

**Notus School District No. 135**

**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: October 11, 2010  
Revised on: