

SAMPLE LETTER TO REGISTRAR AND JUVENILE JUDGE

TO: Registrar and Juvenile Judge
FROM: Gallipolis City School District
Principal, Gallia Academy High School
RE: House Bill 204 (Habitually Unexcused Students)
DATE:

The following students have been habitually unexcused from school:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Sincerely,

Principal

[Adoption date: July 21, 1999]