

MEMO REQUEST FOR DISMISSAL

MEMO

To: Assistant District Attorney
{Matt Moore (mmoore@epcounty.com) or Ann Ward (award@epcounty.com)}

Re: Request for Dismissal

Date: _____

I, (print name) _____, Principal or Assistant Principal of
_____ school

request the Assistant District Attorney to ask the Judge of the Justice of the Peace Court number ____ to
dismiss the case against _____ (print name of defendant).

The Defendant is charged with: _____

I wish to have the case dismissed because:

_____ The plead absences have been corrected or several of the plead absences have been corrected
and there are no longer enough days plead for the Court to proceed.

_____ The parent has come to the school, signed a contract, two months have elapsed and the
student has had no more unexcused absences or tardies.

_____ The student has signed a contract with the school, two months have elapsed and the student
has had no more unexcused absences or tardies.

_____ The student has moved out of the jurisdiction, this has been verified by the Truant officer
and/or school records have been requested from the new school.

_____ The student was charged with a Class C citation for _____ and the
case has been satisfactorily handled administratively

_____ Other – Please give a complete description of the reason(s) requested _____

Respectfully submitted,

_____ phone number

_____ (Title)