

Chisago County Attorney's Office
Attendance Intervention Meeting (AIM)
AIM REFERRAL
2020-2021

Date of Referral: ____/____/____

** Please fax completed form to 651.213.8401

Student Information

Student Full Name: _____

Gender: Male Female (Check one) DOB: _____ Grade: _____

Parent/Guardian Information **

Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
City, State Zip: _____	City, State Zip: _____
Phone: _____	Phone: _____

** Student Lives with: Mother Father Guardian (Check all that apply)

Attendance Information

Number of Unexcused Absences: Full days _____ OR Class periods (different days) _____

Date of First Unexcused Absence: _____

Are any of these absences due to an exposure to or positive test for COVID-19? No Yes

If Yes, how many? _____

School/Contact Information

Name of School: _____

School Contact/Personnel Name and Title: _____

Phone Number: _____ Email: _____

QUESTIONS?

Please contact the Chisago County Attorney's Office at 651.213.8400.

INSTRUCTIONS
AIM REFERRAL FORM [PANDEMIC-ADJUSTED]

These instructions are provided to assist school staff in completing the Chisago County Attorney's Office 2020-21 Attendance Intervention Meeting (AIM) [Pandemic-Adjusted] Referral form as part of the Chisago County's "Every Day Matters Attendance Program" (EDMAP).

With the Pandemic precluding large public gatherings, the traditional AIM meetings—which normally are held approximately once monthly throughout the school year—have been suspended. However, in lieu of the traditional AIM meeting, the Chisago County Attorney's Office has partnered with Chisago County Probation to develop a modified Attendance Intervention Meeting, for middle school students (age 12 and older) and high school students who have accumulated five (5) or more unexcused absences. The modified Attendance Intervention Meeting will be a one-on-one meeting between the Chisago County Probation Agent and the Student, and will emphasize the importance and value of education, and address the specific barriers to the individual Student's regular attendance. Additionally, resources and information regarding the possibility of the court process will be provided to the Student. The Student will also be instructed to provide this information to his/her parent(s) and return an acknowledgement to the Chisago County Probation Agent.

Pertinent information from school personnel is required before a referral can be properly processed. Failure to provide complete information may delay processing of the referral.

Information NEEDED:

Student Information: Completing full name, date of birth, gender, and grade is essential.

Parent/Guardian Information: Names and addresses of both parents are needed if the school has access to that information. The AIM notice letter will be sent to both parents/guardians.

Attendance Information: For children 12 years or older, it is necessary that the requisite five or more unexcused absences have occurred on five different days, but may be for partial days or class periods (do not have to be full days).

What's NEXT?

Once **the AIM referral** form is completed, please send or fax the form to the Chisago County Attorney's Office by U.S. mail or fax.

Mail to: Chisago County Attorney's Office
Attn: Truancy
313 North Main Street, Room 373
Center City, MN 55012

Fax to: Chisago County Attorney's Office
Attn: Truancy
(651) 213-8401