

District Attorney Witness Statement (Attendance Verification)
Request Instructions

1. Salt Lake County prosecuting attorney requests attendance information from the Jordan School District truancy specialist.
2. The truancy specialist will complete the form and email it with attached attendance to either the attendance secretary (secondary) or head secretary (elementary) for the administrator signature and date.
3. The completed form and attached attendance will be emailed back to the Jordan School District truancy specialist for submission to prosecuting attorney.
4. The DA Attendance Witness Statement is completed as a means to reduce the need for school administrators to testify in court to the accuracy of student attendance records.