

DATE

PARENT'S NAME

ADDRESS

TRUANCY 1<sup>ST</sup> OFFENSE

DELIVERED BY REGULAR MAIL

RE: Child's Name

Dear Parent(s)/Guardian(s);

Attached are attendance records indicating that your child has had 10 unverified absences.

School attendance for the entire school year is mandatory for students between the ages of six and sixteen in Michigan. Your child is required to appear at school on the next regular business day following the receipt of notice, and to continue in regular and consecutive attendance in school.

In order to avoid referral to the prosecutor you must immediately meet with school officials at \_\_\_\_\_ on \_\_\_\_\_ to discuss your child's attendance. Failure to comply with these requirements will result in automatic referral to the county prosecutor.

Sincerely,

School Official

Title

Cc: Truancy file