

DATE

ADDRESS

Re:

Dear NAME:

As you may know, the Houghton County Prosecutor's office is responsible for enforcing the criminal laws of the State of Michigan in this county. In the course of our duties, our office has become aware of truancy problems with your son/daughter, NAME.

Your son/daughter is required to attend school unless his absence is appropriately excused. What you may not realize is that not only can your son/daughter be charged with truancy in the Juvenile Court, but it is also a criminal misdemeanor on the part of a parent if the parent does not send a child to school. The offense is punishable by a fine and/or jail sentence.

NAME is the Truancy Officer for _____ County. He/she has tried working with you in the past, and he/she brought this matter to the attention of our office.

The purpose of this letter is to advise you that it is necessary for your son/daughter to attend school. This means every school day unless there is a proper excuse. TRUANCY OFFICER'S NAME will contact you and work with you in this matter. He/she has successfully worked with many families on problems of this nature, and there is no reason why he/she cannot work with you to successfully resolve this problem.

TRUANCY OFFICER NAME will monitor the situation and report to this office as necessary. If that proceeds well, there will be no need for action on the part of this office. However, you should understand that our office is prepared to enforce the truancy laws in court if necessary.

Yours truly,

NAME
Prosecuting Attorney