

[Print on School District Letterhead]

[Date], 2010

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

[Insert Address]

RE: Policy on Excessive Absenteeism; Requested Collaboration

Dear [Name]:

Laws 2010, LB 800 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].

We need to get the new policy in place prior to the beginning of the 2010-2011 school year. 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