
Frequently Asked Questions about Truancy at ISMN

Do you have a barrier to attending ISMN? Contact us!

attendance@k12insightmn.org

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Student Support Administrator

Why did my student receive a Truancy Notice?

Schools in MN are required to send a truancy notice home when a student misses **3 partial or full school days** without excuse within a given school year. If you have received a truancy notice, it means that you were marked as partially or fully unexcused absent on three or more school days this school year.

What counts toward attendance?

Attendance counts as logging into courses to complete coursework and/or attending Class Connect sessions. Attendance hours can be counted at any time during a school day (12 am – 11:59 pm). Attendance hours cannot be counted on a weekend as per MN State Law.

How are Partial and Full absences counted?

- **Full Day Absent:** Student did not attend (Class Connects OR coursework) at all on that specific school day
- **Partial Day Absent:** Student attended for less than 3 hours (Class Connects OR coursework) on that specific school day

My student received a Truancy Notice. Now what?

Think of your first Truancy Notice as a “heads up” that there might be a concern with your student’s attendance. Make sure that they are attending for at least three hours every school day. If you are not sure how to improve your student’s attendance or there are barriers to meeting the attendance expectations, reach out to your advisor and they will be happy to help you create a plan. If your student continue to miss full or partial school days, we may reach out to help resolve the barriers to attendance and/or provide additional layers of support to help your student to attend consistently. Our goal is to help your student attend consistently and be successful at school!

What if my student’s absences should have been excused?

No problem! If your forgot to notify the school about an excused absences or are concerned that they were not counted correctly, please email attendance@k12insightmn.org or call us at (763) 656-2800. Please provide the exact dates that your student should have been excused, the reason, and whether they were absent for a full or partial school day.

I believe that this truancy notice is in error. How can I resolve this concern?

Please reach out to us at attendance@k12insightmn.org or call your student’s advisor. We are more than happy to discuss your concerns and figure out if the truancy notice was in error.

My student is passing all their classes but received a truancy notice – why?

Most students will need to attend for the required time to pass all of their classes, but there are sometimes exceptions. Based on MN State Law (MN Statute 120A.22) students must attend school every day regardless of their course progress. But rest assured -- your student's progress is still recognized by ISMN. If you notice that your student is often not meeting ISMN attendance requirements (and attending for at least 3 hours/school day) but is still passing their class, please reach out to us so that we can make a plan for your student.

What is the difference between a Continuing Truant Notice and a Habitual Truant Notice?

A Continuing Truant Notice means that your student has been marked as unexcused absent on 3 or more partial or full school days. A Habitual Truant Notice means that your student has been marked as unexcused absent on 7 or more partial or full school days.

How can I see which days my student was marked absent on?

Unfortunately, there is not a way for you to see this in your Learning Coach or Student account (an improvement we hope for the future!). Please reach out to us at attendance@k12insightmn.org and we will be able to give you that information.

Will my student's truancy be reported anywhere?

Your student's attendance is part of their student record. Truancy is not automatically reported to your student's home county. Depending on each county's guidelines, truancy concerns may be reported to your student's home county at 7 or more school days unexcused absent. Our goal is to resolve any truancy concerns prior to notifying the county, so we will reach out to you first to attempt to find solutions to improve attendance. If you have any concerns about this, please reach out to us at attendance@k12insightmn.org and we can discuss the process.

Why is attendance important at an online school?

Attendance at an online school is just as important to your success as at a brick & mortar school. Showing up to school is crucial to your learning, to keeping up in your classes, and to eventually earning your High School Diploma!

EVERY school day **Counts**

6 hours per day • Monday – Friday

