

Project Chalkboard REFERRAL FORM

When requesting truancy intervention from the Genesee County Prosecutor's Office, please complete this form and return to:

Genesee County Prosecutor's Office
Attn: John Potbury
900 S. Saginaw St.
Flint, Mi 48502

Phone: (810) 257-3215

Fax: (810) 257-3219

E-Mail: jpotbury@co.genesee.mi.us

Student:

_____ (Last Name) _____ (First Name) _____ (Middle Initial)

School Name: _____ School District: _____

Contact: _____ Title: _____ Phone #: _____

School located in _____ City Township (Please check one)

Gender _____

Child's Birthdate: _____ (day/month/year)

Current Grade Level of Child: _____

Please indicate how many absences/tardies this child has had this school year: _____

Parent/Guardian's Name: _____

Address: _____

Have you attempted to contact this child's custodial parent or legal guardian by certified or registered mail? If so, on what dates and what was the response?

Please note any additional comments regarding the child's truancy:

NOTE: Although it is not necessary at this stage, feel free to include any supporting documents or letters that might be relevant to this case. Such information can and should be given to the police during their investigation if it gets to that stage. (See [Project Chalkboard Checklist](#) for more information.)