[DISTRICT LETTERHEAD]

May 21, 2017

[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 formed a collaborative plan, provided a copy to you, and implemented it. However, [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] proved successful.

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 a portion of the absences being unexcused:

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

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

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

I would be happy to continue working with you to improve [STUDENT’S] attendance. Please contact me immediately if you have any suggestions to improve your 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]

Cc: County Attorney