

District Attorney Attendance Verification
(Sample – On School Letterhead)

(Today's Date)

I, (Administrator's Name), Administrator, certify that the attached attendance records for (Student's Name), birthdate (day of birth) are:

- Maintained by our school as a regular practice of our school activities.
- The attendance is tracked daily by teachers with personal knowledge and observation of the students that are in attendance, absent or tardy.
- This attendance information is transmitted to the school office and maintained as part of each student's official school records.

This certification was prepared to comply with Rules 803 and 902 of the Utah rules of evidence. I understand that these documents are being submitted for use in official court proceedings. I understand pursuant to the Utah Rules of Evidence and §76-8-504, Utah Code Annotated, this certification and the attached documents may be presented to a court in lieu of my sworn testimony at a hearing.

I also understand that any false statement I make and that I do not believe to be true may subject me to criminal punishment.

Administrator's Signature

Print Administrator's Name

Position or Title

Date