

[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: Attendance Policy; Requested Collaboration

Dear [Name of County Attorney]:

Section 79-209 requires school districts to “have a written policy on attendance developed and annually reviewed 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 the revised 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 2020-2021 school year. As such, I request that you contact me with regard to the policy at your earliest opportunity.

Sincerely,

Dr. Melissa Polonicic, Superintendent
Douglas County West Community Schools

Enclosure: Attendance and Excessive Absenteeism Policy