

**Wright County Health and Human Services
Educational Neglect Three Day Referral Form – Step One**

Please complete this entire form. Lack of information may cause this referral to be returned for more detail.

Name of Person Making Report:		Date of Report:	
Position: <input type="checkbox"/> Counselor <input type="checkbox"/> Nurse <input type="checkbox"/> Principal <input type="checkbox"/> SW <input type="checkbox"/> Teacher <input type="checkbox"/> TA <input type="checkbox"/> Other:			
Direct Phone Number:		Identify School:	

Student's Name	<input type="checkbox"/> M <input type="checkbox"/> F	DOB:	Age:	Grade:
Address:	City	State	Zip	

Mother's Name	Father's Name
Mother's Address	Father's Address
Mother's Phone Number	Father's Phone Number

Student's Legal Custodian: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other:
Student lives with (✓all that apply): <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other:
If Other checked, what are their names, addresses and phone numbers:

Primary language at home:
Interpreter Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No

3 Items Required for submitting the Educational Neglect Three Day Referral Form:

1. Initial letter to family sent by the school/principal at three full days unexcused absences in the parent's/guardian's primary language (please attach copy). Date letter(s) sent:

2. At least three full days unexcused absences from school. (Please attach attendance printout with a key to codes used). Dates of unexcused absences (must have at least three full unexcused , not including unexcused tardies):
1) 2) 3)

3. This form with the above attached.

Submit completed form to: Robin Dorf, Truancy Case Aide
Robin.Dorf@co.wright.mn.us
 Fax: (763)682-7701
 Attn: Robin Dorf, Youth Services Unit
 Questions: (763)684-2339