

LETTER #2

(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 is not attending school on a regular basis.

Your child must be in school on the day after you receive this notice and continue to attend school on a regular basis.

I am required to turn this matter over to the Midland County Prosecutor's Office for whatever action they see fit to take if your child does not attend school. In addition, I may file a petition against your child with the Midland County Probate Court/42nd Circuit Court – Family Division.

Very truly yours,

Truancy Officer
(Name of School)