

Ramsey County Attorney's Office
Truancy Intervention Program Referral Form

Phone: 651-266-3135

This form is to be completed when the student has 5 or more unexcused absences and an alert letter has been sent.

Mail Completed Form To: Renee Mechelke
Ramsey County Attorney's Office
50 W. Kellogg, Suite 315
St. Paul, MN 55102

-or-

FAX To: 651-266-3048

Student Information

Student Name _____ Date of Birth _____ Age _____

Gender: Male Female Ethnicity: _____

School Name: _____ Grade: _____

Special Ed? Yes No Interpreter Needed? Yes No

Language Hmong Spanish Russian Somali Other: _____

Parent / Guardian Information

PARENT/GUARDIAN #1

Name _____

Address _____ City _____ Zip _____

Phone (Home): _____ (Work): _____ (Cell): _____

PARENT/GUARDIAN #2

Name _____

Address _____ City _____ Zip _____

Phone (Home): _____ (Work): _____ (Cell): _____

REFERRALS WILL NOT BE PROCESSED WITHOUT A COMPLETE ADDRESS

Alert Letter Date: _____ Dates of Truancy: _____

Days Absent _____ # Days Tardy _____ TOTAL # Days Unexcused _____

COMMENTS:

School Referring: _____ Date _____

Title _____ Phone# _____

**ATTACH A COPY OF THE CHILD'S ATTENDANCE RECORD – AND -
ATTACH A COPY OF THE ATTENDANCE LETTER SENT TO THE FAMILY**