

[DISTRICT LETTERHEAD]

[Date]

[Name]

[Mailing Address]

[City, NE Zip]

Re: Absenteeism Report

Dear [Parent and Student]:

On _____, we met to form a collaborative plan to address [STUDENT'S] barriers to attendance. We have formed the plan and implemented it, but [STUDENT] continues to be excessively absent from school, nor have any of the other efforts we've worked on this year with you and [STUDENT].

Pursuant to NEB. REV. STAT. § 79-209, I am notifying you that I will be referring this matter to the county attorney. Pursuant to our board policy, this report is based on the fact that [STUDENT] has missed 20 or more days of school this year or the hourly or daily equivalent through this portion of the school year, with at least one unexcused absence:

Days Absent: _____

Unexcused absences totaling: _____

Excused absences totaling: _____

I would be happy to continue working with you to improve [STUDENT'S] attendance. I will also be referring this to the county attorney for determination of whether further action from that office is necessary to address these attendance issues.

Sincerely,

[Attendance Officer],

Attendance Officer,

[School District]

Adopted: June 27, 2017

Reviewed on: October 9, 2017

Revised on: October 9, 2017