

LETTER #1

(DATE)

Parent(s) Name(s)

Address

City, State, Zip

RE: LACK OF SCHOOL ATTENDANCE BY (*CHILD'S NAME*)

Dear Parent's Name(s):

Your child, (*Child's Name*), has been repeatedly absent from school. As the Truancy Officer for (*Name of School*), I am required by law to have you come to school to discuss your child's lack of attendance. If we are unable to resolve the problem, I am required to report the matter to the Midland County Prosecuting Attorney. The Prosecuting Attorney then has the option of authorizing criminal charges against you, or a petition may be filed against you or your child in the Midland County Probate Court/42nd Circuit Court – Family Division.

Accordingly, it is necessary that you come to the following location at the time indicated so that you and the appropriate school officials can talk and resolve this matter.

(location and time of meeting)

If there are problems either in school or at home that are causing (*Child's Name*) to miss school it is important that you discuss them with us. That way we can work together to solve the problem. A child who receives a good education will have more success in the modern world. I am here to make sure that happens.

Very truly yours,

Truancy Officer
(Name of School)