

[DISTRICT LETTERHEAD]

[Date]

[County Attorney]  
[Mailing Address]  
[City, NE Zip]

**Re: Absenteeism Report**

[County Attorney]:

Pursuant to NEB. REV. STAT. § 79-209(3) and board policy, I am reporting that the following student has accrued absences, or the hourly equivalent, requiring me to make a report to your office. Our efforts at establishing a collaborative plan to address barriers to attendance with the family, **which is attached**, has proved unsuccessful. I have also notified the family via letter, **which is attached**, of my intent to refer this matter to your office. In addition to the attached collaborative plan and letter notifying the family of the referral, I would like to provide the following information:

**Student:** \_\_\_\_\_

**Days Absent:** \_\_\_\_\_

Unexcused absences totaling: \_\_\_\_\_

Excused absences totaling: \_\_\_\_\_

- ☐ The district requests additional time to work with the student prior to your intervention.
- ☐ The district believes that it has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends that you intervene.

If you determine that further action is necessary to address the student's attendance and you would like to conduct a meeting between the parent/guardian, district, and you or your designee, I will determine a location for the meeting and work with you and the parents/guardians to establish a meeting time.

Sincerely,

[Attendance Officer],  
Attendance Officer,

[School District]

Adopted: June 27, 2017  
Reviewed on: October 9, 2017  
Revised on: October 9, 2017