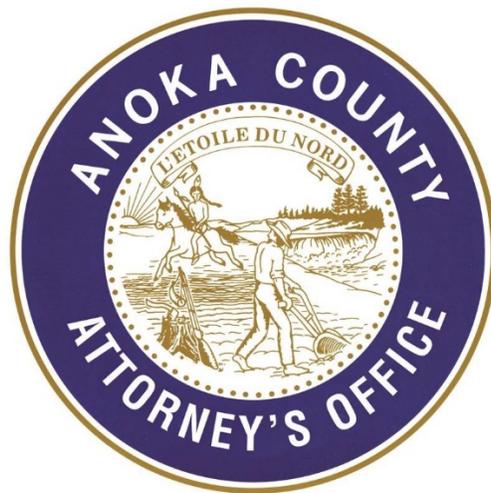


ANOKA COUNTY ATTORNEY'S OFFICE

TRUANCY INTERVENTION PROGRAM

GUIDE

2020-2021 SCHOOL YEAR

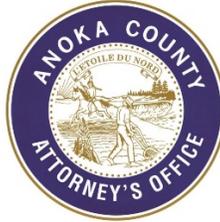


EMAIL: Alexandria.borowski@co.anoka.mn.us

WEBSITE: <https://www.anokacounty.us/3757/Truancy>

ANOKA COUNTY ATTORNEY’S OFFICE
TRUANCY INTERVENTION PROGRAM GUIDE

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ANOKA COUNTY ATTORNEY'S OFFICE

MAIN NUMBER: 763-324-5550

K. Alexis McKim

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763-324-5387
Alexis.McKim@co.anoka.mn.us

Alexandria Borowski

Truancy Coordinator
763-324-5413
Alexandria.Borowski@co.anoka.mn.us

CIBERLaw Help Desk

763-324-5500

ANOKA COUNTY JUVENILE CORRECTIONS

MAIN NUMBER: 763-324-4810

DIVERSION ATTENDANCE UPDATES

RS-CORRECTIONS-JUV-DIVERSION@CO.ANOKA.MN.US

Mary Evers, Juvenile Coordinator

763-324-4895
Mary.Evers@co.anoka.mn.us

**Erin Karnowski, Probation Officer –
Juvenile Diversion/ Court Unit**

763-324-4529
Erin.Karnowski@co.anoka.mn.us

**Abigail Oster, Corrections
Service Officer**

763-324-4893
Abigail.Oster@co.anoka.mn.us

COURT ADMINISTRATION

MAIN NUMBER: 763-760-6700

LEGAL INFORMATION RELATING TO SCHOOL ATTENDANCE

MINNESOTA STATUTE 120A.22 SUBD. 5(A): AGES AND TERMS

- Every child between seven and seventeen years of age must receive instruction unless the child has graduated. Every child under the age of seven who is enrolled in a half-day kindergarten, or a full-day kindergarten program on alternate days, or other kindergarten programs shall receive instruction. Except as provided under subdivision 6, a parent may withdraw a child under the age of enrollment at any time.

MINNESOTA STATUTE 120A.22 SUBD. 8(1) AND (2): WITHDRAWAL FROM SCHOOL

- Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.

MINNESOTA STATUTE 260C.007 SUBD. 6 (10): HABITUAL TRUANT

- "Child in need of protection services" means:
 - A child who is in need of protection because the child is without necessary education because the child's parent, guardian, or custodian is unable or unwilling to provide that care.
 - A child who is in need of protection or services because the child is a habitual truant.

INTERVENTION PROCESS

STEP I: SCHOOL CONTACT

School/Parent Intervention

- Meeting with the student and parent
- School level interventions that are available
- Peer counseling - daily or weekly check ins
- Contact with parent(s); Letter to parent(s)

STEP II: TRUANCY INTERVENTION PROGRAM MEETING (TIP)

School/Parent/County Attorney's Office Intervention

- Students age 12-17 ½
- Group meeting with parent(s) and student
- Information regarding consequences of continuing to truant
- School must have sent three-day notice letter to parent(s)
- School must have previously made contacts with parent(s) and student
- **Submit an online referral for TIP to the County Attorney's Office (CAO)**

Referral website: <https://excmprod.co.anoka.mn.us/crimesweb>

CAO will update school contact after TIP meeting to notify school of student's attendance:

Attended: If your student attended the meeting, there will be no further action from the CAO. We have asked parent(s) and student to reach out to the school to further discuss absence issues at the meeting.

Did Not Attend: If your student did not attend the meeting, we will notify the school contact. **We require that a school official make further contact with the parent(s) and student regarding not attending the meeting.**

STEP III: DIVERSION

School/Parent/ County Juvenile Corrections Intervention

- Letter sent to parent(s) and school
- Diversion hearing with student, parent(s), school official, and County Juvenile Probation Officer
 - Attendance contract:
 - Adjustments to improve behaviors at home
 - Mental/chemical health evaluation
 - Alternative educational planning
 - Loss of privileges
 - Discuss purpose of contract and potential court intervention
- **Submit online referral to the County Attorney's Office**
Referral website: <https://excmprod.co.anoka.mn.us/crimesweb>

STEP IV: COURT

Court Intervention

- For student's age 12-17 ½ years old
- The County Attorney's Office will submit a CHIPS Petition
- School official attends hearing
- **Submit online referral to the County Attorney's Office**
Referral website: <https://excmprod.co.anoka.mn.us/crimesweb>

TRUANCY INTERVENTION PROGRAM (TIP) MEETING

Minimum of 6 UNEXCUSED ABSENCES (1 or more period(s) unexcused on 6 different days)

The TIP meeting 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 and the importance of graduation from high school at a bare minimum. The meeting historically has been held at specific locations across the County in a large group style. For the current school year, all TIP meetings will be held virtually. Students are only eligible for TIP one time through age 12-17 ½.

STEPS:

- School has previously sent three-day parent notification letter as required by Minnesota Statute 260A.03 for students who have three unexcused absences.
- School will submit an online referral at: <https://excmprod.co.anoka.mn.us/crimesweb>
- If student is eligible for TIP, the CAO will send a letter to the parent(s) and student inviting them to a TIP meeting along with a TIP brochure.
- The CAO will notify the school of students who are scheduled for upcoming TIP meetings. **We encourage Assistant Principals, Deans, and other school officials to play an important role at this level of intervention by reaching out to the student and parent(s) about the upcoming TIP meeting their student has been invited to.**
- The CAO will update the school on their students attendance at the meeting.
- We require that for those students who did not attend the TIP meeting, that a school official make contact with the parent(s) and student whether that be an in-person meeting or phone contact and conversation about the status of the truant.

PLEASE NOTE:

The County Attorney's Office will NOT accept TIP referrals for:

- Students who are not Anoka County residents. Please be sure to verify residency to avoid any delays in processing your request.
- Students who have turned 17 and 6 months at the time you are referring to the TIP meeting.
- Students who have previously been referred to TIP, Diversion or Court.

TRUANCY DIVERSION REFERRAL PROCESS

Minimum of 9 UNEXCUSED ABSENCES

Upon receipt of completed referral, the County Attorney's Office will refer the matter, if appropriate, to Anoka County Juvenile Corrections. The next level of intervention prior to court is Diversion. The Anoka County Juvenile Corrections Department facilitates all diversion matters.

There are two types of 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 virtual meeting between the school, parents, child and Juvenile Probation Officer. Anoka County Juvenile Corrections will contact the school to schedule a diversion hearing or by a virtual hearing; a school official is expected be present at the meeting.

During the Diversion Hearing the Anoka County Juvenile Probation Officer will assess the student's underlying reason (driver) 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.

After the interview an evaluation is completed, and a Truancy Action Plan is established with the child. The child is under monitoring to attend everyday 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.
- Parents will make all attempts to get their child to school and follow the truancy action plan.
- Some of the examples on the truancy action plan, maybe to make adjustments to improve behaviors at home, mental/chemical health evaluation, alternative educational planning on parental consequences for behaviors.
- An additional might be required either virtually or in person to discuss the truancy action plan.

Diversion referrals will be accepted until the end of the current school year. **For ALL updates at the Diversion level** please contact Anoka County Juvenile Corrections at: 763-324-4810 or email: RS-Corrections-Juv-Diversion@co.anoka.mn.us.

COURT ACTION

Minimum of 14 UNEXCUSED ABSENCES

In the event a diversion contract/intervention have been attempted and the student continues to truant, court action is the final step.

- For student ages 12-17 ½, the school will submit an online referral to the CAO.
- Referral website: <https://excmprod.co.anoka.mn.us/crimesweb>

TRUANCY PETITION

Upon receiving the referral, the County Attorney's Office will process the referral and determine if the referral warrants a CHIPS Truancy Petition. If so, the CAO will draft a CHIPS – Truancy petition and file it with Court.

ADMIT / DENY HEARING

The School Official who reported the truancy (Contact Person on referral) will be named as a participant on the petition. The School Official will receive a notice of hearing of all hearings on the matter. The School Official should attend the court hearings and should notify the County Attorney's Office if they are ever unable to attend a hearing (Alexandria.Borowski@co.anoka.mn.us). At all hearings, the School Official should be prepared to address the Court regarding the juvenile's current attendance and progress in school. If the School Official is not able to attend the hearing, be sure to give a short update via email to the Truancy Coordinator, Alexandria Borowski.

ANOKA COUNTY ATTORNEY'S OFFICE

TRUANCY INTERVENTION PROGRAM GUIDE

Number of Days Unexcused Absent	School	Anoka County Attorney's Office
3 days	School mails mandatory 3-day principal's letter to parents	
4-5 days	School attempts personal contact with parents – phone calls, face-to-face meetings, notes sent home with student, email and texting.	
6 days	Initial Report – School submits an electronic referral through CIBERLaw.	TIP Meeting – Group meeting/ presentation facilitated by ACAO representative.
7-8 days	School attempts personal contact with parents – phone calls, face-to-face meetings, notes sent home with student, email and texting.	
9 days	2 nd Report – School submits an electronic referral through CIBERLaw.	<u>Diversion – Juvenile Corrections Letter</u> : sent home and to school notifying of truancy being reported. Diversion Hearing : formal meeting with student, parent(s), school official and probation officer.
10-13 days	Update Corrections if further trancies occur.	
14 days	Final Report – School submits an electronic referral through CIBERLaw.	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).

Alexandria Borowski, ACAO Truancy Coordinator: 763-324-5413 / Alexandria.Borowski@co.anoka.mn.us
 Erin Karnowski, Juvenile Probation Officer: 763-324-4893 / Erin.Karnowski@co.anoka.mn.us



Anoka County Attorney

TONY PALUMBO

Justice, Advocacy, Prevention.

Anoka County Truancy Referral User Request Form

Each person who will be submitting referrals needs to fill out and return the form to the email address listed at the bottom of this page. Last Name, First Name and Middle Initial (if any) are required. Note: The form only needs to be submitted if you are a **new user** to the Anoka Truancy Referral system, **or if you have changed schools.**

Outages and other situations that may affect your ability to submit referrals will be broadcast on the My Home page.

Once this completed form is received in the County Attorney's office, we will set up the user's account and forward instructions on using the Truancy Referral form. If you have any questions about account set-up or submitting referrals, please call our Help Line at **763-324-5500**, Monday through Friday, 8 a.m. to 4:30 p.m or send an email to RS-Atty-Tech@co.anoka.mn.us

Please return the completed form via email to Alexandria.Borowski@co.anoka.mn.us.

User information:

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Title: _____

Preferred Salutation: _____

Email Address: _____

Phone: _____

Name of School: _____

CIBERLAW LOGIN

ONLY electronic referrals will be accepted; if you do not have login credentials, please return a filled-out User Request Form to Alexandria Borowski (form can be found on the CAO webpage).

Please use the following link to avoid any delays in processing your request:

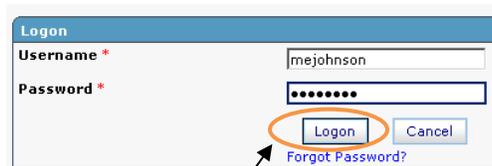
<https://excmprod.co.anoka.mn.us/crimesweb>

Note: Our referral system was developed using Internet Explorer; for best results when submitting truancy referrals, please use Internet Explorer.

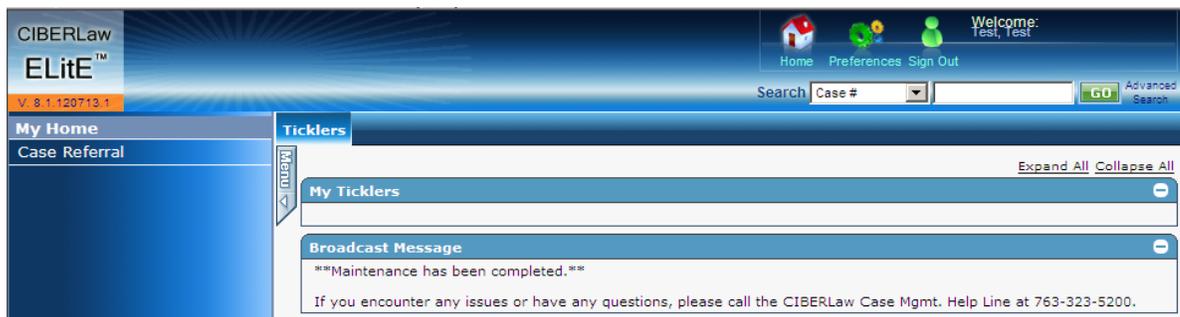
How to Logon to CIBERLaw – Entering Username & Password

Your initial Password will be sent to your email address when the administrator gives you permission to access the system. Your username is the first letter of your first and middle name plus the first 6 letters of your last name (as written on User Request form). If you don't list a middle name, the letter x will be used. So if you write your name as Joan Peterson, your username would be jxpeters.

- To Logon:**
- 1) Navigate to the Anoka County CIBERLaw website. (See above link)
 - 2) The CIBERLaw Logon screen will appear. Enter Your Username and Password and click **Logon**.



- 3) If you are a new user of the system, you will be prompted to change your password. Your password is case sensitive and will expire every 90 days. The password must contain at least one number (0-9), one lower case alpha character (a-z), one upper case alpha character (A-Z), and one special character (*, #, /, etc.). Passwords must be at least 6 characters in length and up to 10. Example: Tester2!
- 4) When the **My Home** screen appears, you have successfully logged onto CIBERLaw. Scheduled outages and other messages can be found in the Broadcast Message area of my Home.



APPENDIX A

TRUANCY REFERRAL MANUAL

2019-2020 SCHOOL YEAR

Note: While the referral form was developed for Internet Explorer, some users have had success using Mac computers & Google Chrome for submitting electronic truancy referrals. Please refer to the Truancy Referral Technical and Secure Email Information Sheet for details.

Helpful Telephone Numbers:

CIBERLaw Help Desk
763-324-5500

Anoka County Attorney's Office –
Alexandria Borowski (Truancy Coordinator)
763-324-5413

Anoka County Juvenile Corrections –
Erin Karnowski
763-324-4529

This manual is intended to cover the truancy referral process in detail.

IMPORTANT: 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 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

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Section 1: Getting Started

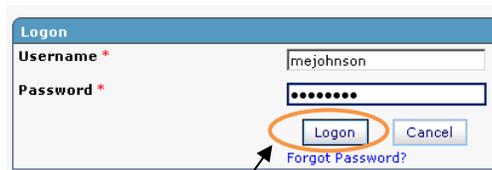
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- 1) Navigate to the Anoka County CIBERLaw website:

<https://excmprod.co.anoka.mn.us/crimesweb>

- 2) The CIBERLaw Logon screen will appear. Enter Your Username and Password and click **Logon**.



- 3) If you are a new user of the system, you will be prompted to change your password. Your password is case sensitive and will expire every 90 days. The password must contain at least one number (0-9), one lower case alpha character (a-z), one upper case alpha character (A-Z), and one special character (*, #, /, etc.). Passwords must be at least 6 characters in length and up to 10. Example: Tester2!
- 4) When the **My Home** screen appears, you have successfully logged onto CIBERLaw. Scheduled outages and other messages can be found in the Broadcast Message area of my Home.



Section 2: Truancy Referrals

Case Referrals are a way for external agencies to request services from the County Attorney's Office (CAO). The truancy referral form can be used to refer students to the Anoka County Attorney's Office for TIP, diversion, or court.

Navigating to the Case Referrals

- 1) Click on the **"Case Referral"** link on the left.



- 2) For the **Case Referral Type*** choose **Truancy** and click on the Continue button.



- 3) You are now ready to enter information onto the **Truancy Referral** screen.

Entering Case Referral Information

Remember... 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.

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 apart of the street name in all caps without punctuation.

Example: N, S, NW, SE.

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

Example: 123 Main Street, #1A

Starting at the top of the **Case Referral Screen**:

****For instruction purposes click on the “Expand All” on the top and right side of this screen.****



Tip

*

Any field with a red asterisk next to it is information required by the application and must be filled out to submit the referral.

Section A – Student Information

A screenshot of the 'Student Information' form within the 'Truancy Case Referral' application. The form is organized into several sections. The top section, titled 'Student', contains fields for Last Name, First Name, Middle Name, Suffix, DOB (with a 'Clear' button and a calendar icon), Current Grade, Student ID#, IEP? (checkbox), and Disability Notes (text area). Below this are fields for Gender, Race, Salutation, County of Residence (with a 'Search' button), ICWA Status, Tribe, Interpreter Needed (checkbox), and Language. A section titled 'Students in Grade 9-12 Only' includes fields for Credits Earned to Date, On Track to Graduate w/Class, and Required Credits to Graduate. At the bottom, there are three expandable sections: 'Student Address' with an 'Add Address' button, 'Student Phone' with an 'Add Phone' button, and 'Student Email' with an 'Add Email' button. Each section has a minus sign icon on the right side of its header.

Tab through the fields, entering the data available to you. All fields in this section are required to process the referral.

Note: Truancy by children under 12 years old should be referred to Social Services for investigation of educational neglect. Children who reside outside Anoka County need to be referred to the county of their residence.

Explanations:

Name – enter the student’s name using the Data Entry Format Standards (Page 4)

DOB – enter the student’s date of birth

Current Grade – enter the student’s current grade

Student ID# - enter the student’s school-assigned ID number.

0015541

IEP? - check the box if the student has an Individualized Education Program.

Disability Notes – enter any disability information in this section

Gender *– when a selection is made, the system will automatically fill **Salutation**

Race – enter the student’s race from the drop down list

County of Residence – this entry should be Anoka County, unless the student is covered under the McKinney Vento Homeless Assistance Act.

ICWA Status – the County Attorney’s Office uses this field to indicate whether the child is subject to the Indian Child Welfare Act – If unknown, please use that option.

Tribe – Please provide tribal affiliation information (tribe’s name and/or contact info) if you have it, and type “**Unknown**” if you know the child is Native American but do not know the child’s tribe.

This will help us to determine whether the child is subject to ICWA.

Interpreter Needed – check the box if the child needs an interpreter. If an interpreter is needed, a **Language** must also be selected.

Credit information – enter student’s information only if they are grade 9-12

Address – see detailed instructions in following pages.

Phone – see detailed instructions in following pages.

Email – see detailed instructions in following pages.

Entering Addresses

In this section you will add address information. You are able to add as many addresses as you have available; Home, an alternate address if they are staying with someone, P.O. Box, or even a temporary address. There is a note field available to record details about an address. Only one address is considered the "Mailing" address – the first address you enter for a person is "Mailing" by default.

Click on



Add Address

No Address

Address Type * <Select>

Address Line 1 *

Address Line 2

Address Line 3

Zip

City <Select>

County <Select>

State MN

Country * USA

Confidential

Mailing

Active

Note

Save Save & Add Cancel

Tip

Putting in a zip code and tabbing out of the field will result in the system automatically bringing back information for that zip code.

Only a 5 digit zip code is accepted.

Save will save the address.
Save & Add will save the address and open the fields to add another address.
Cancel will close the address screen and any data entered will be lost.

You must click Save for the last address entered, or click Cancel if you do not wish to save data entered for an address. If there are visible Save or Save & Add buttons anywhere on the referral, the referral's Submit button will not work.

Address Type * <Select>

- <Select>
- Home
- Business
- Alternate
- Mail
- RMS
- Temp

In some cases the 5 digit zip code will not be enough to determine the city or county automatically; CIBERLaw will then create a drop down box for you to choose the city or county. See example below.

Zip

City <Select>

County <Select>

- Andover
- Anoka
- Ramsey
- Nowthen
- Oak Grove

Once you have chosen the appropriate city or county, CIBERLaw will then fill in the other fields.

Entering Phone Numbers

In this section you are able to add phone information. CIBERLaw allows you to add as many Phone numbers as you have available; home, cell, pager, fax, other, business, RMS and/or TTY/TDD.

Click on

The screenshot shows a web interface for adding phone numbers. It features a 'Phone' tab with an 'Add Phone' button. Below this is a form with fields for 'Phone Type', 'Phone #', 'Extension', 'Confidential', 'Active', 'Primary', and 'Comments'. A dropdown menu for 'Phone Type' is open, showing options: Home, Cell, Pager, Fax, Other, Business, RMS, and TTY/TDD. At the bottom of the form are 'Save', 'Save & Add', and 'Cancel' buttons. Annotations include an arrow pointing to the 'Add Phone' button, an arrow pointing to the 'Save' button, and a callout box pointing to the 'Save' button.

Then add information available to you on this screen

You must click Save for the last phone entered, or click Cancel if you do not wish to save data entered for a phone. If there are visible Save or Save & Add buttons anywhere on the referral, the referral's Submit button will not work.

Tip
Remember: The roller on your mouse will change your selection in a drop down box!

Entering Email Addresses

Please do not enter an email address for any participants.

Section B – School Information Section 1

Tab through the fields, entering all data available to you in the Data Entry Format listed on Page 2.

Explanations:

Submitting Agency - enter the name of the school submitting the report.

Example:

School Year * - the school year should be two four-digit years with a hyphen.

Example:

Truancy Dates * – see detailed instructions in following pages.

Parent Notes * – enter details about parent's attitude and response to truancy.

Student/Parent Contact Dates – see detailed instructions in following pages.

Recommendations to Intake – enter the referral type (TIP, Diversion, Court)

Other Notes – enter any detailed information not addressed in other fields.

Entering Truancy Dates

You have two options for entering truancy dates. You can enter them one-by-one, filling in the Date of Unexcused Absence, indicating if the date was a Partial Day, and entering the Class Periods Missed if applicable, and saving each date one at a time. Or, you can use the calendar button to enter dates. See next page for directions on using the calendar function in our system.

Click on Calendar

The screenshot shows a web form titled "Truancy Dates" with a sub-section "Add Truancy Dates". The "Calendar" button is circled in orange. Other elements include an "Import Truancy Calendar Data" button, a "Date of Unexcused Absence" field with a "Clear" button and a calendar icon, a "Partial Day?" checkbox, and a "Class Periods Missed (list each period)" text area. At the bottom are "Save", "Save & Add", and "Cancel" buttons.

Then the Truancy Calendar displays.

The screenshot shows the "Truancy Calendar" interface. At the top, there are dropdowns for "Year" (2012) and "Month" (August). Below this is a calendar grid for August 2012, with columns for days of the week and rows for dates. Each date cell contains radio buttons for "Full day" and "Partial day". Navigation tabs for "Jul", "August 2012", and "Sep" are visible at the top of the grid. "Save" and "Cancel" buttons are at the bottom left. The footer includes "CIBERLaw ELitE™ V. 8.1.120713.1" and "Copyright © 2007 CIBER, Inc."

Explanations:

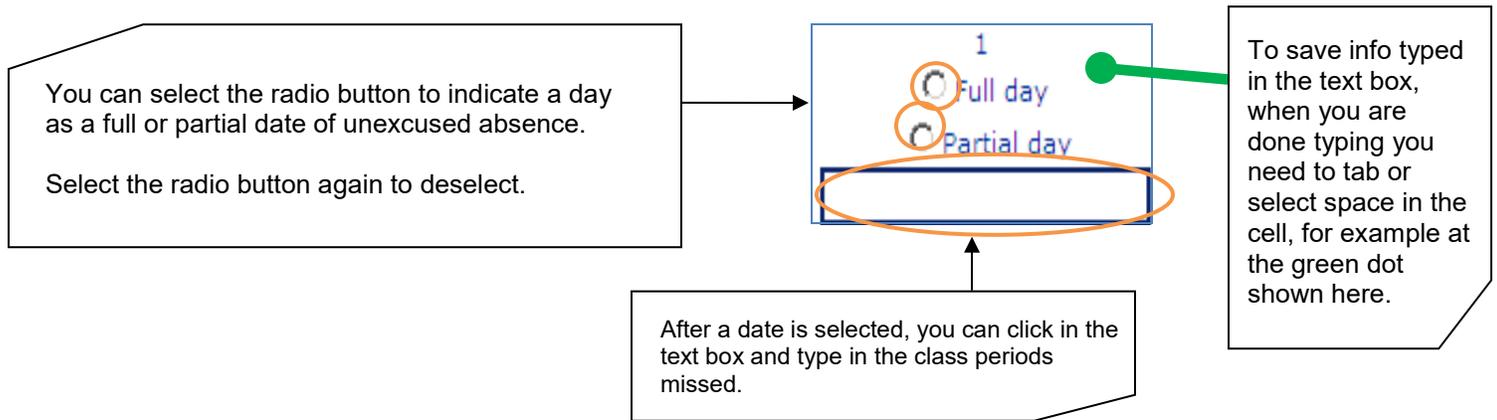
Navigation – You can change the month or year of the calendar by selecting the Year or Month from the dropdowns at the top or clicking the abbreviations for the adjacent months on the right and left sides of the calendar. Any selections you make on the calendar are “remembered” as you navigate to another month or year.

This close-up screenshot highlights the navigation controls. The "Year" dropdown is set to "2012" and the "Month" dropdown is set to "August". The "Jul" tab on the left and the "Sep" tab on the right are circled in orange. The calendar grid below shows the start of August 2012, with columns for Sunday through Saturday and dates 29, 30, 31, 1, 2, 3, 4.

Colors on the Calendar –Today’s date appears with a light turquoise background. Selected truancy dates have a dark turquoise background. Saturdays and Sundays have a light purple background. The calendar displays 6 full weeks at a time so there are dates that are visible for the previous and subsequent month, which appear in light gray, and are available for selection.

Making selections using the Calendar – To indicate days of unexcused absence, select dates by clicking on either the Full day or Partial day radio button. You cannot save future dates. When you select a date, the background color will change to dark turquoise. To deselect a date that was selected in error, click on the radio button again. For Partial Days you **must** enter the class periods missed in the text box below the radio buttons.

****See Note** In order for the information typed in a text box to be saved, you need to either tab out of the field or click on space in the cell (but not on a radio button or date number – see green dot in illustration).



Save your Calendar selections – When you are done making date selections, click the Save button in the lower left corner to save the Calendar information. The Truancy Calendar screen goes away and you return to the truancy referral. However, your Calendar selections do not appear in the truancy referral unless you complete the next step.



Then the Truancy Calendar screen goes away and you return to the referral screen.

Import your Calendar selections –To import your Calendar selections into the truancy referral, click on the Import Truancy Calendar Data button. The Truancy Dates Saved Successfully message appears in the upper right-hand corner of the screen, and the dates appear in the Truancy Dates grid.

Click on

The screenshot shows a form titled "Add Truancy Dates" with a blue header. It contains several input fields and buttons. The "Import Truancy Calendar Data" button is highlighted with an orange oval. Below it are fields for "Date of Unexcused Absence" (with a "Clear" button and a calendar icon), "Partial Day?" (with a checkbox), and "Class Periods Missed (list each period)" (with a text input field). At the bottom are "Save", "Save & Add", and "Cancel" buttons.

Then a confirmation message appears in the upper right corner, and your Calendar information appears in the Truancy Dates grid.

The screenshot shows a table titled "Truancy Dates" with a green banner in the top right corner that says "Truancy Date Saved Successfully". The table has five columns: "Date of Unexcused Absence", "Partial Day", "Class Periods Missed", "Edit", and "Delete". The data rows are as follows:

Date of Unexcused Absence	Partial Day	Class Periods Missed	Edit	Delete
05/07/2012	No		Edit	Delete
05/08/2012	No		Edit	Delete
05/09/2012	No		Edit	Delete
05/10/2012	No		Edit	Delete
05/11/2012	No		Edit	Delete
05/22/2012	Yes	1	Edit	Delete
05/24/2012	Yes	1	Edit	Delete
05/28/2012	Yes	1	Edit	Delete
05/03/2012	Yes	1	Edit	Delete
06/04/2012	No		Edit	Delete
06/06/2012	No		Edit	Delete
07/16/2012	No		Edit	Delete
07/18/2012	No		Edit	Delete
08/06/2012	No		Edit	Delete
08/07/2012	No		Edit	Delete

At the bottom of the grid is an "Add Truancy Date" button.

Working with the Truancy Dates grid –Now your Calendar selections appear in the Truancy Dates grid. By default, the truancy dates appear in order of entry. You can sort them by clicking on the **Date of Unexcused Absence** heading. You can also:

- Click the **Edit** link to edit an individual Date of Unexcused Absence, Partial Day indicator, or Class Periods Missed
- Click the **Delete** link to delete an individual truancy date
- Click the **Add Truancy Date** button to add more truancy dates
 - You can add additional dates one-by-one, or complete the Calendar process again
 - Beware of duplicates! If you pick a date that you have previously entered, it will create a duplicate entry.

Tip:

How many truancy dates are needed?

To refer a child to TIP: 6

To refer a child to Diversion: 9

To refer a child to Court: 14

A child only gets one chance at TIP. If the child has had an opportunity to attend TIP in the past, he or she is not eligible for TIP again. You can call Alexandria Borowski at 763-324-5413 if you have questions about eligibility, or just send in the referral and Alexandria will screen it.

Entering Student/Parent Contact Dates

If you have a system that automatically makes phone calls home for every instance of truancy, you do not need to create a Student/Parent Contact entry for each. You can just make a note in the **Other Contacts with Student or Parents Regarding Truancy** box that automated calls home are made for each occurrence of truancy.

You have two options for entering Student/Parent Contact Dates. You can enter them one-by-one, selecting the Contact Type, entering a Contact Note if desired, and entering the Contact Date, saving each date one at a time. Or, you can use the Calendar button to enter multiple dates for similar contacts. This section explores the new Calendar feature.

Select the **Contact Type** from the dropdown. (A Contact Type is required to use the Calendar and all of the dates you select using the Calendar will have this Contact Type.)

Student/Parent Contact Dates

Add Student/Parent Contact Dates

Contact Type * <Select>

Contact Note

Calendar Import Contact Calendar Data

Date * Clear

Save Save & Add Cancel

Contact Type * <Select>

Contact Note

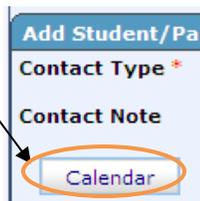
Calendar Import

Date * <Select>

- Letter to Parents
- Phone Call to Parents
- TIP Referral
- In Person
- Other

If you want, type a **Contact Note**. If you enter a note, the note will appear for all the dates you select using the calendar.

Click on



The Contact Calendar displays.

You can navigate the calendar like the Truancy Date Calendar.

Click the number of a date to select the date.

Contact Calendar

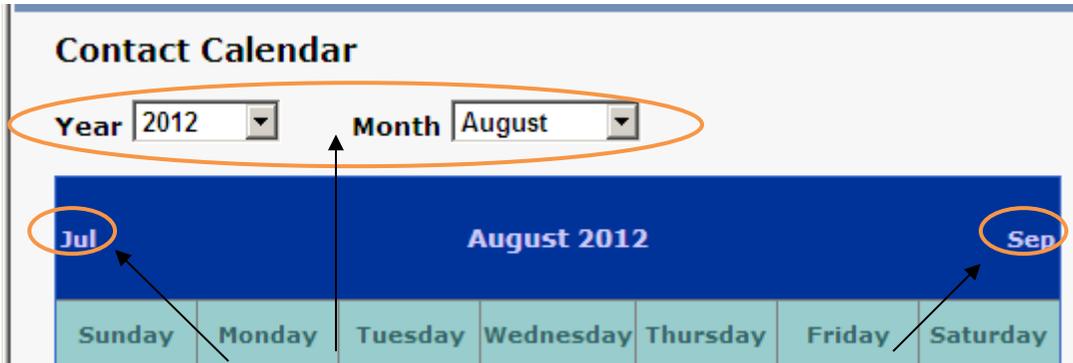
Year 2012 Month August

Jul August 2012 Sep

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Save Cancel

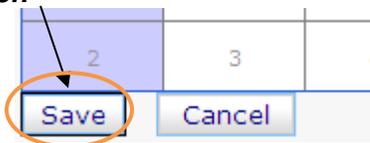
Navigation and Colors - The Contact Calendar looks very similar to the Truancy Date Calendar. Just like the Truancy Date calendar, you can navigate using the Year and Month dropdowns or the abbreviations for the adjacent months on the top left and right sides of the screen. When you navigate to other months, your selections are “remembered”.



Making selections using the Contact Calendar –Select contact days by clicking the number of the day. The day’s background color changes to dark turquoise when it selected. To deselect, click the number of the day again. We have a known bug that if there is only one date selected in the Calendar, it will not deselect – you can click **Cancel** and then click **Calendar** again if the first date you select is wrong.

Save your Calendar selections – When you are done making date selections, click the **Save** button in the lower left corner to save the Calendar information. The Truancy Calendar screen goes away and you return to the truancy referral. However, your Calendar selections do not appear in the truancy referral unless you complete the next step below.

Click on



Then the Contact Calendar screen goes away and you return to the referral screen.

Import your Calendar selections –To import your Calendar selections into the truancy referral, click on the **Import Truancy Calendar Data** button. The Contact Dates Saved Successfully message appears in the upper right-hand corner of the screen, and the dates appear in the Student/Parent Contact Dates grid.

Click on



A confirmation message appears in the upper right corner, and your Calendar information appears in the Student/Parent Dates grid.

Student/Parent Contact Dates			Contact Dates Saved Successfully	
Date	Contact Type	Notes	Edit	Delete
05/07/2012	Letter to Parents		Edit	Delete
06/04/2012	Letter to Parents		Edit	Delete
06/18/2012	Letter to Parents		Edit	Delete
06/25/2012	Letter to Parents		Edit	Delete
Add Contact				

Working with the Student/Contact Dates grid –Now your Calendar selections appear in the Student/Parent Contact Dates grid. You can now:

- Click the **Edit** link to edit an individual Contact Type, Notes, or Date
- Click the **Delete** link to delete a Student/Parent Contact Date
- Click the **Add Contact** button to add more contact dates
 - You can add additional dates one-by-one, or complete the Calendar process again
- Beware of duplicates! If you pick a date that you have previously entered, it will create a duplicate entry.

Section C – Parental Information – please add **all** parents/guardians to your referral.

Tab through the fields, entering the data available to you. If you don't know some information, you can leave it blank. At least one parent/custodian with Relationship to Truant, Name, Gender, Salutation, and Address required for each referral.

Explanations:

Relationship to Truant * - enter the parent/custodian's relationship to the student. Be as specific as you can. (Mother, Step-father, Grandmother, Legal Guardian)

Gender * – when a selection is made, the system will automatically fill **Salutation**

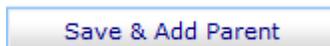
Race – select option from drop down list

Interpreter Needed– check the box if the parent needs an interpreter. If an interpreter is needed, a **Language** must also be selected.

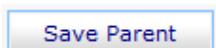
Address – if the address of the parent is the same as the student's, check the "Same as Student" checkbox and the student's address is copied for the parent. Or, if the parent's address is different from the student, click the Add Address button to add a new address (refer to the section on the student's address for detailed instruction on how to add a new address). **Please use our Data Entry Format Standard (see page 3)**

Phone – if the parent’s phone number is the same as the student’s, check the “Same as Student” checkbox and the student’s phone number is copied for the parent. Or, if the parent’s phone is different from the student, click the Add Phone button to add a new phone number (refer to the section on the student’s phone for detailed instruction on how to add a new phone number). You can add multiple phone numbers.

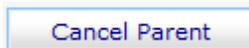
To add another parent/custodian, click



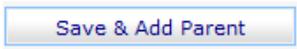
If you have added all the parents/custodians, click

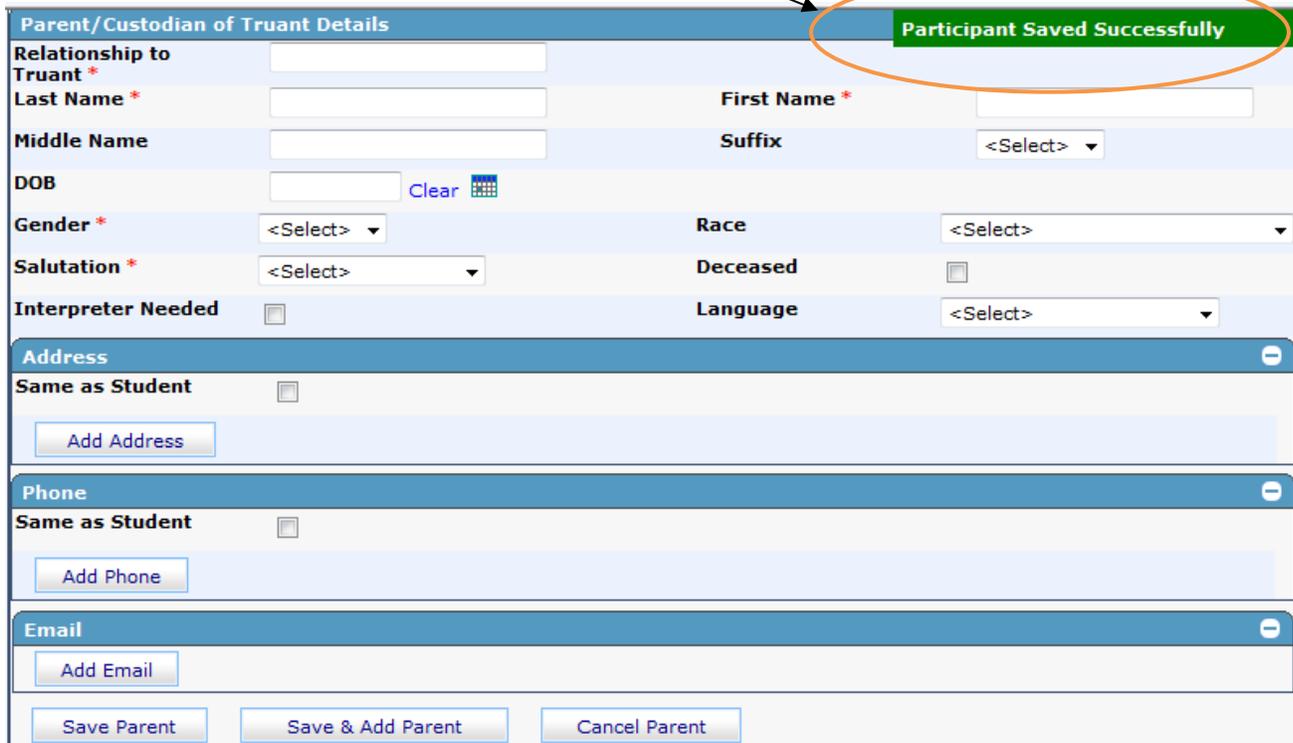


To cancel adding this parent/custodian, click



The Parent/Custodian screen will close (any data entered will be lost) and you will see a button to “Add Parent/Custodian”.

When you click on  you will see this message...



The screenshot shows the 'Parent/Custodian of Truant Details' form. At the top right, a green notification banner displays the text 'Participant Saved Successfully'. The form includes fields for 'Relationship to Truant', 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'DOB', 'Gender', 'Race', 'Salutation', 'Deceased', 'Interpreter Needed', and 'Language'. Below these are sections for 'Address', 'Phone', and 'Email', each with a 'Same as Student' checkbox and an 'Add' button. At the bottom, there are three buttons: 'Save Parent', 'Save & Add Parent', and 'Cancel Parent'.

you are now ready to add another parent/custodian.

When you click on  you will see the same green notification seen above.

Section D – School Information Section 2

This section contains the final information needed for the referral.

Explanations:

School Name* - select the child's current school from the dropdown

Coon Rapids High School

Contact Person Information* - see detailed instructions in following pages

Referral Notes – enter any other information you want to share that was not specifically addressed in the referral fields

Attachments – **Attach the current year attendance printout** - you can attach documents to your referral if the file type is recognized by our system (Word, Excel, .pdf, etc.) see detailed instructions in following pages

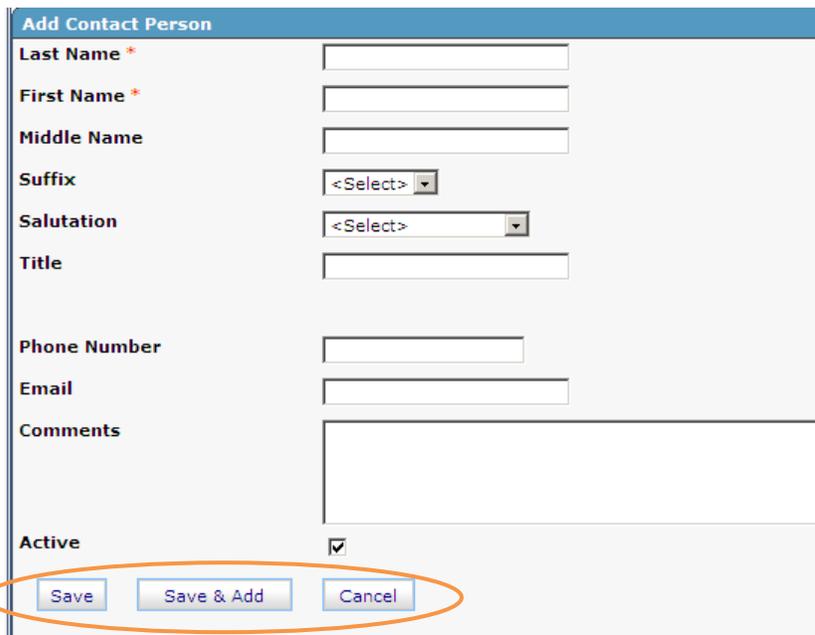
Entering Contact Person Information

The Contact Person is the school official who will appear in Court to testify to truancy dates if necessary. This is usually an assistant principal, dean, social worker, etc. Please provide the school official's name, title, and phone number. You can enter more than one Contact Person.

Click on



Then add
information about
the Contact
Person on this
screen



Add Contact Person

Last Name *

First Name *

Middle Name

Suffix

Salutation

Title

Phone Number

Email

Comments

Active

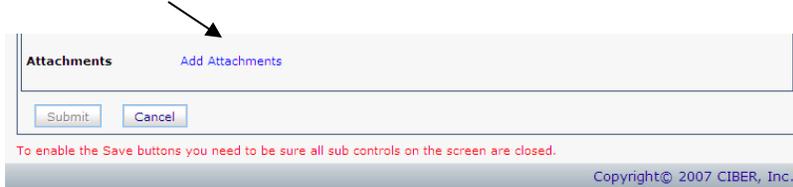
Save Save & Add Cancel

You must click Save for the last Contact Person entered, or click Cancel if you do not wish to save data entered for a Contact Person. If there are visible Save or Save & Add buttons anywhere on the referral, the main Submit button will not work.

Adding Attachments to the Referral

Please attach an attendance report to your referral. Attachments need to be of a configured file type, such as Microsoft Word, Excel, or Adobe pdf files. You will get an error message when you attempt to attach a file that is not of a configured file type.

Click on Add Attachments

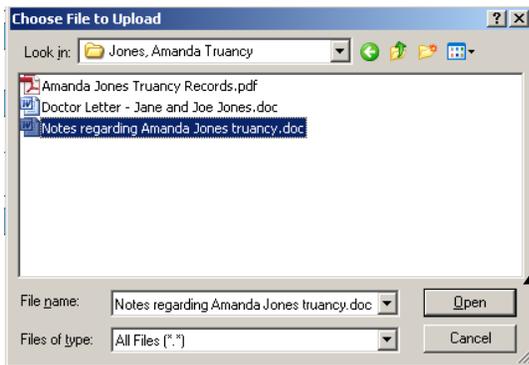


The File Name and Attach File fields display

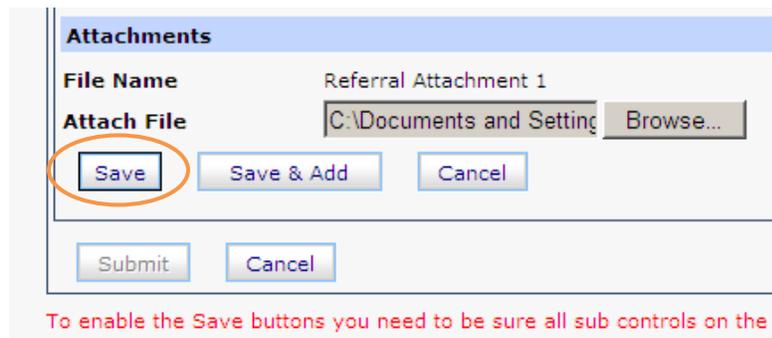
Click on Browse



In the Choose File to Upload popup, locate and select the file to attach and click **Open**.



The file path appears in the Attach File box, and you can click Save (or Save & Add if you have additional items to attach).



Once saved, the attachment appears in the Attachments grid as a link. You can click the link to view the attachment; click **Edit** to select a different document; or click **Delete** to remove the attachment from the referral. You can also click the **Add Attachments** link to add more attachments.

Attachments		
File Name	Edit	Delete
Attendance Record	Edit	Delete

Page 1 Records Per Page 10 ▾

Attachments [Add Attachments](#)

Submitting the Referral

To enable the Save buttons you need to be sure all sub controls on the screen are closed.

In order to submit the case referral to the County Attorney's Office you must first have all sub controls on the screen closed.

Sub controls have buttons to **Save**, **Save & Add**, or **Cancel**. 'Save' will save the data and close the sub control. 'Cancel' will close the sub control without saving data.

Examples of sub controls

When all sub controls have been closed the Submit button will no longer be faded and you will be able to click on it and submit the referral in its entirety. Once the referral has been submitted you cannot edit the referral.

Sample completed referral form ready for submission:

Truancy Case Referral

Student

Last Name	<input type="text" value="Jones"/>	First Name	<input type="text" value="Ashley"/>
Middle Name	<input type="text" value="Marie"/>	Suffix	<Select>
DOB *	<input type="text" value="08/08/1996"/> <small>Clear</small>	Student ID#	<input type="text"/>
Current Grade *	<input type="text" value="11"/>	Disability Notes	<div style="border: 1px solid gray; height: 40px;"></div>
IEP?	<input type="checkbox"/>	Gender *	<input type="text" value="Female"/>
		Race *	<input type="text" value="White, Non-Hispanic"/>
Salutation *	<input type="text" value="Ms."/>	County of Residence	<input type="text" value="Anoka"/> <small>Search</small>
ICWA Status	<input type="text" value="No"/>	Tribe	<input type="text"/>
Interpreter Needed	<input type="checkbox"/>	Language	<Select>

Students in Grade 9-12 Only

Credits Earned to Date	<input type="text"/>	Required Credits to Graduate	<input type="text"/>
On Track to Graduate w/Class	<input type="text"/>		

Student Address

Address Type	Confidential?	Address	Mailing	Is Active?	Create User (Date)	Update User (Date)	Edit	Delete
Home		1888 Rose Street, Coon Rapids, MN, USA, 55448, Anoka	Yes	Yes	LeVesseur, Wendy K. (08/13/2012)	LeVesseur, Wendy K. (08/13/2012)	Edit	Delete

Student Phone

Phone Type	Confidential?	Phone Number	Ext	Comments	Is Active?	Is Primary?	Create User (Date)	Update User (Date)	Edit	Delete
Home		(651)488-7777			Yes	Yes	LeVesseur, Wendy K. (08/13/2012)	LeVesseur, Wendy K. (08/13/2012)	Edit	Delete

Student Email

Submitting Agency	<input type="text" value="Coon Rapids High School"/>
School Year *	<input type="text" value="2012-2013"/> <small>Format as: #### - ####</small>

Truancy Dates				
Date of Unexcused Absence	Partial Day	Class Periods Missed	Edit	Delete
05/07/2012	No		Edit	Delete
05/15/2012	No		Edit	Delete
05/17/2012	No		Edit	Delete
05/28/2012	No		Edit	Delete
05/21/2012	Yes	1	Edit	Delete
06/04/2012	No		Edit	Delete
06/05/2012	No		Edit	Delete
06/06/2012	No		Edit	Delete

Add Truancy Date

Total Days of Excused Absences **Parent Notification of Filing Referral**

Parent Notes (Attitude toward truancy, response to letters, meetings, calls, etc.)
 * No response

Services Offered/Interventions

Parent Refused Services

Other Concerns RE: Family (such as frequent moves, changes in schools, homelessness, truancy issues with siblings, etc.)
 Brother also has truancy issues

Student/Parent Contact Dates				
Date	Contact Type	Notes	Edit	Delete
05/18/2012	Letter to Parents		Edit	Delete
06/06/2012	Letter to Parents		Edit	Delete

Add Contact

Other Contacts with Student or Parents Regarding Truancy
 Automated phone calls made home for each incidence of truancy

Concerns Regarding Student (e.g. special needs, mental health, chemical health, behavioral, running, other concerns)

Recommendations to Intake
 TIP Referral

Other Notes

Parent/Custodian of Truant				
Name	Relationship to Truant	Intrpr Needed	Edit	Delete
Jones, Alicia	Mother		Edit	Delete
Hernandez, Alex	Stepfather		Edit	Delete

Add Parent/Custodian

School Anoka-Hennepin ISD #11

School Name * District

Contact Person Information

Contact Person	Title	Phone Number	Email	Active	Create User (Date)	Update User (Date)	Edit	Delete
Johnson, Terry	Assistant Principal	(763)506-7120		Yes	LeVesseur, Wendy K. (08/13/2012)	LeVesseur, Wendy K. (08/13/2012)	Edit	Delete

Attendance Clerk Phone #

Notes

Referral Notes

Attachments

File	Delete
Referral Attachment 1	Delete

Page 1 Records Per Page 100

Attachments [Add Attachments](#)

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To Submit:

School Anoka-Hennepin ISD #11

School Name * District

Contact Person Information

Contact Person	Title	Phone Number	Email	Active	Create User (Date)	Update User (Date)	Edit	Delete
Johnson, Terry	Assistant Principal	(763)506-7120		Yes	LeVesseur, Wendy K. (08/13/2012)	LeVesseur, Wendy K. (08/13/2012)	Edit	Delete

Attendance Clerk Phone #

Notes

Referral Notes

Attachments

File	Delete
Referral Attachment 1	Delete

Page 1 Records Per Page 100

Attachments [Add Attachments](#)

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Click on 

You may receive an Error Summary if you are missing required information. See example below.

Field	Error Message
Parent Notes (Attitude toward truancy, response to letters, meetings, calls, etc.)	Parent Notes (Attitude toward truancy, response to letters, meetings, calls, etc.) is required.

Copyright © 2007 C1250-1

Error Summary

Tip
You can click on the red error message text to have the cursor go to the field that has the error, so you can quickly make the correction.

Correct the missing information and click on  again. Do not move off of the referral screen until you have submitted the referral form or you will lose the data that you have entered.

If submission is successful, case referral screen will disappear and go back to the case referral screen.

Section 3: Confirmation

After a referral is submitted, a secure email will be sent to you with a referral number (see sample below). To view the secure email message, either click on the Open Message box or the Open Message link. You will need to register to view your secure email. For further instructions, please see the Truancy Referral Technical and Secure Email Information Sheet.

secure: Truancy Referral 1002837 Submitted to County Attorney's Office



New ZixCorp secure email message from Anoka County Secure Email

Open Message

To view the secure message, click Open Message.

The secure message expires on Sep 19, 2012 @ 06:05 PM (GMT).

Do not reply to this notification message; this message was auto-generated by the sender's security system. To reply to the sender, click Open Message.

If clicking Open Message does not work, copy and paste the link below into your Internet browser address bar.

https://web1.zixmail.net/s/e?b=anoka_county&

Sample referral snapshot:

V. 8.1.120713.1

Truancy Case Referral										
Student										
Last Name	Jones			First Name	Ashley					
Middle Name	Marie			Suffix						
DOB	08/08/1996			Current Grade	11			Student ID#		
IEP?	No			Disability Notes						
Gender	Female			Race	White, Non-Hispanic					
Salutation	Ms.			County of Residence	Anoka					
ICWA Status	No			Tribe						
Interpreter Needed	No			Language						
Students in Grade 9-12 Only										
Credits Earned to Date				Required Credits to Graduate						
On Track to Graduate w/Class										
Student Address										
Address Type	Confidential?	Address			Mailing	Is Active?	Create User (Date)	Update User (Date)	Edit	Delete
Home		1888 Rose Street, Coon Rapids, MN, USA, 55448, Anoka			Yes	Yes	LeVesueur, Wendy K. (08/13/2012)	LeVesueur, Wendy K. (08/13/2012)	Edit	Delete
Student Phone										
Phone Type	Confidential?	Phone Number	Ext	Comments	Is Active?	Is Primary?	Create User (Date)	Update User (Date)	Edit	Delete
Home		(651)488-7777			Yes	Yes	LeVesueur, Wendy K. (08/13/2012)	LeVesueur, Wendy K. (08/13/2012)	Edit	Delete
Student Email										
Submitting Agency	Coon Rapids High School									
School Year	2012									
	2013									
Truancy Dates										
Date of Unexcused Absence	Partial Day			Class Periods Missed			Edit	Delete		
05/07/2012	No						Edit	Delete		
05/15/2012	No						Edit	Delete		
05/17/2012	No						Edit	Delete		
05/28/2012	No						Edit	Delete		
05/21/2012	Yes			1			Edit	Delete		
06/04/2012	No						Edit	Delete		
06/05/2012	No						Edit	Delete		

When the County Attorney's Office processes your referral, you will receive a secure email letting you know that a referral was accepted or declined. If the referral was accepted, you will be given the case number (example: TR-2020-XXXXX) for the referral that you can reference in future contacts with the County Attorney's Office. If the referral was declined, your email will include the reason for the declination.

Required Fields Truancy Referrals 2019-2020 School Year

Initial Referral –

The following information is required when completing the referral form:

A. Student Section

- Students Name and Date of Birth
- Current Grade
- IEP / Disability Notes
- Gender/Salutation
- County of Residence p
- ICWA Status / Tribe
- Interpreter Needed / Language
- Credit information (9-12th grade only)
- Student Address
- Student Phone Number

B. School Information Section 1

- Submitting Agency
- School Year
- Dates of Unexcused Absence – no tardies!
- Parent Notes
- Services offered/Interventions
- Student /Parent Contact Dates

C. Parent Information

- Relationship to Truant
- Parent Name
- Gender / Salutation
- Race
- Interpreter Needed / Language
- Parent Address
- Parent Phone Number

D. School Information Section 2

- School Name – if your school is not listed, please call 763-324-5500
- Contact Person (school official responsible for attending Court)

E. Referral Notes

F. Attachments

- Attendance report

Submit: If the submit button is grayed out and not active – make sure all sections of the screen have been saved.

Secure email:

The response that you receive back from the application will come back via secure email. The snapshot of the information that you submitted to us very likely has private data on it so sending it via secure email covers both the county and schools' data privacy issues. We have also attached instructions on how to set up your account. (You only need to do this once.) See the Truancy Referral Technical and Secure Email Information Sheet for details.

APPENDIX B

Update Electronic Referral Instructions

Once you have submitted a full initial truancy referral to the ACAO through the electronic referral form, or all additional updates for the current school year, you may fill out an Update referral. Meaning you only need to enter the necessary information to submit the referral rather than complete the form in its entirety. The following are required to submit a referral:

Truancy Case Referral

Last Name **First Name**

Middle Name **Suffix**

DOB * Clear

Current Grade * **Student ID#**

IEP? **Disability Notes**

Gender * **Race ***

Salutation * **County of Residence**

ICWA Status **Tribe**

Interpreter Needed **Language**

Students in Grade 9-12 Only

Credits Earned to Date **Required Credits to Graduate**

On Track to Graduate w/Class

Student Address

Student Phone

Student Email

Submitting Agency

If Push, Give Reason

School Year * Format as: #### - ####

Truancy Dates

Add Truancy Dates

Date of Unexcused Absence * Clear

Partial Day?

Class Periods Missed (list each period)

Total Days of Excused Absences

Parent Notes (Attitude toward truancy, response letters, meetings, calls, etc.) *

Services Offered/Interventions

Parent Refused Services

Please enter specific intervention actions taken by school along with the date and the result.

**** If a student was invited to TIP during the current school year and Did Not Attend the meeting. We require that the school make in-person contact with the student and/or parents to address attendance barriers.**

Other Concerns RE: Family (such as frequent moves, changes in schools, homelessness, truancy issues with siblings, etc.)

[Empty text area]

Please enter all additional Student/Parent Contacts. The referral will not submit if you do not enter this information.

Student/Parent Contact Dates

Add Student/Parent Contact Dates

Contact Type *

Contact Note

Date *

Other Contacts with Student or Parents Regarding Truancy

[Empty text area]

Concerns Regarding Student (e.g. special needs, mental health, chemical health, behavioral, running, other concerns)

[Empty text area]

Recommendations to Intake

[Empty text area]

Other Notes

[Empty text area]

Parent/Custodian of Truant

Parent/Custodian of Truant Details

Relationship to Truant *

Last Name * First Name *

Middle Name Suffix

DOB

Gender * Race

Salutation * Deceased

Interpreter Needed

This information is not required, unless there's an updated address or parent information. If there is none, you must click "Cancel Parent" to close the sub-control before you will be able to submit the referral.

Address

Same as Student

Phone

Same as Student

Email

School

School Name * **District**

Person Information

Attendance Clerk Phone #

Notes

Referral Notes

Please note that this is an update referral, the upcoming court date if there is one and the TR case number associated with your referral.

Attachments [Add Attachments](#)

SUMMARY

Required Fields on Update Referral:

- Student's Full Name & DOB
- Submitting Agency (what school are you referring from)
- School Year
- Truancy Dates
- Services Offered/Interventions (NEW since initial referral)
- Student/Parent Contacts
- Updated parent information if applicable, or click "Cancel Parent"
- School Name
- Contact Person (School official responsible for attending Court)
- Referral Notes (Note Update referral, Court date, TR case #)

Please keep in mind that while many portions of the form are not required, any additional info included on the referral will be very helpful to determine how to handle the case in regard to diversion and in court.

Once a petition has been filed with court, we do not need attendance updates until just prior to the hearing. If you're ever unsure where a case is at or if you should be sending us updated attendance, please call Alexandria (763-324-5413) and she would be more than happy to look it up for you!

APPENDIX C

Truancy Referral Technical and Secure Email Information Sheet

For assistance, call the Anoka County Attorney's Office
CiberLaw Truancy Referral Helpline at **763-324-5500**.

User Name and Password

When a user's account is created, we will notify the user of their Username and the CIBERLaw website address. The user will also receive a system generated email from ELitESysAdmin@co.anoka.mn.us with their temporary password. The user will be prompted to change their password upon login.

If you have forgotten your password, click on the 'Unlock Account and Reset Password' link located on the login screen. You will be prompted to submit your username, whereupon you will receive a system generated email from ELitESysAdmin@co.anoka.mn.us with a temporary password. After logging in with the temporary password, you will be required to create a new password (entered twice).

- Passwords are case sensitive and will expire every 90 days.
- The password must contain at least one number (0-9), one lower case alpha character (a-z), one upper case alpha character (A-Z), and one special character (*, #, /, etc.).
- Passwords must be at least 6 characters in length and up to 10. Example: Tester2!

Browser Tips

Users should not leave the Truancy Referral page until they have completed and submitted the referral as this will result in a loss of data. If you need to access the Internet while you have a truancy referral in progress, go to browser menu and select File + Open New Session (not new window) and your existing CIBERLaw session will not be affected.

Computer Settings

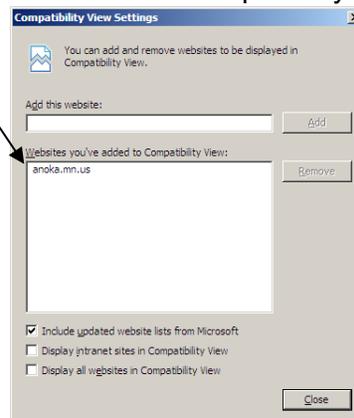
Recommended screen resolution: 1024 x 768 or higher. Note: Depending on your resolution and monitor, not all windows or screens may display as shown in the screenshots. You may need to use the horizontal or vertical scrollbars.

CIBERLaw was developed to use Internet Explorer as the web browser and, if available, we recommend using Internet Explorer. Some users have had success submitting Referrals using a MAC and Google Chrome. See page 2 for details.

Internet Explorer 8, 9, 10 or 11 - Settings Needed for Truancy Referral Intake

On the Internet Explorer Menu bar:

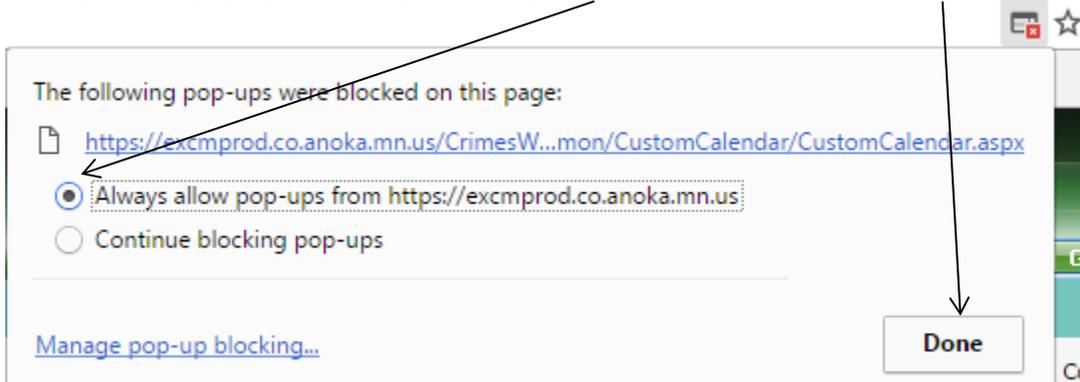
1. Select Tools + Compatibility View Settings: add anoka.mn.us as a website for Compatibility View. Click on Close button.
2. Also, Internet Explorer Pop-up blocker needs to be turned off.



SUBMITTING A TRUANCY REFERRAL USING A MAC WITH GOOGLE CHROME

Truancy referrals have been successfully submitted using a MAC and Google Chrome. Google Chrome needs to be configured to allow pop-ups. Some items on the referral screen are out of alignment but the referrals are submitted and received successfully. See screen shots below for configuration and alignment issues.

In Google Chrome, pop-ups need to be allowed. When you are in the truancy referral form and you receive the message "Pop-Up Blocked"; click on that message in the address bar and check "Always allow pop-ups from https://excmprod.co.anoka.mn.us" and click Done.



Some items may be out of alignment. For example, the calendar icon is below the Date of Unexcused Absence instead of next to the clear button.

MAC using Google Chrome:

PC using Internet Explorer:

Another example is column headings may not be aligned in grids:

MAC using Google Chrome:

Date of Unexcused Absence	Partial Day	Class Periods Missed	Edit	Delete
10/09/2012	Yes	1	Edit	Delete
10/11/2012	Yes	2	Edit	Delete
10/12/2012	Yes	1	Edit	Delete
10/10/2012	No		Edit	Delete
10/08/2012	No		Edit	Delete

PC using Internet Explorer:

Date of Unexcused Absence	Partial Day	Class Periods Missed	Edit	Delete
11/06/2012	Yes	1	Edit	Delete
11/07/2012	No	1,2,3,4,5,6,7,8	Edit	Delete
11/08/2012	Yes	1,2,3	Edit	Delete

Anoka County Secure Email Message (ZIX)

(https://web1.zixmail.net/s/e?b=anoka_county&)

Note: the screen shots may not match exactly what you see depending on your email provider but the functionality should be the same.

A new ZIXCorp secure email message is sent to you after your referral has been submitted. The subject of this email is 'secure: Truancy Referral xxxxxx Submitted to County Attorney's Office'. To view the secure email message, click on the Open Message box or the Open Message link inside the email within 30 days of receiving the email. + *The secure email message will expire 30 days after it was created and will be deleted from the message center.*

secure: Truancy Referral 1002838 Submitted to County Attorney's Office

elitesysadmintest@co.anoka.mn.us Add to contacts 1:09 PM
To: clcmtest@outlook.com

New ZixCorp secure email message from Anoka County Secure Email

Open Message

To view the secure message, click Open Message.

The secure message expires on Sep 19, 2012 @ 06:09 PM (GMT).

Do not reply to this notification message; this message was auto-generated by the sender's security system. T

If clicking Open Message does not work, copy and paste the link below into your Internet browser address bar.

https://web1.zixmail.net/s/e?b=anoka_county&

Subject: secure: Truancy Referral xxxxxx Submitted to County Attorney's Office

Click the Open Message Box or the Open Message link to open your secure message.

Date secure message expires.

If this is your first time to view a secure message, you will need to register your account (done once); if you have already registered your account, skip to Signing in and Viewing your Secure Email on page 3.

Register your Account (done once)

When you click on the Open Message box or the Open Message link and you haven't registered your account, you will be prompted to register. Enter a password and then re-enter the password to confirm. Click the Register button.

- Note: this password is separate from the password you use to access the County Attorney's CIBERLaw Case Management referral system.

Anoka County Secure Email Registration - Windows Internet Explorer

https://web1.zixmail.net/s/e?b=anoka_county&

Anoka County Secure Email Message Center

Register Account
Register below for your mailbox to send and receive secure messages.

Email Address: clcmtest@outlook.com

Password:

Re-enter Password:

Cancel Register

Password Rules
Passwords must be at least 6 characters in length, and meet 2 of the following conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character, such as: ~!@#%&

Want to receive your secure messages directly in your inbox? [Learn more](#)

For Customer Support, email us at helpdesk@co.anoka.mn.us

To register your account:

- 1) Enter a password following the password rules.
- 2) Click the Register button.

Signing In and Viewing your Secure Email

You will need to sign in to the Anoka County Secure Email Message Center to view your secure email. Your email address should already be displayed. Enter your password and click on the Sign In button. If you have forgotten your password, click the Reset button. *Note: After 3 unsuccessful sign-in attempts, your account is locked and an email is automatically sent to you with instructions on how to reset your password.*

Anoka County
Secure Email Message Center

Welcome to the Anoka County Secure Email Message Center

Email Address: clcmtest@outlook.com

Password: [masked]

Sign In

Forgot your password? **Reset**

New to secure email? **Register**

Need more assistance? **Help**

Enter your password for your Anoka County Secure Email account.

Click Sign In

Forgot your password? Click Reset

After you have signed in, your secure email message displays:

Anoka County
Secure Email Message Center

Inbox | Sent Mail

Reply | Reply All | Delete | More Actions

clcmtest@outlook.com **Sign Out**

Last Sign In: Aug 20, 2012 3:26 PM

Received: Aug 20, 2012 1:09 PM
Expires: Sep 19, 2012 1:09 PM
From: elitesysadmintest@co.anoka.mn.us
To: clcmtest@outlook.com
Cc:
Subject: secure: Truancy Referral 1002838 Submitted to County Attorney's Office

Attachments: 8d53976d-3fc1-4ab5-ba0e-15c74dd07527 Snapshot.html

The County Attorney's Office has received the attached referral which has been assigned referral number 1002838. When the County Attorney's office has reviewed the referral, you will be contacted again. If you have any questions or concerns, please contact the County Attorney's office.

Please do not reply to this email address as it is not monitored.

This message was secured by ZixCorp(R).

Actions: Do not reply to this email as the email address is not monitored. If you have questions, please call the CIBERLaw Truancy Referral Help Line at 763-324-5500.

Sign Out

Email Expiration: date the email will be deleted (30 days after the email was created).

Truancy Referral No: Use this number to track your referral. If the referral is accepted, you will receive another email referencing this number along with the assigned County Attorney case number.

Snapshot: The attachment is a snapshot of what you submitted in your Truancy referral. To open, click on the link and you will be prompted to either open or save the file.