Policy 3040F1 – Compulsory Attendance Letter

STUDENTS **3040F1**

(Prepare on School District Letterhead)

[DATE]
_____ County Prosecutor's Office
[Address]

To the Office of the County Prosecutor:

This letter is to inform your office of the continued absence of _____. Enclosed is the Truancy Referral Form for the student. I have provided all of the information available on this student and his or her family. This form will be updated if any new information becomes available.

Thank you for your assistance. Please contact me if you have any questions.

Sincerely,

[SIGNATURE]
[TITLE]

Reviewed: