

Hansen School District No. 415

STUDENTS

3040F1

(Prepare on School District Letterhead)

Date_____

_____ County Prosecutor's Office

[Address]

To the Office of the County Prosecutor:

This letter is to inform your office of the continued absence of _____.

Enclosed is Truancy Referral Form for the student. I have provided all of the information available on this student and his/her family. This form will be updated if any new information becomes available.

Thank you for your assistance. Please contact me if you have any questions.

Sincerely,

[Signature]

Title

Policy History:

Adopted on:7-21-14

Revised on: