



**Juvenile Division**

# **ERASE TRUANCY**

## **Truancy Intervention Program**

**in partnership with**

**Wayne County School Districts**

**Law Enforcement Agencies**

**Wayne County District Courts**

## ***Working Together to Keep Kids in School***

- ***The Erase Truancy program is designed to return the habitually truant child to school. This program requires coordination and cooperation with participating schools, law enforcement, and the prosecutor's office. Administrators, teachers, school attendance officers, law enforcement and school resource officers are vital to the success of a truancy intervention and prevention program.***
- ***Participants will be provided with sample forms, suggested form letters, critical time lines and an overall indoctrination to the truancy intervention program.***
- ***It is strongly suggested that participating schools include a summary of the program in their parent/student handbook.***
- ***Participating schools must agree to closely monitor attendance. The school must determine if the excuse is valid and acceptable. School personnel may require further documentation to substantiate the reason for the absence.***
- ***Students and parents must understand that school attendance is not a matter of choice, but a legal requirement.***
- ***If a case is referred for prosecution, the Wayne County Prosecutor's Office will provide outcome information for each school.***

**ERASE Truancy Letter #1 – Notification of School Meeting with Parent(s) or Guardian(s)**  
*(School sends to Parent(s)/Guardian(s))*

*School Letterhead*

Date

Parent(s)/Guardian (s) Name

Address

City, MI, Zip Code

Re: Attendance of *Name of Student*

Dear Parent(s)/Guardian(s) of *Name of Student* \_\_\_\_\_ :

Your child, \_\_\_\_\_, who is enrolled in this school has had 10 absences without valid excuse since the beginning of the school year. Michigan law requires that a parent or legal guardian must ensure that their minor child between the age of six (6) and sixteen (16) is in school for the full time school is in session, unless otherwise legally excused pursuant to MCL 380.1561 (3).

The school is working in close cooperation with the Wayne County Prosecutor's Office Erase Truancy program. Failure to ensure your minor child attends school may subject you to criminal prosecution. We are willing to work with you and assist you in correcting your child's truancy problem.

Upon receipt of this letter you must immediately contact this office. Failure to contact us within 24 hours will result in a referral to the Wayne county Prosecutor's Office.

Sincerely,

School Principal  
School Attendance Officer

cc: Wayne County Prosecutor's Office



*Sample of letter sent by Prosecutor's Office – Letter # 3 to Parent(s)/Guardian(s)*



KYM WORTHY  
PROSECUTING ATTORNEY

COUNTY OF WAYNE  
OFFICE OF THE PROSECUTING ATTORNEY

LINCOLN HALL OF JUSTICE  
1025 E. FOREST ST  
DETROIT, MICHIGAN 48207  
TEL: (313) 833-3115  
FAX: (313) 833-2467

Date

Parent's Name

Address

Re: (Name of Minor Child)

Dear Parent/Guardian of       (Name of Student)      :

This letter is to inform you that you are in violation of the Michigan Compulsory Attendance Act. Michigan law requires that a person having custody of a child between six (6) and sixteen (16) years of age must send the child to school full time when the school is in session, unless excused pursuant to *M.C.L. 380.1561(3)*.

**Your child has 10 or more absences without a valid excuse.** Your failure to ensure that your child attends school is a criminal offense and subjects you to criminal prosecution, and a possible jail sentence of not less than two (2 ) nor more than ninety (90) days.

To avoid criminal prosecution, you must immediately meet with school officials.

Call   School Official phone number  , to schedule this meeting.

Failure to attend this meeting and comply immediately with the requirements of the Michigan law will result in the Wayne County Prosecutor's Office reviewing a warrant for your arrest.

Sincerely,  
Kym L. Worthy  
Prosecuting Attorney  
By

Roberta L. Bryant  
Assistant Prosecuting Attorney

cc: School  
School Attendance Officer

**SCHOOL - TRUANCY REFERRAL FORM**

**PART I:**

Student \_\_\_\_\_

(last name) (first name) (middle name)

Grade \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Language \_\_\_\_\_

Mother's Name \_\_\_\_\_ Phone \_\_\_\_\_ Wk Phone \_\_\_\_\_

Mother's Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ DOB \_\_\_\_\_

Father's Name \_\_\_\_\_ Phone \_\_\_\_\_ Wk Phone \_\_\_\_\_

Father's Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ DOB \_\_\_\_\_

Child resides with \_\_\_\_\_

Address (if different than above) \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

**PART II:**

Enrollment Date: \_\_\_\_\_

Number of Tardies: \_\_\_\_\_

Number of Absences without Valid Excuse: \_\_\_\_\_

Number of Absences with Valid Excuse: \_\_\_\_\_

Dates Child was Absent from School without Valid Excuse:

\_\_\_\_\_

Suspension/Expulsion Dates: \_\_\_\_\_

Contacts with Parents, Actions Taken, and Outcomes (attach additional sheets if necessary):

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Advisory Letter Sent? No \_\_\_\_\_ Yes \_\_\_\_\_ Date: \_\_\_\_\_

School Representative (person who can testify to the identification of the child, enrollment, keeping of records, and content of records): \_\_\_\_\_

**PART III: REFERRING SCHOOL INFORMATION**

School Name \_\_\_\_\_ District \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City & State \_\_\_\_\_ Zip \_\_\_\_\_

Print name of person submitting report \_\_\_\_\_

Title and Position \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

**Mail or fax this form and supporting documentation to:**

**APA Roberta L. Bryant**

**Wayne County Prosecutor's Office - Juvenile Division**

**1025 E. Forest , Detroit, MI 48207**

**(Office) 313-833-3115 - (Fax) 313-833-2467**

**School Custodian of Records**  
**AFFIDAVIT**

State of Michigan)

County of Wayne)

\_\_\_\_\_, being first duly sworn upon oath, deposes and says:

- I. He/she is the duly authorized custodian of attendance records at \_\_\_\_\_ in \_\_\_\_\_, Wayne County, Michigan.
- II. The attached is a true copy of the school attendance records of \_\_\_\_\_
- III. That the attached records are kept in the regular course of business of \_\_\_\_\_
- IV. That the attached attendance record are compiled from first hand information at or near the time of a student's absence, and are maintained on a daily basis in the daily operation of the school.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
*Signature-Custodian of Records*

\_\_\_\_\_  
*Print Name and Phone Number*

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_,

by \_\_\_\_\_

My Commission Expires on:

\_\_\_\_\_  
*Notary Public*

**TRUANCY COMPLAINT FORM**

Student \_\_\_\_\_  
(last name) (first name) (middle name)

- G ***Parent attended mandatory meeting***
- G ***Parent did not attend mandatory meeting***

**Attach the Following:**

- G Official notarized affidavit from the school attendance officer or custodian of records
- G Legible copy of the child's attendance record
- G Copy of Truancy Notification
- G Report Card(s)
- G Correspondence relative to truancy
- G Record of conferences

Additional Comments:

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***Mail or fax this form and supporting documentation to:  
APA Roberta L. Bryant  
Wayne County Prosecutor's Office - Juvenile Division  
1025 E. Forest, Detroit, MI 48207  
(Office) 313-833-3115 - (Fax) 313-833-2467***