

DATE

PARENT'S NAME  
ADDRESS

TRUANCY 2nd OFFENSE  
DELIVERED BY REGISTERED MAIL

RE: Child's Name

Dear Parent(s)/Guardian(s);

Attached are attendance records indicating that your child has had 15 unverified absences.

As you were previously advised, 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.*

It appears that you have failed in your legal responsibility to assure regular and consecutive daily school attendance. We are prepared to request criminal charges if there are any more unjustifiable absences.

Failure to comply with these requirements will result in automatic referral to the county prosecutor.

Sincerely,

School Official  
Title

Cc: Truancy file  
Prosecutor's office