

[Print on School District Letterhead]

[Date]

[Insert Name of County Attorney of the County in which the principal office of the school district is located]

[Insert Address]

***RE: Policy on Absenteeism; Requested Collaboration***

Dear [Name]:

State law requires school districts to “have a written policy on excessive absenteeism developed in collaboration with the county attorney of the county in which the principal office of the school district is located.”

Enclosed is a draft of an excessive absenteeism policy that we intend to submit to the Board of Education for adoption. Please review the policy and give me any suggested changes you may have. If you would like to meet to discuss the policy in person, please contact me at [insert phone number].

State law also requires me to review this policy in collaboration with you or your designee annually, and I hope to present this to the board at its regular October meeting. As such, I request that you contact me with regard to the policy at your earliest opportunity.

Sincerely,

[School Name]

[Superintendent Name], Superintendent

**Enclosure:** Attendance and Excessive Absenteeism Policy

Adopted: June 27, 2017

Reviewed on: October 9, 2017

Revised on: October 9, 2017