Muskegon County Schools Operation Graduation

Truancy Prosecutor Referral

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | | | | Date | 5/23/18 | |
| Student Full Name | | |  | | | | Male | | Female |
|  | | | | | | | | | |
| Grade |  | | | Birthdate |  | Today’s age |  | | |
|  | | | | |  |  |  | | |
| Street address | | | | | City, Zip | Home Phone | Cell Phone | | |
| Mother’s Name | |  | | | | | | | |
|  | | | | | | | | | |
|  | | | | |  |  |  | | |
| Street address | | | | | City, Zip | Home Phone | Cell Phone | | |
| Father’s Name | |  | | | | | | | |
|  | | | | | | | | | |
|  | | | | |  |  |  | | |
| Street address | | | | | City, Zip | Home Phone | Cell Phone | | |
| Legal Guardian | |  | | | | | | | |
|  | | | | |  | |  | | |
| Street address | | | | | City, Zip | | Work Phone | | |

List communications that have taken place, the date completed and by whom:

|  |  |  |  |
| --- | --- | --- | --- |
| Letter 1 date sent |  | School Official |  |
| Outcome |  | | |
| Parent Meeting |  | School Official |  |
| Outcome |  | | |
| Letter 2 date sent |  | School Official |  |
| Outcome |  | | |
| Other |  | | |

*We certify that we have completed all steps of the Truancy Prosecutor and we request the Muskegon County Prosecutor’s office initiate procedures for intervention and potential truancy prosecution. Attached are copies of all documents, correspondence, and recent attendance reports.*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| School District |  | Building |
|  |  |  |
| Principal/Designee Signature |  | Date |
|  | | |
| Principal/Designee: email and phone |  |  |

* Attach copies of all documents in chronological order, most recent on top:
  + Attendance Report
  + Letters to Parents
  + Meeting Documentation
  + Other