

Updates for Schools

- When you email the Complaint Checklist and materials to the Prosecutor's Office and Assessment Center, please use the following format for the subject line:
 - LAST NAME, FIRST NAME, CASE NUMBER, TRUANCY
 - Example: [Doe, John, 24 JE 12345, Truancy](#)
- If the case is going through the A2A process, the school representatives are requested to email updated school records to the Assessment Center case monthly.
 - After the A2A process is completed, the Assessment Center will forward its report, along with any updated school records, to the Prosecutor's Office
- New & Updated Information to the Website:
 - E-filing Website Added
 - Complaints & Complaint Checklist Updated (10-4-24)
 - Prosecutor's Office and Assessment Center's email addresses added

If you have questions, or want additional information, contact Emily Kirsch at emily.kirsch@lcfct.org