter.

**Requirement #5. The student has had at least one period of unexcused absence on 6 or more separate days.**

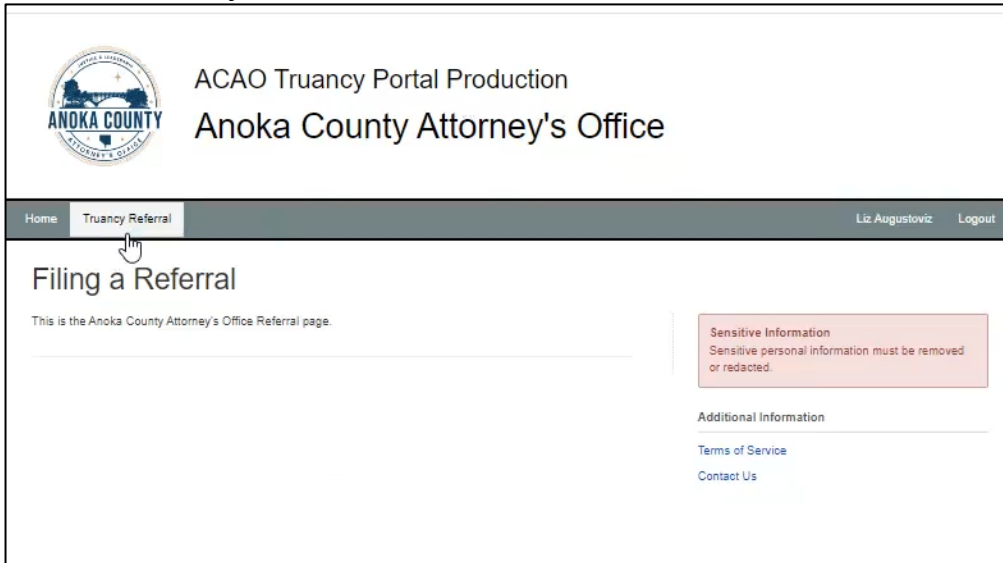
- Tips:
  - Attach an attendance report that clearly shows the number of days or periods that the student has had unexcused absences.
  - Please filter the attendance report to only show unexcused absences. If that is not an option, please write the number of days with unexcused absences in the notes section.

**Requirement #6. The school must have sent notice to the student's parent/legal guardian when the student is a continuing truant in accordance with Minnesota Statute.**

- Tips:
  - School has previously sent a three-day parent notification letter as required by Minnesota Statute 260A.03 for students who have three unexcused absences.
  - The list of required elements may be found on the MN Revisor website: <https://www.revisor.mn.gov/statutes/cite/260A.03>.

# How to Submit a Truancy Referral

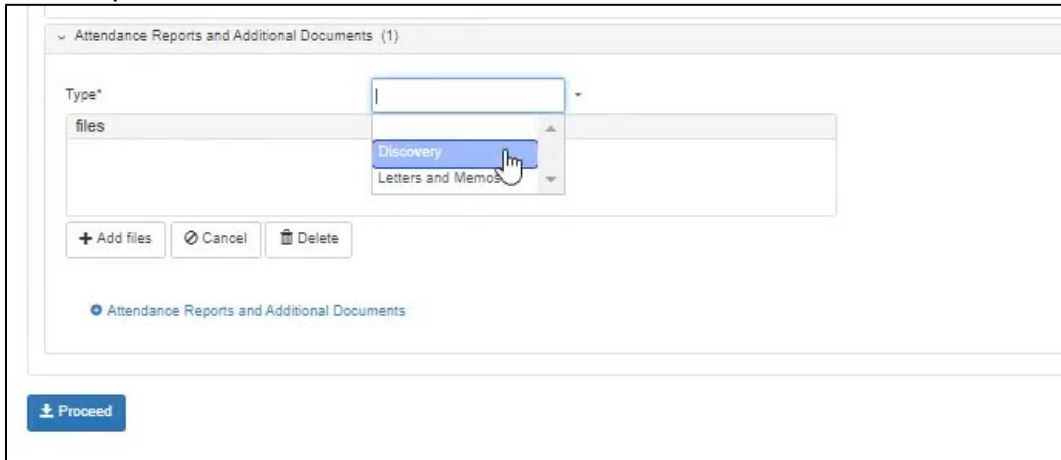
1. Log into the eAttorney portal.
2. Click the Truancy Referral Tab.



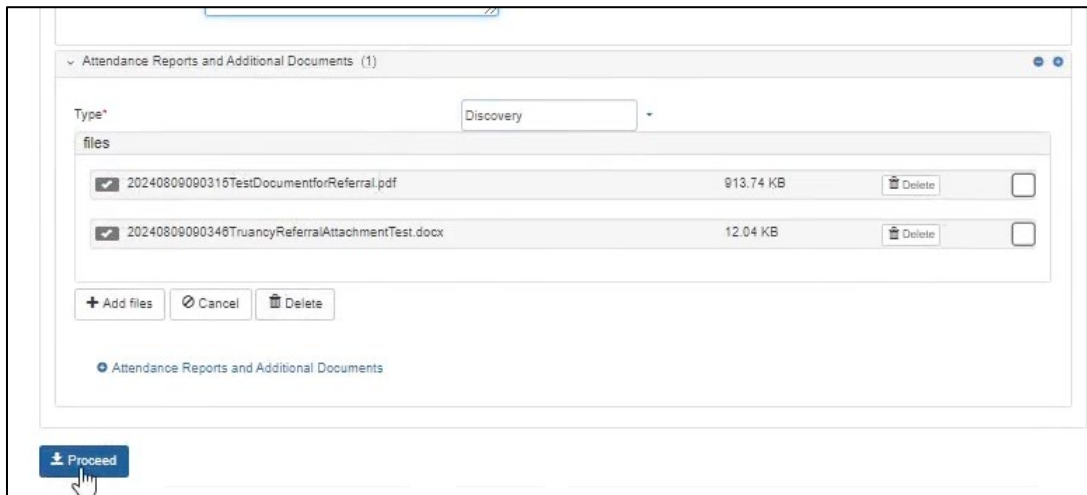
3. Fill in the fields. Please see the referral examples in the resource section of this manual (pages 29-32).

The screenshot shows the "Add Truancy Referral" form. The header is identical to the previous screenshot. The form is titled "Add Truancy Referral" and has a tab labeled "Add Truancy Referral". It is divided into several sections: "Case Information" with fields for "Submitter Email\*" (filled with "elizabeth.augustoviz@ano") and "School Year\*" (filled with "2024 - 2025"); "Student" with fields for "Name Prefix", "Middle Name", "Name Suffix", "Date of Birth\*", "Birth Assigned Gender\*", "Preferred Gender", "Interpreter Needed?", "If ICWA, Tribe Info", "MDE Student ID", "First Name\*", "Last Name\*", "Current Grade\*", "Date of Death", "Preferred Pronoun", "Primary Language", "ICWA Status", and "504 plan, IEP, etc."; "Address" with fields for "Address 1", "Address 2", "City", "State", "Zip", "Address Type", and "County"; and "Parent" (partially visible at the bottom).

4. Attach an attendance report with unexcused absences in either PDF or Docx format. For attendance reports and all other documents select Discovery for the type of document. You may add files by pressing the +Add Files button or drag and drop the file into the file.



5. Click the blue Proceed button to submit the referral.



Submitter Email: Enter your email. This will be the person we contact with any questions on the referral.

School Year: Enter the school year.

Student Information: Enter first name, middle name, last name, suffix, current grade, DOB, birth assigned gender.

Preferred Pronoun/Gender: Select yes if the student has a preferred pronoun and/or gender. If the student has a preferred name, enter it in the notes section below.

Primary Language, interpreter needed: Please enter the language for the student only if the student needs an interpreter. Then, select Interpreter Needed? and click yes.

ICWA Status/If ICWA, Tribe Info: If the student has native heritage, please choose the yes option for the ICWA Status field. Our office uses this field to determine whether the child may be subject to the Indian Child Welfare Act.

If known, enter the Tribe(s) with which the student may be affiliated. If unknown, please write unknown in the field. You need to fill out If ICWA, Tribe Info field to submit a referral.

## Example Initial Referral

Case Information

Submitter Email\* elizabeth.augustoviz@ano  
School Year\* 2025 - 2026

Student

Name Prefix Mrs.  
Middle Name Test  
Name Suffix  
Date of Birth\* 10/31/2012  
Birth Assigned Gender\* Female  
Preferred Gender  
Interpreter Needed?  
If ICWA, Tribe Info  
MDE Student ID

First Name\* Lucy  
Last Name\* Test  
Current Grade\*  
Date of Death  
Preferred Pronoun  
Primary Language  
ICWA Status  
504 plan, IEP, etc. IEP Plan

Address

Address 1\* 111 First Street S  
Address 2  
City\* Anoka  
State\* Minnesota  
Zip\* 55303  
Address Type\* Home  
County Anoka

# Sample

Address: Fill out the complete address for the student. This includes choosing the County for the student's current address.

**TIP:** If you are not sure if the student lives in Anoka County, search for the county information on this website.

<https://pollfinder.sos.state.mn.us/>

## Example Initial Referral Cont.

**Parent/Guardian Information:**  
Enter party type, first name, middle name, last name, suffix, DOB, birth assigned gender and race. Fill in as much information as known.

**Preferred Pronoun/Gender:**  
Select yes if the parent has a preferred pronoun and/or gender. If the parent has a preferred name, enter it in the notes section below.

**Primary Language, interpreter needed:** Enter the home language even if the parent may not need an interpreter. However, if the parent would need an interpreter for future meetings, please indicate yes that an interpreter is needed.

**Address:** If the parent/guardian has the same address as the student, click the same as student box. Otherwise, enter complete address information.

**Phone:** Enter the telephone type and telephone number if known.

**Email:** Enter email type and email address if known.

Parent

<p>Party Type* <input type="text" value="Mother"/></p> <p>First Name* <input type="text" value="Jane"/></p> <p>Last Name* <input type="text" value="Test"/></p> <p>Date of Birth <input type="text" value=""/></p> <p>Birth Assigned Gender* <input type="text" value="Female"/></p> <p>Preferred Pronoun <input type="text" value=""/></p> <p>Primary Language <input type="text" value="Spanish"/></p> <p>Tribe <input type="text" value=""/></p> <p>Disability Notes <input type="text" value=""/></p>	<p>Name Prefix <input type="text" value="Ms."/></p> <p>Middle Name <input type="text" value="Mom"/></p> <p>Name Suffix <input type="text" value=""/></p> <p>Date of Death <input type="text" value=""/></p> <p>Race <input type="text" value="White, Hispanic"/></p> <p>Preferred Gender <input type="text" value=""/></p> <p>Interpreter Needed? <input type="text" value="Yes"/></p> <p>ICWA Status <input type="text" value=""/></p>
---	---

Address

Same As Student

Phone

Telephone Type

Telephone Number

Preferred

[+ Phone](#)

Email

Type

Email

Preferred

[+ Email](#)

[+ Parent](#)

Sample

If the student has an additional parent/guardian, click this plus button. Then, enter the complete set of information for the additional parent/guardian.

## Example Initial Referral Cont.

**3-Day Letter:** The 3-day letter is a requirement for the initial referral. Check the box. Then, enter the date the letter was sent.

This screenshot shows the 'Letter to Parent' form. Under the '3 Day Letter' section, a yellow checkmark is visible in a box. To the right, the 'Contacts Dates' section is expanded to show one entry with a 'Contact Date' of 09/15/24. A blue plus icon is visible below the 'Contacts Dates' section.

**6-Day Letter:** The 6-day letter is not a requirement. Check the box. Then, enter the date the letter was sent.

This screenshot shows the 'Letter to Parent' form. Under the '6 Day Letter' section, a blue checkmark is visible in a box. To the right, the 'Contacts Dates' section is expanded to show one entry with a 'Contact Date' of 10/01/24. A blue plus icon is visible below the 'Contacts Dates' section.

Sample

**Contact Type:** The drop-down menu has a list of contact types. Choose the contact type. Then, enter the date that the contact type happened. If more than one contact of this type happened, click the plus contact dates.

This screenshot shows the 'Contact' form. A dropdown menu labeled 'Letter to Parents' is visible. To the right, the 'Contacts Dates' section is expanded to show two entries: one with a 'Contact Date' of 10/15/24 and another with a 'Contact Date' of 11/01/24. A blue plus icon is visible below the 'Contacts Dates' section. A blue arrow points from the 'Contact Type' dropdown to the plus icon, and a red arrow points to the 'Contact' button at the bottom.

**Additional Contact Types:** Click the plus contact button. Choose the contact type. Then, enter the date that the contact type happened. If more than one contact of this type happened, click the plus contact dates.

Add as many contact types as the school has completed.

## Example Initial Referral Cont.

**Sample**

School: Enter the full name for the school.

School Official: Enter the job title, first name, last name, email, and phone number for the school official. The school official is the person we would ask to attend future meetings and/or court proceedings if needed in the future.

Additional Comments: If the School Support plan is attached, no additional comments are needed. Otherwise, if a SSP has not been completed:

- Write out any other information regarding student's information (i.e. preferred name, disability, academic achievement, credit information for high schoolers, behaviors).
- Write out barriers to school attendance.
- Explain school interventions attempted.
- Explain if there have been any big changes for the family/student.

Attendance Reports and Additional Documents:

Select type Discovery for all files including but not limited to, attendance reports, School Support Plan, and letters.

Filter the attendance report to show only unexcused absences or show absences that the school considers unexcused on the report.

File format for all files should be either PDF or Docx.

## Step 3: Truancy Intervention Program(TIP) Meeting

*6+ days with unexcused absences*

TIP is hosted by the County Attorney's Office and is designed to send a strong message to students and their parent(s) about the consequences of continuing to truant, provide families with information regarding County resources that may be available to them, and reiterate the importance of graduation from high school. The meetings will be held virtually in a large group style. Students are only eligible for TIP one time.

- TIP meetings are held weekly from October through May.

### TIP Meeting Process:

CAO will send parent(s)/guardian(s) a letter inviting them to a TIP Meeting with a brochure.  
(Examples on Page 55-57)



Schools will be emailed a list of students that have been scheduled for that meeting on the same day the letters are mailed home. The email will be sent to the staff member that submitted the initial referral. It is helpful if school staff reminds the student/parent about the meeting.



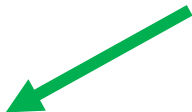
Parents will receive a reminder email with the access link a few days prior to the meeting.



TIP Meeting is held. (School staff does not need to attend the TIP Meeting.)



After the meeting, Schools will be emailed a list of their students and whether the students attended the meeting. The next steps in the process depend on if the student attended or not.



**Attended:** If the student attended the meeting, there will be **no further action** from the CAO. Should truancy continue after the TIP meeting, please submit a second referral by email. In order to submit a second referral, the student must have **at least 3** separate days with unexcused absences after the TIP Meeting.

**Did Not Attend:** If the student did not attend the meeting, our office will refer the student to Diversion with Juvenile Corrections. Moving forward, please update Juvenile Corrections at: [rs-corrections-juv-diversion@anokacountymn.gov](mailto:rs-corrections-juv-diversion@anokacountymn.gov)

## Step 4: Second Referral

*9+ day with unexcused absences*

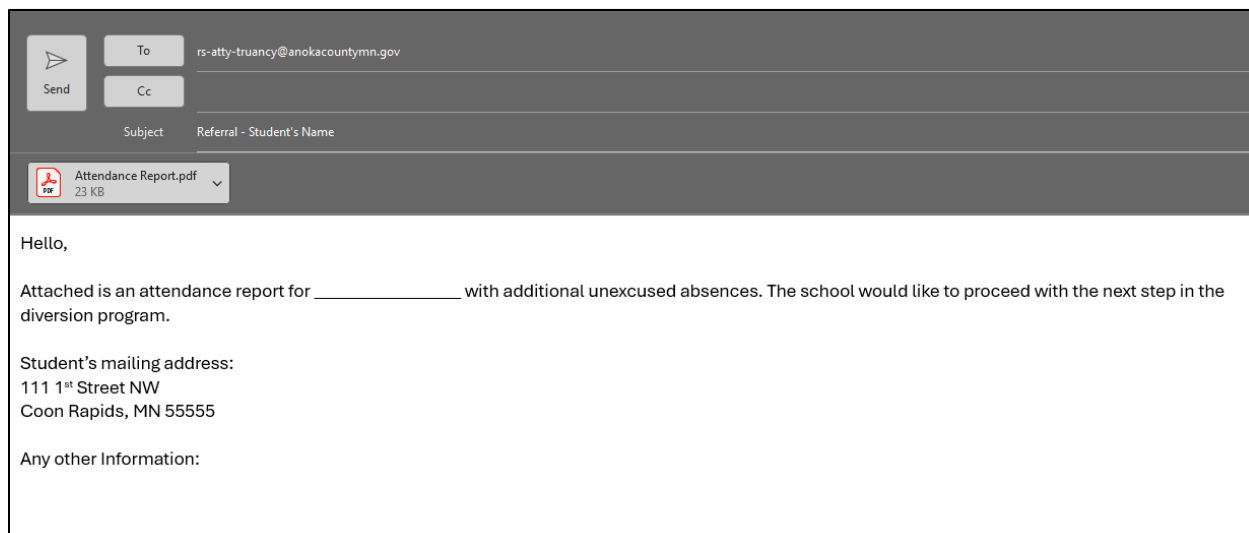
\*Second referrals will be accepted until May 1, 2026.

There are cases that the initial intervention attempt by the County was not successful and there are continued concerns regarding unexcused absences. The school should submit a second referral by email. Our office will review the referral and decide the next steps of County intervention.

**\*\*\*Please note for every school year for every student an initial referral must be submitted on the eAttorney portal. Our office is unable to accept the first referral of the school year by email, even if the student was referred to our program in previous school years. If you have questions about where the student is in the process please email, [Elizabeth.Augustoviz@anokacountymn.gov](mailto:Elizabeth.Augustoviz@anokacountymn.gov).**

### Subsequent Referrals by Email Process

1. Email updated attendance report [rs-atty-truancy@anokacountymn.gov](mailto:rs-atty-truancy@anokacountymn.gov).
  - a. Subject line should have the student's name and the word Referral.
  - b. Body of the email should have the student's current mailing address and any updates the school may have regarding the student that may be helpful when proceeding with the next step in the program.



The screenshot shows an email composition interface. At the top left is a 'Send' button. To its right are fields for 'To' (containing 'rs-atty-truancy@anokacountymn.gov') and 'Cc'. Below these is a 'Subject' field containing 'Referral - Student's Name'. An attachment is shown as 'Attendance Report.pdf' (23 KB). The email body contains the following text:

Hello,

Attached is an attendance report for \_\_\_\_\_ with additional unexcused absences. The school would like to proceed with the next step in the diversion program.

Student's mailing address:  
111 1<sup>st</sup> Street NW  
Coon Rapids, MN 55555

Any other Information:

### What to Expect:

**All referrals: our office will reply to the email to confirm that it has been received.**

Then, referral will be screened in the order it was received.

- a. *If accepted,* our office will proceed with the next step in the program. No additional email will be sent.
- b. *If there are any missing information/questions,* our office will request that information by email. Then, once the information is received, we will either accept or reject the referral.
- c. *If rejected,* our office will send an email that states the referral was rejected and the reason why it was rejected.

## **Step 5: Corrections Diversion**

***Student did not attend TIP Meeting***

***or***

***9+ days with unexcused absences (at least 3 separate days with unexcused absences since TIP Meeting if applicable)***

The student's case will be sent to corrections diversion in both situations: the student did not attend the TIP Meeting, or our office received a second referral from the school requesting additional intervention from the County.

The next level of intervention prior to court Anoka County Juvenile Corrections Department will attempt diversion.

There are two types of corrections diversion interventions:

1) **Letter.** A letter is sent to the parent(s) notifying that their child has been referred to Juvenile Corrections for truancy. The school is also sent a copy of this letter, which should alert them to update Anoka County Juvenile Corrections of any unexcused absences past the date on the letter. **Please notify Anoka County Juvenile Corrections of continued trancies.**

2) **Diversion Hearing.** Students and their parent(s) are invited via letter to attend a formal meeting between the school, parents, student, and Juvenile Probation Officer on a specific date and time. Anoka County Juvenile Corrections will contact the school to schedule a diversion hearing; **a school official is expected be present at the diversion hearing whenever possible.**

During the Diversion Hearing the Anoka County Juvenile Probation Officer will assess the student's drivers for truanting and barriers to attending school. The child and parent are notified of the law and consequences of failure to attend school moving forward.

An evaluation is done, and a Truancy Action Plan is established with the child. The child is under supervision to attend every day and every hour of school.

- The student's attendance will be monitored by the Anoka County Juvenile Probation Officer.
- It is expected that the school will communicate additional attendance issues to Corrections.

**For ALL updates at the Diversion level:**

Please contact Anoka County Juvenile Corrections at:

763-324-4810 or email: [RS-Corrections-Juv-Diversion@anokacountymn.gov](mailto:RS-Corrections-Juv-Diversion@anokacountymn.gov).

## **Step 6: Court Intervention**

### ***14+ days with unexcused absences***

In the event that all other diversion options have been attempted, and the student continues to truant, court action is the final step.

#### **TRUANCY PETITION**

If the County Attorney's Office determines that the student's unexcused absences warrant court intervention, a Child in Need of Protection or Services (CHIPS) Petition will be filed. The student and parent(s)/guardian(s) will be notified of the assigned court file number and court hearing date by mail. The school official will also be mailed the court date.

#### **PREPARATION PRIOR TO COURT**

CAO will reach out to the school 3-5 school days prior to the court appearance. Our office will request an updated attendance report and any updates that the school may have that would be helpful for the court attorney to know when preparing for court. It is especially important to include these updates if the school official is not able to attend the court proceeding.

#### **INITIAL COURT APPEARANCE = ADMIT / DENY HEARING**

The School Official who reported the truancy (School Official listed on referral) will be named as a participant on the petition. The School Official should attend the court hearings. At all hearings, the School Official should be prepared to address the Court regarding the child's current attendance and progress in school.

#### **STUDENT ADMITS at the Admit/Deny Hearing**

If the student admits to truancy, the Judge will decide the disposition. In some cases, a probation officer will be assigned to the student. If that is the case, please communicate with the PO with updates regarding the student. In some cases, the student is on probation but not assigned a specific PO, please email Laura Alberts, [laura.alberts@anokacountymn.gov](mailto:laura.alberts@anokacountymn.gov) with attendance updates regarding those students.

#### **STUDENT DENIES at the Admit/Deny Hearing**

The student will be scheduled for a Trial. The school official will receive notice of any scheduled court proceedings by mail.

#### **TRUANCY TRIAL**

CAO will send a subpoena to a school official, typically, the person that was mentioned on the truancy petition. The subpoena will have the date, time and location of the truancy trial. Approximately 1 – 2 weeks out from the trial, a victim/witness specialist from the CAO will reach out to the school official to schedule a meeting to prepare prior to court. The attorney will meet with school staff before trial to familiarize them with the process, but it is important to remember that the Anoka County Attorney does not represent any school and is prohibited from providing any legal advice. Requests for legal advice may be made to school counsel.

On the day of the hearing, the school official will meet with the victim/witness specialist and assigned attorney briefly prior to the trial to go over any last-minute details.

During the trial, the school official will be expected to testify regarding how attendance is tracked at their school, what does the student's attendance report show, and did the student miss all or part of at least 7 separate days of school without a lawful excuse.

## Request Remote Appearance Process

1. Fill out Remote Hearing Request Form. Blank form is on page 40.
2. Email to [10thAnokaCHIPSDivision@courts.state.mn.us](mailto:10thAnokaCHIPSDivision@courts.state.mn.us). Submit this request no later than 3 workdays prior to the date of the court proceeding.
3. The Judge will review the request and either approve or deny the request.

\*This form should be eFiled\*

**State of Minnesota  
Anoka County**

**District Court  
Tenth District Court**

Court File Number: 02-JV-

Case Type: \_\_\_\_\_

In the Matter of the Welfare of the Chil(dren) of: \_\_\_\_\_

### **Request for Remote Appearance for Child in Need of Protection and Services Hearing**

1. Party requesting to appear remotely:

Foster Parent  Child  ICWA Monitor

ICWA Representative  Parent (In-custody or in treatment)  Attorney

Other: \_\_\_\_\_

2. A court proceeding is scheduled in this case on the following date: \_\_\_\_\_  
at \_\_\_\_\_ a.m./p.m.

3. This request is for:

The court proceeding listed above.

All future court appearances in this case. **NOTE:** If you marked other to question #1 above, you may not be granted remote hearing for all future court appearances.

4. The reason for this request is:

\_\_\_\_\_  
\_\_\_\_\_

5. The Zoom information can be e-mailed to: **REQUIRED**

\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

# eAttorney Portal Basics

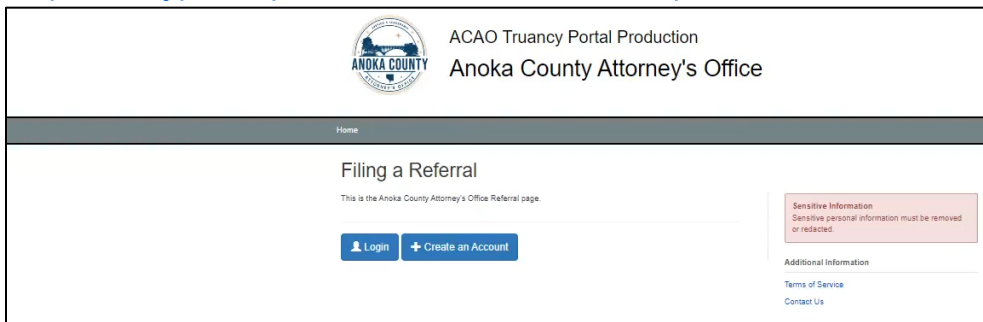
Link: <https://eattyportal-prod-dmz.co.anoka.mn.us/?q=Home>

The eAttorney Portal is the case management system that schools will use to submit truancy referrals for students that are 12 and older that live in Anoka County.

## Creating an account

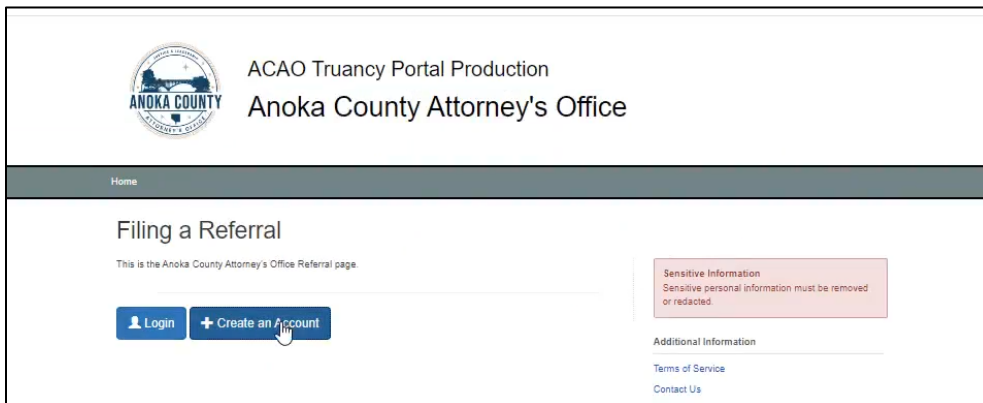
1. Go to the eAttorney Portal.

<https://eattyportal-prod-dmz.co.anoka.mn.us/?q=Home>



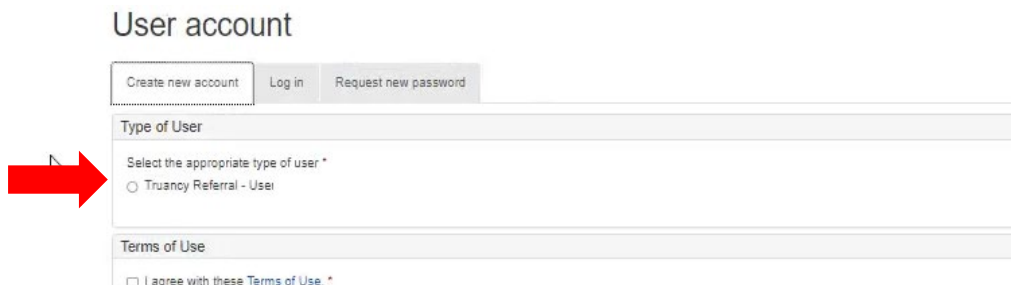
The screenshot shows the top of the eAttorney Portal. At the top left is the Anoka County logo. To its right, the text reads "ACAO Truancy Portal Production" and "Anoka County Attorney's Office". Below this is a dark grey navigation bar with the word "Home" in white. The main content area is titled "Filing a Referral" and includes the subtitle "This is the Anoka County Attorney's Office Referral page." Below the subtitle are two buttons: "Login" and "Create an Account". To the right of these buttons is a pink box with the text "Sensitive Information Sensitive personal information must be removed or redacted." Below the pink box are links for "Additional Information", "Terms of Service", and "Contact Us".

2. Press the create an account button.



This screenshot is identical to the previous one, but a mouse cursor is positioned over the "Create an Account" button, indicating the user is about to click it.

3. Select the Truancy Referral – User button.



The screenshot shows the "User account" creation form. At the top, there are three buttons: "Create new account", "Log in", and "Request new password". Below these is a section titled "Type of User" with the instruction "Select the appropriate type of user \*". There is a radio button next to the text "Truancy Referral - User". A red arrow points to this radio button. Below the "Type of User" section is a section titled "Terms of Use" with a checkbox and the text "I agree with these Terms of Use. \*".

4. Fill in the fields. Pay attention to the instructions that are underneath the fillable boxes. \*Use your school email address when you are creating your account.\*

Home

## User account

Create new account Log in Request new password

Type of User

Select the appropriate type of user \*

Truancy Referral - User

Username \*

ea|

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address \*

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will not be used for other purposes.

Confirm e-mail address \*

Please re-type your e-mail address to confirm it is accurate.

Personal Information

First Name \*

Please enter your first name

Last Name \*

Please enter your Last Name

Terms of Use

I agree with these Terms of Use. \*

Create new account

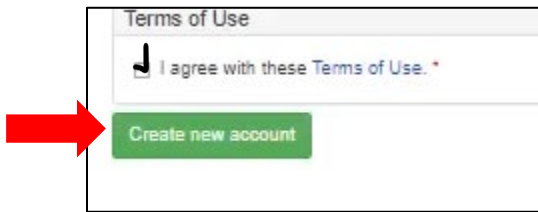
5. Review the Terms of Use and check the box.

Terms of Use

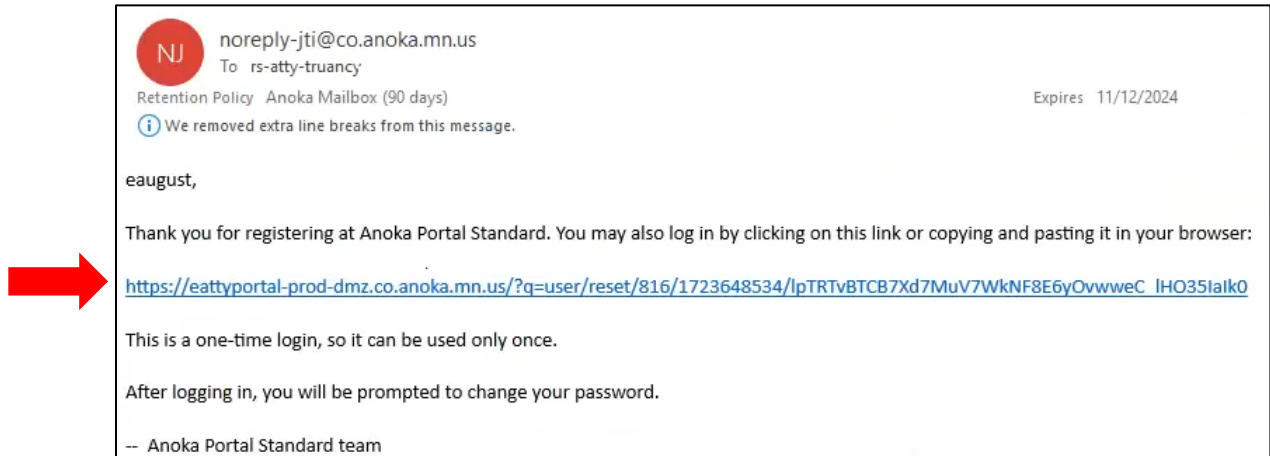
I agree with these Terms of Use. \*

Create new account

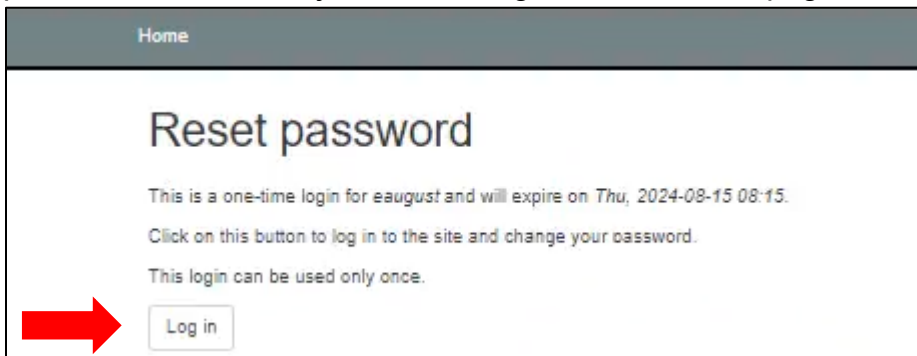
6. Press the create new account button.



7. Check your email inbox. There will be a one-time link sent via email. Click the link.



8. After you click the one-time login link, it will take you to a page to reset your password automatically. Press the login button on this page.



9. Create a password for your eAttorney portal account following the prompts. Click the blue save button.

**My Account**

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

View Edit My Filings

Account Personal Information

E-mail address \*

rs-atty-truancy@anokacountymn.gov

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive notifications by e-mail.

Confirm e-mail address \*

rs-atty-truancy@anokacountymn.gov

Please re-type your e-mail address to confirm it is accurate.


Password

Confirm password

To change the current user password, enter the new password in both fields.

Save

10. After you press the save button, the portal will bring you to a page that confirms that the changes have been saved. On the task bar you will now see on the left side of the screen a Home Tab and Truancy Referral Tab. On the right side of the task bar, you will now see a tab with your name and a Logout Tab.

 ACAO Truancy Portal Production  
Anoka County Attorney's Office

Home Truancy Referral Liz Augustoviz Logout

**Filing a Referral**

The changes have been saved.

This is the Anoka County Attorney's Office Referral page

**Sensitive Information**  
Sensitive personal information must be removed or redacted.

Additional Information

[Terms of Service](#)

[Contact Us](#)

## My Filings Tab

In eAttorney, there is a tab that you can review the status of referral that you have previously submitted.

1. Log in to the eAttorney portal.
2. Click the account name on the green bar.

ACA0 Truancy Portal Production  
Anoka County Attorney's Office

Home Truancy Referral Liz Augustoviz Logout

### My Account

View Edit My Filings

#### Personal Information

First Name  
Liz

Last Name  
Augustoviz

#### History

Member for  
1 week 23 hours

3. Click the *My Filings* tab.

Home Truancy Referral Liz Augustoviz

### My Account

View Edit My Filings

#### Personal Information

First Name  
Liz

Last Name  
Augustoviz

#### History

Member for  
1 week 23 hours

4. There is a tab that allows you to review the filing date, case number, reference number, and filing status for the referrals that you have submitted.


# My Account

View

Edit

My Filings

Search

Filing Date	Filing Title	eCourt Case Number	eCourt Reference Number	Matter Number	Filing Status	Action
08/21/2024	Case_1	RTR-2024-00098	RTR-2024-00098	N/A	 Under Review	<a href="#">View</a>

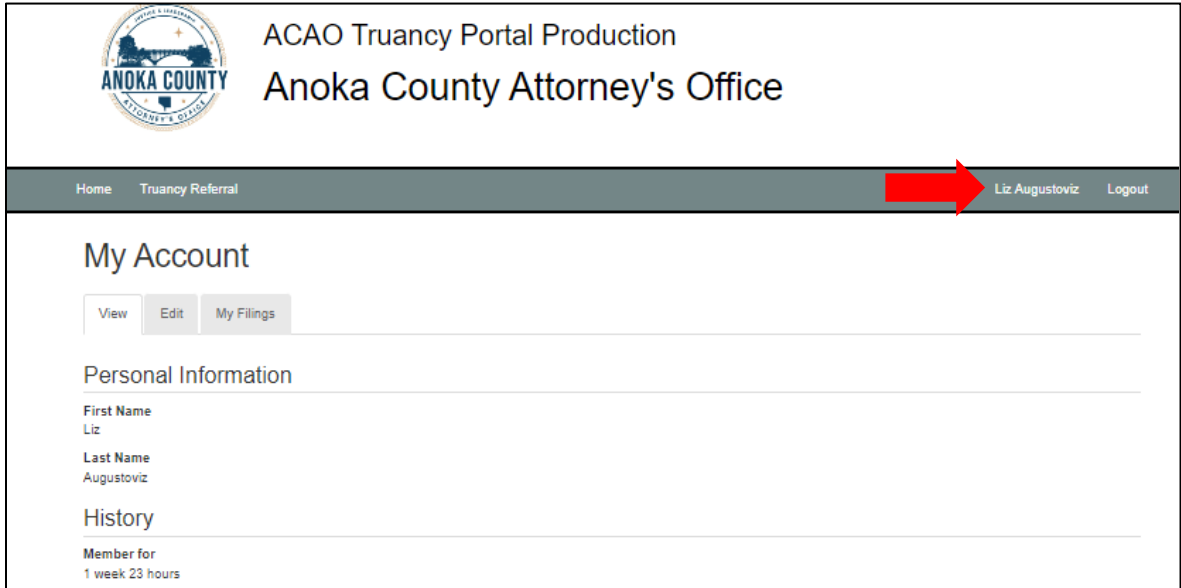
Results Per Page

10

Change the number of results per page

## Reset Password

1. Log in to the eAttorney portal.
2. Click your account name on the green bar.



3. Click the Edit tab.



4. Enter the current password. Then, enter the new password two times to confirm your new password.
5. Click save.

# My Account

View

Edit

My Filings

Account

Personal Information

E-mail address \*

rs-atty-truancy@anokacountymn.gov

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive notifications by e-mail.

Confirm e-mail address \*

rs-atty-truancy@anokacountymn.gov

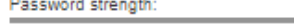
Please re-type your e-mail address to confirm it is accurate.

Current password

Enter your current password to change the *E-mail address* or *Password*. [Request new password.](#)

Password

Password strength:



Confirm password

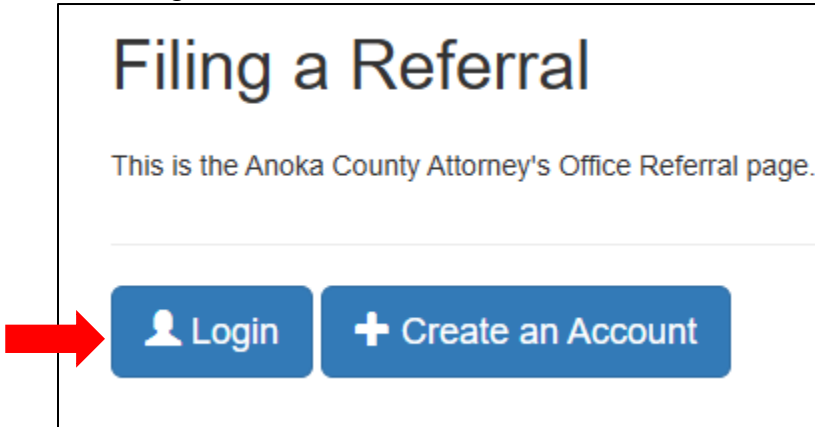
To change the current user password, enter the new password in both fields.

Save

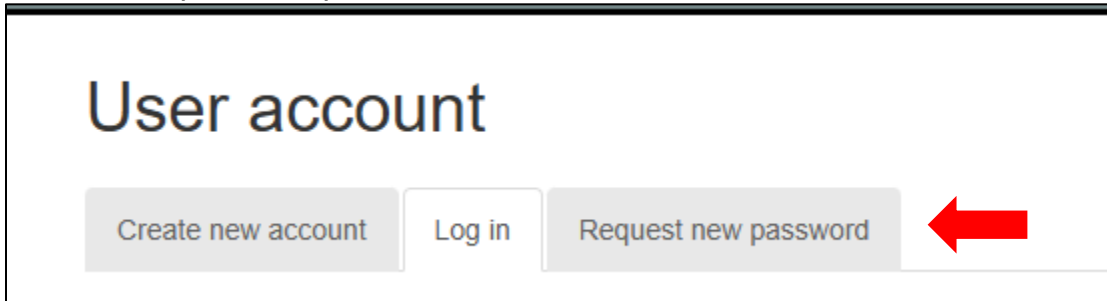


## Forgot Password

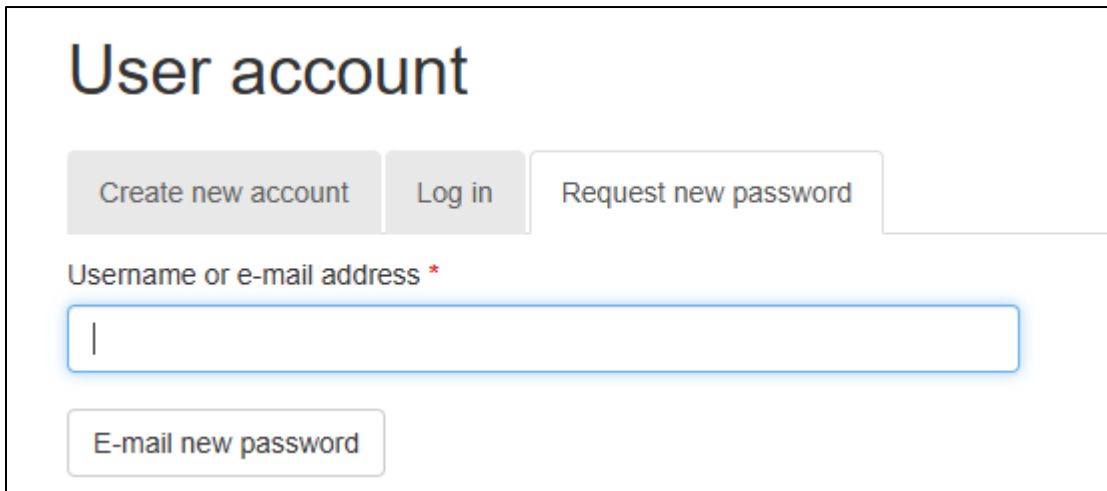
1. Go to the eAttorney Portal: <https://eattyportal-prod-dmz.co.anoka.mn.us/?q=Home>.
2. Click Login.



3. Click the *Request new password* tab.

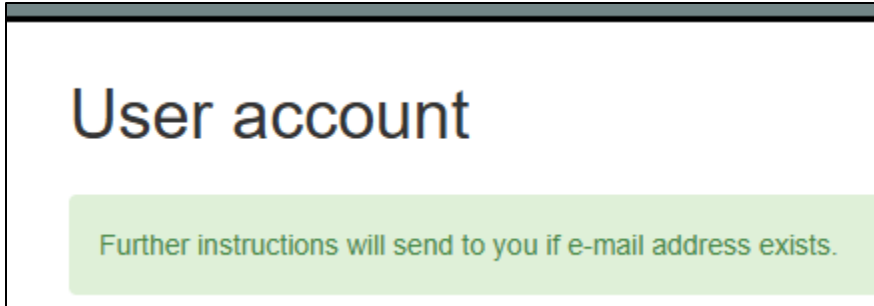


4. Enter Username or email address.

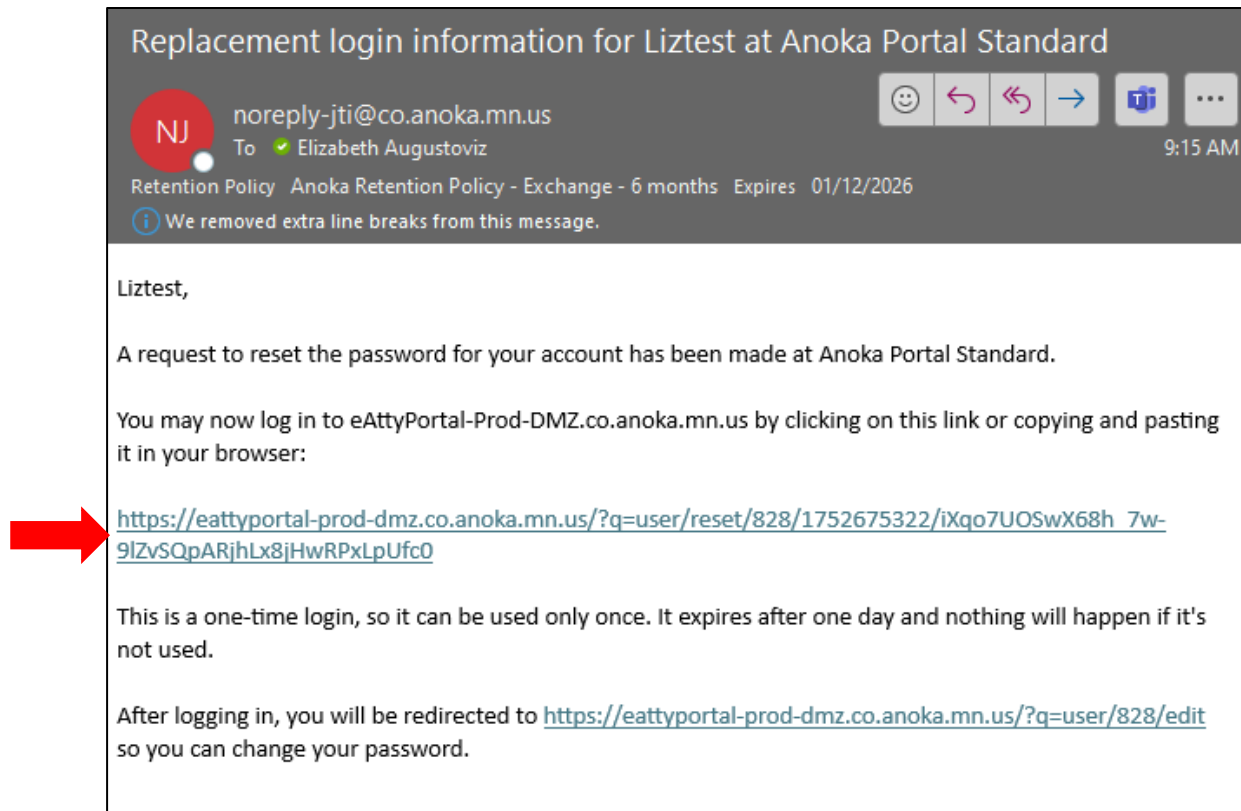


The screenshot shows the 'User account' page with the 'Request new password' tab selected. Below the tabs is a text input field labeled 'Username or e-mail address \*'. The input field is empty and has a blue border. Below the input field is a button labeled 'E-mail new password'.

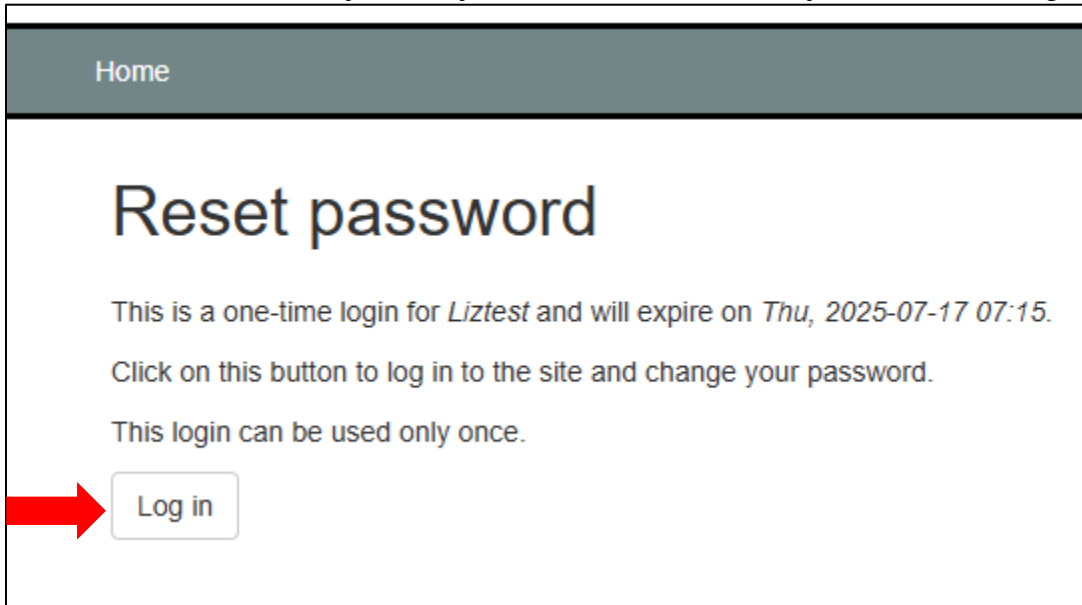
\*\*\*A green box will appear once you have requested a new password.



5. You will receive an email with a link to reset the password. Click the link.



6. The link will automatically direct you back to the eAttorney Portal. Click Log in.



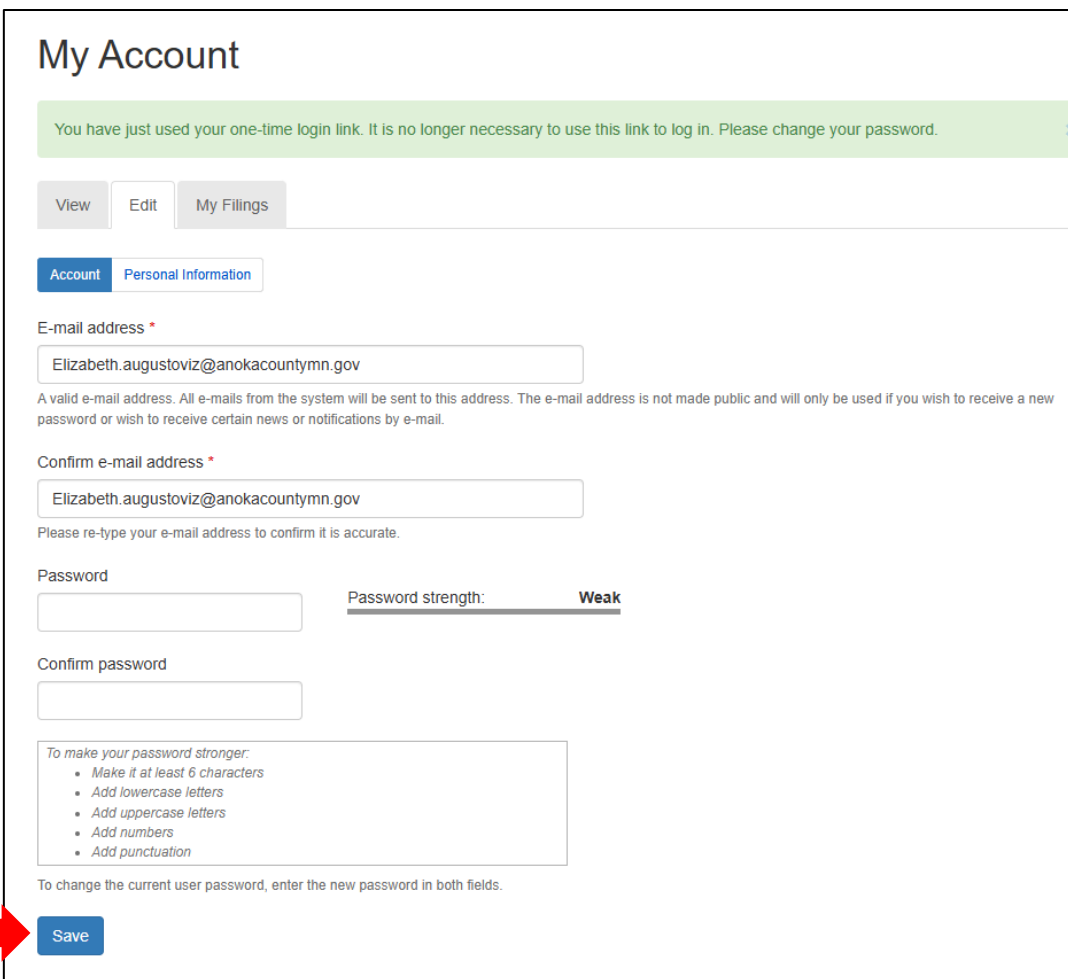
Home

# Reset password

This is a one-time login for *Liztest* and will expire on *Thu, 2025-07-17 07:15*.  
Click on this button to log in to the site and change your password.  
This login can be used only once.

[Log in](#)

7. Then enter your new password and press save.



## My Account

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

[View](#) [Edit](#) [My Filings](#)

[Account](#) [Personal Information](#)

E-mail address \*

Elizabeth.augustoviz@anokacountymn.gov

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address \*

Elizabeth.augustoviz@anokacountymn.gov

Please re-type your e-mail address to confirm it is accurate.

Password

Confirm password

Password strength: **Weak**

To make your password stronger:

- Make it at least 6 characters
- Add lowercase letters
- Add uppercase letters
- Add numbers
- Add punctuation

To change the current user password, enter the new password in both fields.

[Save](#)

# Resources

Helpful Website Links:

**Anoka County's Truancy Page (student 12-18):**

<https://www.anokacountymn.gov/3757/Truancy>

**Anoka County Collaborative Attendance Program (students 5-11):**

<https://www.anokacountymn.gov/3560/Anoka-County-Collaborative-Attendance-Pr>

**Age Calculator:**

<https://www.calculator.net/age-calculator.html>

**Check Address for what County the student lives in:**

<https://pollfinder.sos.mn.gov/>

**Street Suffix Abbreviations:**

[https://pe.usps.com/text/pub28/28apc\\_002.htm](https://pe.usps.com/text/pub28/28apc_002.htm)

## Data Entry Format Standards

**Capitalization Rules:** The first letter of each word or name should be capitalized (with lower case letters to follow).

**Example:** John Doe Smith; 123 Main Street NW.

**Street name terms:** Spell out the full street name term.

**Example:** Avenue, Street, Terrace, Trail, Road.

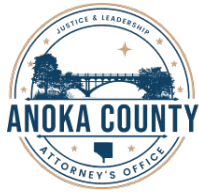
\*One exception to this standard is Boulevard, our system will except Blvd.

**Directionals:** not a part of the street name in all caps without punctuation.

**Example:** N, S, NW, SE. (123 Main Street NW)

**Apartment / Units:** Use "#", instead of Apt, Trailer or Lot.

**Example:** 123 Main Street NW, #1A



ANOKA COUNTY ATTORNEY  
BRAD JOHNSON  
JUSTICE & LEADERSHIP

Re: Student's Information

Dear Parent/Guardian:

Your child's school district has informed the Office of the Anoka County Attorney that he or she has not been attending school as required by law. 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. Both you and your child have the responsibility to ensure regular school attendance. If your child continues to have unexcused absences from school, court action may be taken against you and/or your child by the Anoka County Attorney's Office. In addition to possible juvenile court proceedings, a criminal complaint may be filed against a parent or guardian under Minn. Stat. §120A.34, for failure to compel the attendance of a child at school.

In order to prevent possible court action, I am requesting that you and your child attend a voluntary group meeting with the Anoka County Attorney's Office regarding truancy. There will be information at this meeting that I believe you will find helpful, including your rights and responsibilities regarding your child's attendance. Please use the information below to gain access to the WEBEX session for our meeting. Directions to using WEBEX can be found on the backside of this letter, please review and set up WEBEX prior to the meeting. The meeting will start promptly at 3:30PM and will be closed approximately 5 minutes after it has begun. Once the meeting is closed, you will not be able to gain access, so it is important to set up the WEBEX on your computer or using the application on your phone prior to 3:30PM.

**Date of Meeting, at 3:30pm**

**Join by meeting link**

<https://anokacounty.webex.com>

Meeting ID:

Meeting Password:

The meeting will last approximately 30-40 minutes, and time will be allowed for questions at the end. I hope you will make this meeting and your child's school attendance a priority so that further legal action will be unnecessary. If you believe there has been an error in this truancy referral, please **contact the school** to discuss this matter. Only your child's school can excuse absences that have been referred to the Anoka County Attorney's Office. Your school will need to contact our office to excuse your presence at the meeting, if appropriate.

Best regards,

*/s/ Elizabeth Augustoviz*

Elizabeth Augustoviz

Paralegal

For: Jon Audette

Assistant Anoka County Attorney

Phone: 763-324-5413 Fax: 763-324-3680

JA:eea  
Enclosure

## Potential Consequences

### Consequences for Violation of Compulsory School Attendance Laws

- Parents of the truant could be fined.
- Students age 12 and older could lose their driving privileges until their 18th birthday.
- Students could be fined up to \$100 or ordered to complete community work service hours.
- Parents could be required by the judge to deliver their child to school every morning.
- A student could be placed on probation supervision with the child staying in the home and school.
- A student could be placed under court-ordered house arrest.
- A student could be ordered to participate in counseling or therapy.
- A student could be ordered to complete a chemical dependency assessment/evaluation and ordered to follow recommendations for counseling, education, treatment and after care.
- A student could be ordered to attend the PINES School at the juvenile center or to attend summer school.
- A student may be placed outside of the home by the judge.

**Stay in school. It's the key to your future.**

**A high school graduate can expect to earn \$388,000 more in his or her lifetime than a high school dropout.**

## A Message for Students

*As a student, you have a legal obligation to be in school every day, attending every class.*

*If you are absent, you must have a valid, legal excuse to be out of school. We want you to have pride in yourself and in your school and we want you to succeed in school and in life. We care and have people who can help you. We want you in the classroom, not on the street.*

### What to expect at the TIP meeting

TIP meetings are currently being held on the WebEx virtual meeting platform, which can be accessed via computer or by downloading the application to your mobile device. Directions for setting up WebEx prior to the meeting are located on the back of the enclosed letter.

The meeting will begin at 3:30 p.m., at which time the County Truancy Coordinator will give a 30-40 minute presentation about truancy. There will be time for questions at the end. Other parents and students may also be attending the meeting.

**IMPORTANT:** The meeting will be locked at 3:35 p.m. It is important to be on time. After the meeting is locked you will not be able to join.

### Anoka County Attorney's Office

2100 3rd Ave., Suite 720, Anoka, MN 55303

763-324-5550

attorney@co.anoka.mn.us

### Truancy Intervention Program

TIP coordinator: 763-324-5413

anokacounty.us/truancy

# Anoka County Attorney's Office Truancy Intervention Program

## Improving School Attendance and Reducing Crime



# A Message from the Anoka County Attorney's Office

School attendance is mandatory in the state of Minnesota in order to make certain all children acquire the necessary skills for success as adults.

Studies show a direct link between truancy and a child having problems, including criminal activity. Truant students often place themselves in situations that could affect their future, including difficulty finding and holding a job. By addressing truancy, we can improve the lives of our children and increase the likelihood that they will be productive members of society. That is why the Anoka County Attorney's Office has established the Truancy Intervention Program (TIP).

The County Attorney's Office works collaboratively with school officials, law enforcement, Corrections and Social Services to intervene early in the truancy cycle. TIP empowers schools, families and the community to fight truancy, increase attendance and decrease daytime crime.

The focus of the TIP is to get truants off the streets, in school, and out of juvenile court. It gives kids a better chance at life and benefits all of us as a community.

# Truancy and Absences

## Definition of a Truant

Children 12 and older are considered truant if they are absent, without a legal excuse, for three or more class periods on three days. Children 17 and older will be considered truant if they have not lawfully withdrawn from school with their parent's permission.

Schools have discretion to use the TIP process if a student has been absent one or more school periods on three or more days.

## Absences

A parent/guardian may seek an excused absence from school for his/her child. A school has the right to accept or deny an application for an excused absence.

## Acceptable Excuses Include:

- Illness: vomiting, diarrhea, fever (above 101)
- Doctor and dental visits, including mental health, if unable to schedule outside school hours
- Religious holidays not already on the school calendar
- Extreme family emergency: death or critical illness of near family member

## Examples of Invalid Excuses:

- Staying home to babysit/needed at home
- Work, or rest because of work
- Travel
- Cold weather when school has not closed
- Missed the bus
- Child is not immunized

# A Message for Parents: TIP's Four-Step Process

**It is the goal of the Anoka County Attorney's Office to end truancy. TIP utilizes a four step process to combat truancy.**

## Step One

The school sends a letter notifying parents/guardians that their child is truant.

## Step Two

If, after receiving the notification letter, there is an additional unexcused absence, the school will notify the County Attorney's Office. A letter is sent to the parent/guardian and the student, inviting them to attend a meeting. This meeting will emphasize three major points:

- 1) Parents should send their children to school to improve the children's quality of life.
- 2) Education is as essential as food, clothing, and shelter in a child's life.
- 3) The prosecution process will be addressed and explained.

## Step Three

If, after the meeting, the child again truants without a lawful excuse, the child may be sent to an Anoka County Diversion hearing. At this hearing, the child's attendance contract is negotiated with the student and the parents. The central message is the parent's obligation to send their children to school and the child's obligation to attend school.

## Step Four

If the Diversion hearing does not result in improved school attendance, the County Attorney's Office may bring the case to juvenile court.

## Anoka County Agency Partners

### Children's Mental Health

Website: <https://www.anokacountymn.gov/2518/Childrens-Mental-Health>

Phone Number: 763-324-1430

Description: This department can help with both community resources and the application process for voluntary county services. Children's Mental Health Services include: screening and intake, referral for diagnostic, assessment, early intervention and prevention services and case management.

### Parent Support Outreach Program

Website: <https://www.anokacountymn.gov/3111/Parent-Support-Outreach-Program-PSOP>

Phone Number: 763-324-1658

Description: The Parent Support Outreach Program is a voluntary program that provides short-term help to parents to access resources and provide education about such things as housing, transportation, parent education, child development, activities, childcare, safety planning, employment and other services.

### Library

Website: <https://www.anokacountymn.gov/2681/Teens>

Phone Number: 763-324-4000

Description: Resources include books, homework help, eLibrary, volunteering, and writing contest.

### Anoka County Public Health

Phone Number: 763-324-4351

Description: Anoka County Public Health in partnership with the MN Prison Doula Project offers a virtual parenting class. Topics include bonding and connection, building family identity, communication and problem solving, child guidance, rules and encouragement.

### Empowers Program at Anoka County Job Training Center/Career Force

Website: <https://www.anokacountymn.gov/4559/Career-Seekers>

Phone Number: 763-324-2284

Description: Anoka County Empowers Program provides employment and training opportunities to youth and young adults. We can help you get a good paying job in the field of your interest, or we can help you explore different careers. We can also help you find a school and help pay for tuition and books for short-term training or up to a 2-year college program.

### Adult Protection Services

Adult Protection is federally mandated to investigate allegations of maltreatment and provide protective services to ensure the safety of vulnerable adults in Anoka County.

MN Reporting Center  
844-880-1574



### Family Caregiver Connection

Provides services and support to family caregivers of adults age 55 and older through group respite, caregiver support groups, 1:1 counseling, and community education.



Anoka County Government Center  
2100 3rd Ave, Suite 500  
Anoka, MN 55303  
763-324-1410 | F: 763-324-3960

### Partnership for Family Success

A voluntary, strength-based program that focuses on family directed goals and provides services to families at no cost.

#### Goals of the PFS program:

- Assist families in moving toward self sufficiency by providing case management
- Support families with their physical, mental and chemical health recovery
- Help families meet community and county obligations and reduce the need for multiple county services



*Working in partnership with families to improve lives now*



Anoka County Government Center  
2100 3rd Ave, Suite 500  
Anoka, MN 55303  
763-324-1410 | F: 763-324-3960



# Anoka County Behavioral Health & Adult Services

*Meeting People's Needs  
Through Quality Services*

## Mental Health Intake

Mental Health Intake is designed to provide children, teens and adults with voluntary mental health related services, such as:

- Early Intervention Services
- Information & Referral
- Eligibility determination for long-term MH Targeted Case Management

**Adult 763-324-1420 | F: 763-324-3640**  
**Children 763-324-1430 F: 763-324-3640**

## Prepetition & Forensic Services

Civil commitment is court-ordered treatment for persons who are mentally ill, chemically dependent, developmentally disabled or sexually dangerous. The prepetition screening team assesses requests for commitment & the process may result in the person being treated in a state-operated facility, community hospital or other community based treatment programs, including outpatient treatment.

763-324-1420 | F: 763-324-3650



**Anoka County Government Center**  
2100 3rd Ave, Suite 500  
Anoka, MN 55303  
763-324-1420 | F: 763-324-3640

## Children's Mental Health

Children's Mental Health Case Management assists children and teens with severe mental illness and their families get the help they need.



Case managers assess the child's needs and help connect the family to appropriate community resources, such as mental, educational, health, vocational, recreational, social, and other necessary services.

**For services contact**  
**Mental Health Intake**



**Rum River Human Service Center**  
3300 4th Ave. Building 9  
Anoka, MN 55303  
763-324-1430 | F: 763-324-3970

## Adult Mental Health

Adult Mental Health Case Management provides services to clients from both the voluntary intake team and those who have been civilly committed.

### Voluntary

Persons diagnosed with Serious & Persistent Mental Illness

### Civil Commitment

Commitments are for a period of 6 months, which can be extended if the situation warrants it.

- **Coordinate** needed services
- **Assist** with community resources
- **Ensure** continuity of case
- **Monitor & Evaluate** delivery, appropriateness and effectiveness of services

**For services contact**  
**Mental Health Intake**



**Rum River Human Service Center**  
3300 4th Ave. Building 9  
Anoka, MN 55303  
763-324-1610 | F: 763-324-3970



**WiFi** access 24/7 in the parking lots at all Anoka County Libraries  
Hotspots also available for checkout [tinyurl.com/ACLmobilehotspots](http://tinyurl.com/ACLmobilehotspots)

## LOCATIONS

**CENTENNIAL**  
100 Civic Heights Cir.  
Circle Pines, MN 55014  
763-324-1540

**CROOKED LAKE**  
11440 Crooked Lake Blvd. NW  
Coon Rapids, MN 55433  
763-324-1530

**\*JOHNSVILLE**  
12461 Oak Park Blvd. NE  
Blaine, MN 55434  
763-324-1550

**\*MISSISSIPPI**  
410 Mississippi St. NE  
Fridley, MN 55432  
763-324-1560

**NORTH CENTRAL**  
17565 Central Ave. NE  
Ham Lake, MN 55304  
763-324-1570

**\*NORTHTOWN**  
711 County Rd. 10 NE  
Blaine, MN 55434  
763-324-1510

**RUM RIVER**  
4201 6<sup>th</sup> Ave. NW  
Anoka, MN 55303  
763-324-1520

**\*ST. FRANCIS**  
3519 Bridge St. NW  
St. Francis, MN 55070  
763-324-1580

**\*LIBRARY LOCKERS**  
4 locations available daily  
4AM - 12AM  
Access with your library card  
- key FOB required after hours

## ON-THE-GO LOCATION

**ANDOVER YMCA  
COMMUNITY CENTER**  
15200 Hanson Blvd. NW  
Andover, MN 55304

**AFFILIATED LIBRARIES**  
Hours vary

**COLUMBIA HEIGHTS  
PUBLIC LIBRARY**  
3939 Central Ave. NE  
Columbia Heights, MN 55421  
763-706-3690

**ANOKA COUNTY  
HISTORY CENTER**  
2135 Third Ave. N  
Anoka, MN 55303  
763-421-0600

Visit [tinyurl.com/ACLEventcalendar](http://tinyurl.com/ACLEventcalendar) for free classes and events including art, STEM, author visits, book clubs, and more



**Reading Incentives for Students**  
Download the **Beanstack Tracker app**  
or visit [anokacounty.beanstack.org](http://anokacounty.beanstack.org)

- Track reading online and share book reviews all year long
- Earn digital badges during library seasonal challenges: Summer Adventures, Winter Reads, & Maud Hart Lovelace

Anoka County LIBRARY  
**Reading Bridge**  
[tinyurl.com/ACLReadingBridge](http://tinyurl.com/ACLReadingBridge)

For students reading below grade level in 1st, 2nd, and 3rd grade

Students are paired with a volunteer mentor for 8-12 weeks  
Sessions available in fall, winter, and summer



**Volunteer Opportunities for Teens**  
[tinyurl.com/ACLVolunteering](http://tinyurl.com/ACLVolunteering)

- Weekly volunteering opportunities:
- Materials Assistant
  - Tech Assistant
  - Reading Mentor
- 3 month minimum commitment required

**Looking for one-time or short-term volunteer commitment to fulfill school or other requirements? No application required!**  
Teens are encouraged to attend a Teen Service Opportunity event instead. Register online [tinyurl.com/ACLServiceCalendar](http://tinyurl.com/ACLServiceCalendar)



**Friends of Anoka County Library Used Book Sales**  
Find inexpensive, gently used books for the classroom

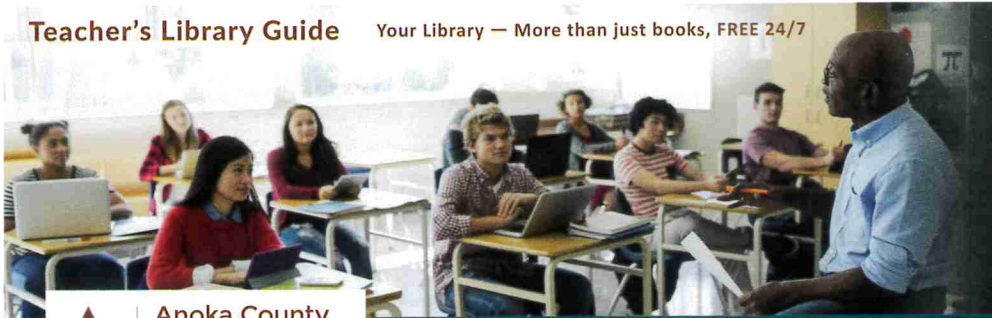
Books, movies, & music priced from .25 to \$2. All proceeds are donated back to the library for programs & services.

Check the event calendar for book sale events or mark your calendar for the 2<sup>nd</sup> Saturday of these months:

- January - Northtown Library
- May - Centennial Library
- October - Rum River Library

## Teacher's Library Guide

Your Library — More than just books, FREE 24/7



Anoka County  
LIBRARY

Ideas, Information, Inspiration.

[anokacountylibrary.org](http://anokacountylibrary.org)

### RESOURCES FOR STUDENTS



[tinyurl.com/ACLhelpnow](http://tinyurl.com/ACLhelpnow)

**Live Tutoring Online - 7 days a week**  
from 1PM - 11PM available in English & Spanish

**Submit Homework Questions**

**Writing Lab** submit essays for feedback

**College & Career Prep** PSAT/SAT, ACT, AP,  
& live FAFSA help



**Career Exploration**

**College Prep** practice exams & scholarship finder

**Trade School Exam Prep** cosmetology, CDL, EMT,  
electrician, real estate, healthcare technician, etc.

### eBooks | audiobooks | magazines



#### Features & Advanced Settings:

- Read a sample of the book before placing a hold
- Create tags, share titles with friends
- Dyslexic font
- Look up word definitions
- Export bookmarks, notes, & highlights



### RESOURCES FOR TEACHERS

**Library Partnerships & Visits**

Submit your request online  
[tinyurl.com/ACLoutreach](http://tinyurl.com/ACLoutreach)

Ask about **Digital Library Cards**

**Fine free** for all digital resources



**Sora App + Public Library CONNECT**

by Overdrive allows schools to connect students with age-appropriate eBooks and audiobooks in our collection with Public Library Connect.



### ONLINE RESOURCES

**Video Streaming Service** - Documentaries, instructional films & courses, independent films, and more. Most films on Kanopy include Public Performance Rights for use in class, with student groups, and at public events.



Look for the PPR icon.  
[tinyurl.com/ACLkanopy](http://tinyurl.com/ACLkanopy)

#### Online Databases & Resources

including *Britannica School*, *Primary Search* with articles organized by Lexile level, and *Points of View Reference Center* with 225 topics that present multiple sides of a current issue.

#### Learning Kits Dakotah & Ojibwe Curriculum

Ask a librarian how to check out materials from the American Indian Collection for elementary grades.



#### LANGUAGE LEARNING

ESL for Spanish, Arabic, Portuguese, Korean, Chinese, & Japanese speakers

Over 100 languages

[tinyurl.com/ACLtransparentlang](http://tinyurl.com/ACLtransparentlang)

rev081524

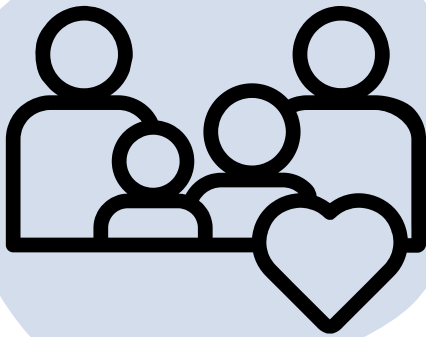
Back to School - Teacher halfsheet PRINT ver

# PARENTING INSIDE OUT



PARENTING INSIDE OUT PROVIDES TOOLS  
& SKILLS TO SUPPORT PARENTAL, CHILD,  
AND FAMILY RESILIENCE

- Participants must reside in Anoka County
- 12-week sessions begin each February and September
- Participant will be contacted upon receipt of referral form



*For justice-impacted parents OR  
parents of students in the Anoka County  
Juvenile Truancy Intervention Program*

12 WEEKLY SESSIONS WHERE  
PARENTS LEARN ABOUT:

- BONDING & CONNECTION BUILDING
- FAMILY IDENTITY
- COMMUNICATION
- CHILD GUIDANCE, RULES, & ENCOURAGEMENT
- PROBLEM SOLVING



EARN \$25 FOR  
COMPLETING  
COURSE



An Anoka County Public  
Health & MN Prison  
Doula Project Partnership

For referral form or questions, please  
contact Lori:

Lori.Blaukat@anokacountymn.gov  
Cell: 612-364-6135

# GET YOUR FUTURE STARTED



## OUR SERVICES



Career  
Planning



Education &  
Training  
Opportunities



Paid Work  
Experience &  
Internships



Individual  
Support &  
Resources

## APPLY TODAY



Ages 16-24

No Computer Access?  
Call 763-324-2284



[ANOKACOUNTYMN.GOV/JTCAPPLY](https://www.anokacountymn.gov/jtcapply)



763-324-2300



1201 89<sup>th</sup> Ave NE • Ste 2300  
Blaine MN 55434

An equal opportunity employer and service provider.  
For accessible formats of this publication, call 763-324-2300 or  
use your preferred relay service.

# Anoka County Crisis Services

**Are you having a  
mental health crisis?  
Call 763-755-3801**



## **Mental Health Mobile Crisis Response**

Providing 24/7 response for  
residents of Anoka County.



**canvas**  
HEALTH

# Anoka County Crisis Services

Canvas Health's Mobile Crisis Response Services provide immediate assistance to Anoka County residents who are experiencing a mental health crisis.

## Mobile Crisis Response

Crisis assessment, intervention, and short-term stabilization services are available via telehealth, in your home, at school, or in the community.

## Mobile Crisis Response Phone Line

To reach trained crisis counselors by phone, call (763) 755-3801

## 988 Suicide & Crisis Lifeline

To reach trained crisis counselors via text message, text 988.

## Call for emergency assistance if you or someone you care about is experiencing a crisis involving:

thoughts of wanting to harm self or others · panic  
hopelessness · mood swings · angry outbursts · anxiety  
hallucinations · depression · delusions · increased  
substance use · isolation · self-injury

## Fee Determination

Crisis services are covered by many private insurance plans. No one is turned away for inability to pay.

**In an immediate, life-threatening situation, go to the nearest hospital emergency room or call 911.**



canvas  
HEALTH

CanvasHealth.org

Anoka County Mobile Crisis Response: (763) 755-3801

Center for Mental Health and Addiction Care  
520 Osborne Rd NE, Suite 170 | Fridley, MN 55432

Bloomington | Coon Rapids | Cottage Grove  
Forest Lake | North Branch | Oakdale | Stillwater