

TRUANCY REVIEW TEAM PROCESS

Northern St. Louis County School Districts



The goal of the Truancy Review Team (TRT) is to act as a problem-solving group to help the student attend school and be successful.

School administrators use the following process as a guideline, and administrators may make adjustments based on individual circumstances. Administrators should contact St. Louis County Intake Screener (218-471-7333) for truant students under 12. Early intervention is best – the Screener may refer parents to a voluntary Parent Support Outreach Program.

Continuum of Truancy Interventions:

1. A school administrator follows up on unexcused absences per school policy – letters, phone calls, referral to support staff, etc.
 - a. If a student is on probation – contact the probation officer about unexcused absences.
 - b. A principal may ask a county attorney to send an information letter to the parent/household.
 - i. Virginia: Renae Darland (darlandr@stlouiscountymn.gov or 749-7101).
 - ii. Hibbing: Gayle Goff (goffg@stlouiscountymn.gov or 262-0158).
 - c. Document communications with parents/guardians and interventions taken on the **School Truancy Referral Form**. This form follows a student to a TRT meeting and court appearances (if applicable).
2. A school administrator contacts probation to schedule a TRT meeting after 3-5 unexcused absences.
 - a. TRT meeting locations generally include the Hibbing Courthouse and the Virginia Probation Office.
 - b. Meetings occur twice per month on set dates arranged by probation and social services representatives.
 - i. West range schools: Cindy Walker (walkerc@stlouiscountymn.gov or 262-0177).
 - ii. East range schools: Phillip Drobnick (drobnickp@stlouiscountymn.gov or 741-7687).
 - c. The school generates a letter that goes to the parent, with copies to the school principal, county attorney, probation officer, and social service contact.
 - i. Primary social service contact: Angela Denny (dennya2@stlouiscountymn.gov)
 - ii. Secondary social service contact: Annie Krohn (krohna@stlouiscountymn.gov)
3. A probation officer leads the TRT meeting and social services documents party issues and commitments on a **Truancy Review Team Plan**. All parties typically sign the plan.
 - a. Parties include the student, parent/guardian, probation, social services, and school administrator/staff.
 - b. A copy of the plan goes to the parent, school principal, county attorney, probation, and social service.
 - c. Social services may request parent/guardian to complete a medical release form.
4. A school administrator files a truancy petition if absences continue after a TRT meeting.
 - a. **Truancy petitions should be submitted by March 1st of each year.** Contact your county attorney if you have a petition to file after March 1st.
 - b. School administrators/staff are strongly encouraged to attend truancy court hearings.
5. If a truant student transfers, include truancy paperwork and attendance records with the record request.

Note:

Students in Hibbing, Chisholm, Cook, Orr and MIB students from Kinney & Buhl will go to the Hibbing courthouse (West Range). Other students will go to Virginia (East Range). South Ridge & Floodwood students go to Duluth. NLC students go to Virginia.