

School Attendance Matters
PROGRAM OVERVIEW & REFERRAL PROCEDURES

- Each step must be completed in order before moving on, regardless of the number of absences accrued.
- Referrals should be based on the current year's attendance only. Absences do not carry over between school years.

Unexcused Absences (≥ 3 hrs missed/day = 1 full day)	Step	School Responsibility	RCAO Responsibility
1-5 days	Alert Letter	Send an attendance alert letter to the family, warning that a SAM referral will be made if attendance does not improve.	
5 days	<i>SAM Step 1:</i> Information Meeting	Submit the SAM Referral Form . After receiving your copy of the notice, call to remind the family of the meeting 1-2 days beforehand, and/or hand-deliver the letter to each student.	The family will be notified via letter or email that a referral has been made and an Information Meeting is required. A specific meeting date and time will be offered, but the link to an online video and a list of alternate dates will be included for the family's convenience. A copy of the notice will be sent to the school to serve as confirmation that the referral has been processed.
5-10 days	In-School Contract	Meet with the family and complete an In-School Attendance Contract .	
10-15 days	<i>SAM Step 2:</i> School Attendance Review Team (SART) Meeting	Submit the SAM Referral Form . After receiving your copy of the notice, call to remind the family of the meeting 1-2 days beforehand, and/or hand-deliver the letter to each student. Have a representative from the school present at the SART meeting.	The family will be notified via letter or email that another referral has been made, and of the date, time, and location of the SART Meeting they must attend. A copy of the notice will be sent to the school to serve as confirmation that the referral has been processed. <i>For students under 12, a referral will be made to Child Protection.</i>
15+ days	<i>SAM Step 3:</i> Petition	Complete and submit the SAM Referral Form . <i>For students under 12, more information may be requested from the school including detailed academic information, behavioral history, and attendance history.</i>	An attorney will review the referral for charging, and file a petition when appropriate.



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Referral Form Instructions

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

- Students do start over at Step 1 when they turn 12 years old and move from Educational Neglect to Truancy.

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

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

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

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