

Sample letter for referring to law enforcement
(Place on School Letterhead)

Date:

Police Department City of (City)

Chief of Police

Address

City, State Zip

Re: Parents Not Providing a Birth Certificate

Dear Mr. (Chief of Police Name),

Pursuant to Utah Code §53G-6-603, I am writing this letter to report that we have made several attempts to obtain an original birth certificate, certified birth certificate, or other reliable proof of identity from a parent or guardian for the following student:

Name of Student: _____

Parent(s) or Guardian(s): _____

Address: _____

Phone: _____

Date of last request: _____

Receipt of Documentation Deadline: _____

Our attempts to obtain this information have included a 30-day grace period notification, and a 10-day additional grace period notification sent by certified letter. We have had no response in these attempts. Therefore, we are referring this matter to our city Police Department for investigation.

Thank you for your time, and we look forward to hearing from you.

Sincerely,

Principal

(Principal's contact information)