

# POTTER-DIX PUBLIC SCHOOLS

To create a learning environment centered around students, directed by administration, guided by teachers, and supported by home and community.

Elementary  
304 Horrum St.  
P. O. Box 149  
Dix, NE 69133  
308-682-5226  
FAX 308-682-5227



Jr./Sr. High School  
303 Walnut St.  
P. O. Box 189  
Potter, NE 69156  
308-879-4434  
FAX 308-879-4566

Web Page: [www.pdcoyotes.org](http://www.pdcoyotes.org)

Adam Patrick  
Superintendent / K-6 Principal  
[adam.patrick@pdcoyotes.org](mailto:adam.patrick@pdcoyotes.org)

Larry Baker  
7-12 Principal/Activities Director  
[larry.baker@pdcoyotes.org](mailto:larry.baker@pdcoyotes.org)

Paula Wolff  
Guidance Counselor  
[paula.wolff@pdcoyotes.org](mailto:paula.wolff@pdcoyotes.org)

[Date]

[Name]  
[Address]  
[City, State Zip]

Dear [Name]:

In your application for employment, you indicated that you qualify under Nebraska law for a Veterans Preference, and you supplied the necessary paperwork to substantiate your eligibility. After applying the requirements of the law and assessing the qualifications of all applicants, we will not be offering you the position.

There are no appeal rights at the school district level. However, if you would like to discuss your rights, including any rights to appeal, you should consult your regular attorney or contact the Nebraska Department of Labor. Their contact information and more information on Nebraska's Veterans Preference can be found on their website: [www.dol.nebraska.gov](http://www.dol.nebraska.gov).

Sincerely,

[Superintendent Name], Superintendent