



Manheim Township School District Attendance Guide

November 27, 2017

Table of Contents

• Introduction.....	3
• Pennsylvania Compulsory Education Laws	3
• Attendance	3
• Excuses	3
• Excused Absences	3-4
• Unlawful/Unexcused Absences.....	4
• Excessive Absences.....	4
• Early Dismissal.....	4-5
• Late Arrivals	5
• Automated Attendance Notification to Parents.....	5
• Educational Trips and Tours.....	5
• Anticipated Absences	5
• Procedures When a Child is Truant.....	5-6
• School Attendance Improvement Plan (SAIP).....	6
• Habitually Truant Under the Age of 15.....	6
• Habitually Truant Age 15 or Older.....	6
• Dropping Students From the School Attendance Rolls.....	6
• District Cyber Program Students.....	6
• Appendices	7
○ School Board Policy #204 Attendance	
○ Absence Excuse Form	
○ Educational Trips/Tours Guidelines and Request Form	
○ Request for Intermittent Release from School	
○ 1 st Unlawful Absence Notification	
○ 2 nd Unlawful Absence Notification Letter	
○ 3 rd Unlawful Absence Notification Letter	
○ Sample School Attendance Improvement Plan (SAIP)	
○ 6-day Absence letter and Recommendation Letter to Cobys Family Services	
○ 10—Day Absence Notification	

INTRODUCTION

The Manheim Township School District supports good attendance habits and adheres to the requirements established by the State of Pennsylvania to assist students in their development. Policies and procedures have been developed to serve as a guide as the school district works with children and parents to achieve the goal of good attendance. This guide was compiled to assist parents and students in understanding State Law and District Policy regarding attendance and truancy.

PENNSYLVANIA COMPULSORY EDUCATION LAW

Compulsory school age is defined in the Pennsylvania School Code and mandates that every child residing in Pennsylvania from the time the child's parents elect to have the child enter school (which shall be no later than eight (8) years of age) until the child reaches seventeen (17) years of age attend an approved school. The School Code also encourages and requires the development of good attendance habits. It is well established that good attendance habits are an essential life skill and work skill. Good attendance habits help children achieve academic successes on a daily basis. These habits have a compounding positive effect on a child's academic career. Attendance habits also strongly correlate with a child's development of successful time management skills, dependability, reliability, proper planning, dedication, persistence, and perseverance. Recognizing this information, the State of Pennsylvania considers attendance in school essential to a child's overall development and success as a student.

ATTENDANCE

Students are required to be present every day school is in session. When a student is absent from school due to illness or family emergency, it is expected that the parent or guardian notify the school in writing. Every absence and tardy is entered on student's permanent record. Regular attendance affects scholastic performance and academic standing.

EXCUSES

Students who are absent, arrive late, or leave early, are required to provide a written excuse signed by the parent or guardian. The date and reason for the absence, tardy, or early dismissal should be clearly indicated on either a school excuse card or home stationery. All written excuses are to be turned in to the office on the day of an early dismissal or when the student returns to school after an absence. **After the third day of absence with no excuse card or note from home, the absence or tardy will be considered unlawful and will be marked as such on the report card or the student's permanent record.**

Excuse forms are available online or at your school's office.

EXCUSED ABSENCE

The Manheim Township School Board considers the following conditions to constitute reasonable cause for absence from school:

- Illness.
- Quarantine.
- Required court attendance.
- Death in family.

- Family emergency.
- Recovery from an accident.
- Educational tours and trips, with prior approval.
- Family educational travel, with prior approval.
- Medical and dental appointments.

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within **three (3) days** of the absence and signed by a parent or guardian.

Other excused absences with proper documentation include:

- (1) Absences for religious holidays.
- (2) Up to 36 hours of religious instruction.
- (3) Participation in 4H & FFA event.
- (4) College visits for High School students only.
- (5) Government agency appointments.

UNLAWFUL/UNEXCUSED ABSENCES

Unlawful absences include the following:

- (1) Absence for which no excuse is submitted within three days following the absence.
- (2) Absence with parent's consent other than those considered excusable.
- (3) Leaving school during school hours and/or going directly home without the permission of school personnel.
- (4) All other absences except those listed under Excused Absences or those approved by the superintendent.

EXCESSIVE ABSENCES

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. A letter requiring a parent or guardian to submit a valid physician's certificate for all absences will be sent after the tenth absence. Once the letter is sent, absences will not be excused without the physician's certificate.

If a child suffers from a long-term medical ailment that interferes with regular attendance, please contact your school's attendance secretary or nurse to discuss possible alternative solutions.

EARLY DISMISSAL

Any student who becomes ill at school must report to the nurse's office. The school nurse will contact the parent/guardian to make arrangements for the student to leave school. At no time may students leave the building without permission from the office. Students who leave school for an early dismissal must present an excuse, signed by a parent/guardian, to the office stating the time and reason for dismissal.

Appointments at doctor's offices, Department of Motor Vehicles, Social Security, etc., are excused only if upon the student's return that a doctor's note or dated document is submitted.

Excuse forms are available online or at your school's office.

LATE ARRIVALS

Students who arrive late late should present an excuse signed by a parent or guardian to the office stating the reason for the late arrival.

Elementary students arriving to school after the start of school must be signed in at the office by a parent/guardian.

Students with excessive unexcused tardies may receive school consequences. All students entering the building after the start of school must use the designated front entrance. In accordance with the district's security policy, all other entrances are locked. Students need to follow the specific late arrival policies explained in building handbooks.

Transportation problems will not be excused unless there is a problem with District provided transportation.

AUTOMATED ATTENDANCE NOTIFICATION TO PARENT

If you receive an automated phone notification that your child is not in school, but should be, please call your school office as soon as possible so that we can account for your child.

EDUCATIONAL TRIPS OR TOURS

Parents are urged to schedule educational trips or tours during days when school is not in session. Classroom work and interaction is important even in the lower grades in order to stay on grade level.

Educational trips or tours require a request form to be submitted **at least five (5) days prior** to the trip and are limited to a cumulative total of five (5) days per school year. The forms are available online or at your school's office. Any trip or tour days taken in excess of the five (5) cumulative will be coded as unlawful absences.

ANTICIPATED ABSENCES

Whenever an anticipated absence will occur, it is important that parents communicate with their school's office as soon as possible. The absence will then be coded and advice given to parents of what is required such as forms, notes or proof of an event. In some instances, absences coded as unlawful could have been an excused absence if proper procedures were followed.

PROCEDURES WHEN A CHILD IS TRUANT

State law defines truancy as when a student has incurred three (3) or more school days of unexcused absences during the school year by a child subject to compulsory school attendance. Habitual truancy shall mean when that child has six (6) or more unexcused absences during that school year.

When a student has one (1) unlawful absence, a letter will be sent to the parent informing them of the absence. When a student has a second (2nd) unlawful absence, another letter will be sent to

the parent.

After a third (3rd) unlawful absence, a certified letter will be sent informing the parent that the student is now truant and a School Attendance Improvement Conference will be scheduled. The letter will invite the parent to participate with the school to determine the causes of the absences and what can be done to prevent future absences. The letter also defines the consequences if the student becomes habitually truant. Once a student has accrued six (6) unexcused absences, the school must refer parent/child to a school – or community - based attendance improvement program. Manheim Township School District will recommend that the family contact COBY's Family Services to register in their Parenting Wisely Program.

SCHOOL ATTENDANCE IMPROVEMENT PLAN

The goal of the District is to collaborate with families and other interested persons to ensure consistent school attendance of students. A cooperative school attendance improvement conference is scheduled to engage participants involved in the student's life to explore possible solutions to increase the student's attendance. Maintaining open communication between the student and adults will facilitate positive outcomes. Causes of truancy and identifying, understanding, and exploring all issues are used to develop a mutually agreed upon plan to assure regular school attendance is discussed.

HABITUALLY TRUANT UNDER THE AGE OF 15

After a sixth (6th) unlawful absence, a school must refer the child to either a school-based or community-based attendance improvement program or the county Children and Youth Services (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school attendance officer may file truancy charges against the parent at the Magisterial District Court.

If found guilty, a parent could face fines of up to \$750, community service, or imprisonment not to exceed three (3) days.

HABITUALLY TRUANT AGE 15 OR OLDER

After a sixth (6th) unlawful absence, a school must either refer the child to a school-based or community-based attendance improvement program or file charges against the student or parent at the Magisterial District Court. If found guilty, a student could face fines of up to \$300 and driver's license suspension and parents fines up to \$750, community service or imprisonment not to exceed three (3) days.

DROPPING STUDENT FROM SCHOOL ROLLS

Students who are seventeen (17) or older are not covered by compulsory school age requirements. School Board Policy states if a student incurs ten (10) consecutive or forty-five (45) cumulative unexcused absences they will be dropped from the school rolls.

DISTRICT CYBER PROGRAM STUDENTS

Students enrolled in Manheim Township's cyber school are required to maintain attendance standards as outlined in the cyber school guidelines.



Book	Policy Manual
Section	200 Pupils
Title	Attendance
Number	204
Status	Active
Legal	<ol style="list-style-type: none">1. 22 PA Code 11.122. 22 PA Code 11.133. 22 PA Code 11.414. 22 PA Code 12.15. 24 P.S. 13016. 24 P.S. 13267. 24 P.S. 13278. Pol. 2009. 22 PA Code 11.2310. 22 PA Code 11.2511. 24 P.S. 132912. 24 P.S. 133013. 22 PA Code 11.2614. 24 P.S. 133315. 24 P.S. 135416. 22 PA Code 11.2217. 22 PA Code 11.2818. Pol. 11519. Pol. 11620. Pol. 11721. Pol. 11822. 22 PA Code 11.2123. 24 P.S. 154624. 22 PA Code 11.3425. 22 PA Code 11.3226. 22 PA Code 11.527. 24 P.S. 1327.128. Pol. 13729. 22 PA Code 11.130. 22 PA Code 11.2

30. 22 PA Code 11.2

31. 22 PA Code 11.3

32. 22 PA Code 4.4

33. 24 P.S. 1501

34. 24 P.S. 1504

35. 24 P.S. 1332

36. 24 P.S. 1339

37. 24 P.S. 1338

38. Pol. 218

39. Pol. 233

40. 24 P.S. 1318

22 PA Code 11.24

24 P.S. 510

Adopted February 20, 2003

Last Revised May 19, 2016

Purpose

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Authority

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or designee may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.[\[4\]](#)[\[7\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness.[\[10\]](#)
2. Quarantine.
3. Family emergency.
4. Recovery from accident.
5. Required court attendance.
6. Death in family.
7. Family educational travel, with prior approval.
8. Educational tours and trips, with prior approval.[\[11\]](#)[\[13\]](#)

9. Medical/Dental appointments

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.[4][14][15]

Attendance need not always be within school owned facilities . A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.[7][9][16][17][18][19][20][21]

Upon written request by a parent/guardian, an absence for observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.[22]

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.[22][23]

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.[3][11]

The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[11][12][24]
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[7][25]
3. Students attending college who are also enrolled part-time in district schools.[26]
4. Students attending a home education program in accordance with law.[27][28]
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[7]
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[12]
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[12][17]

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[7][16][19]
2. Homebound children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[24]
3. Students enrolled in special schools conducted by the Lancaster-Lebanon Intermediate Unit or the Department of Education.[7]

Educational Tours/Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:[11][13]

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee, prior to the absence.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.[3]

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Ensure a school session that conforms with requirements of state law and regulations.[29][30][31][32][33][34]
2. Govern the keeping of attendance records in accordance with law.[35][36]
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.[3]
4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.[14][15][37][38][39]
5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
6. Ensure that students legally absent have an opportunity to make up work.
7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance law, within three (3) days of any proceeding brought under that law. Such notice shall inform the parent/guardian of the date(s) the absence occurred; that the absence was unexcused and in violation of law; that the parent/guardian is being notified and informed of his/her liability under

law for the absence of the student; and that further violations during the school term will be prosecuted without notice.[14][15]

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience that warrant the student's suspension or expulsion from the regular school program or provision of alternative education services.[38][39][40]

Students beyond compulsory school age, who miss ten (10) consecutive school days, shall be dropped from the active membership roll unless the school is provided with evidence the excuse is legal, within the approved three (3) day provision. Students who accumulate more than forty-five (45) total days of unexcused absence shall be dropped from the active membership roll.[14][36][40]

Manheim Township School District

Absence/Excuse Form

Student Name: _____ Grade: _____

School: _____ Teacher: _____

(Teacher Info. Grades K-4 Only)

____ Absent Date(s): _____

____ Tardy Date: _____ Time: _____

____ Early Dismissal Date: _____ Time: _____

Reason: _____

(If Appointment, Please Be Specific)

Parent/Guardian Signature: _____

Absences shall be treated as unlawful/unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parent notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. For the complete Board Policy #204 on Attendance, please go to www.mtwp.net

Manheim Township School District

Absence/Excuse Form

Student Name: _____ Grade: _____

School: _____ Teacher: _____

(Teacher Info. Grades K-4 Only)

____ Absent Date(s): _____

____ Tardy Date: _____ Time: _____

____ Early Dismissal Date: _____ Time: _____

Reason: _____

(If Appointment, Please Be Specific)

Parent/Guardian Signature: _____

Absences shall be treated as unlawful/unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parent notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. For the complete Board Policy #204 on Attendance, please go to www.mtwp.net

Manheim Township School District

Absence/Excuse Form

Student Name: _____ Grade: _____

School: _____ Teacher: _____

(Teacher Info. Grades K-4 Only)

____ Absent Date(s): _____

____ Tardy Date: _____ Time: _____

____ Early Dismissal Date: _____ Time: _____

Reason: _____

(If Appointment, Please Be Specific)

Parent/Guardian Signature: _____

Absences shall be treated as unlawful/unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parent notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. For the complete Board Policy #204 on Attendance, please go to www.mtwp.net

Manheim Township School District

Absence/Excuse Form

Student Name: _____ Grade: _____

School: _____ Teacher: _____

(Teacher Info. Grades K-4 Only)

____ Absent Date(s): _____

____ Tardy Date: _____ Time: _____

____ Early Dismissal Date: _____ Time: _____

Reason: _____

(If Appointment, Please Be Specific)

Parent/Guardian Signature: _____

Absences shall be treated as unlawful/unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parent notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. For the complete Board Policy #204 on Attendance, please go to www.mtwp.net



Manheim Township School District Educational Trip Request

Please read, complete, and return this form prior to taking any trip that requires your son/daughter to be absent on a regularly scheduled school day.

1. Provide all information necessary to adequately and accurately address each question or item listed below.
2. Have your son/daughter return the completed form to school for approval no less than **five (5) days prior to the trip.**
3. The maximum number of excused days permitted under this policy is five (5) days.
4. "Vacation" is not a legal excuse and must be coded as an unexcused/unlawful absence.
5. Trips that do not show evidence of a readily apparent educational purpose may be deemed unexcused/unlawful.
6. Educational trips for the first and last ten (10) days of school and during scheduled testing times (for state-mandated assessments- PSSA, Keystone Exams; final exams) are strongly discouraged and may not be approved during these windows. PSSA testing dates are subject to change annually, please check with your building principal for testing dates.
7. Parents/students should communicate with the teacher(s) to determine a plan to complete missed work.
8. Submit a separate form for each student requesting approval.

.....
Student Name: _____ **Grade:** _____ **Age:** _____

I/we the parents/guardians of the aforementioned individual request permission for their absence for a trip to:

Adult supervision will be provided by: _____

Date(s) of absence will be: _____

Names/Grades of other siblings who will also attend: _____

Please indicate or describe the educational purpose or value of the proposed trip in the space provided below. Please use the back of this form if additional space is needed.

Parent/Guardian Signature: _____ **Date:** _____

OFFICE USE ONLY

Date Received: _____

Approved / Denied

Reason If Denied: _____

Signature of School Administrator: _____

EDUCATIONAL TRIPS/TOUR REQUEST GUIDELINES

We urge parents taking trips to schedule them during summer months or during school breaks.

Being in school, every day, is critical to the success and advancement of students. Classroom work and interaction is important even in the lower grades in order to stay on grade level.

Educational trips and tour requests are **limited to 5 cumulative days per school year**.

The request form is available at your school's office or online.

Please fill the form out fully and describe how this trip is educational to your child. List any activities or sites to be visited. Please submit this form to the office for approval no less than **five (5) days prior to the trip**.

If the trip is approved, the first 5 days will be coded as excused absences. These days also count towards the 10 total days that may be excused by a parent note.

All additional days over the approved 5 will be unlawful absences and the parent will receive written notice of the first, second and third unlawful absences.

After the 10th unlawful day associated with the trip, the student will be withdrawn from our rolls.

Upon return, and prior to coming back to school, the parent must re-enroll the child at the District Office. The child may not report directly back to their previous school.

We cannot guarantee that there will be available space in your child's previous classroom or school building depending on other enrollments that may have occurred during your child's absence.

Once re-enrolled, any additional unlawful absences may result in the development of a School Attendance Improvement Plan for your child. Further unlawful absences will result in prosecution for State truancy law violations.



Manheim Township School District Request for Intermittent Release from School

This Request for Intermittent Release from School form is to be used by parents requesting a child's leave from school based on extenuating circumstances for an intermittent and temporary basis. This request is made knowing that approval will result in changes to the student's regularly scheduled school day. A request will be considered if the following criteria are met:

1. The student requesting the leave is in excellent academic standing.
2. The student has an educational record that shows proof of creditable academic progress.
3. The student has a record of outstanding attendance.
4. The student is meeting and will continue to meet school district criteria to obtain necessary credits for academic progress supporting promotions and ultimately a course program that will meet all necessary graduation requirements.
5. Transportation to and from the activity is entirely a parental responsibility.
6. It is understood that all missed school assignments must be made up in a timely fashion.
7. The school is provided with complete details related to the request for release including but not limited to the credentials/licenses of person(s) providing the non-school activity.
8. The school administrator will have sole authority to determine the appropriateness of the non-school activity as it relates to the student(s) academic progress.

.....
I/we the parents/guardians request permission for intermittent release from school on behalf of:

Student Name: _____ **Grade:** _____ **Age:** _____

Date(s) and time(s) of absence(s) (Please List All):

Adult supervision will be provided by: _____

Please indicate or describe the educational purpose or value of the proposed activity in the space provided below. Please attach additional documentation to this form if needed/requested.

Parent/Guardian Signature: _____ **Date:** _____

OFFICE USE ONLY	
Date Received: _____	Approved / Denied
Reason If Denied: _____	
Signature of School Administrator: _____	



Manheim Township School District

P.O. Box 5134, Lancaster, PA 17606-5134
Phone: 717-569-8231
Fax: 717-569-3729
www.mtwp.net

1st Unlawful Absence Notification

%DATE%

Grade: %GRADE_LEVEL%

%ADDRESS_BLOCK%

Dear Parent/Guardian:

%STUDENT_NAME% was absent unlawfully on %ABSENCE_DATE%. This letter is sent to make you aware of this absence. Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers. Commonwealth of Pennsylvania law and school policy requires regular daily attendance. When absences accumulate, it may ultimately result in academic difficulty for %FIRST_NAME%.

Our district has many support services that are available to you and your family. We share a common goal to ensure that your child reaches %HIS_HER% full potential. Pennsylvania State law requires that all absences are counted as unlawful until the Manheim Township School District receives a written excuse explaining the reason for the absence. If a written excuse verifying an excusable absence is not received within **three days**, the absence will permanently be added to the student's file as unlawful. This letter serves as our first communication regarding %FIRST_NAME%'s unlawful absences. A School Attendance Improvement Plan (SAIP) shall be developed after three illegal absences. Prosecution could begin if %FIRST_NAME% becomes habitually truant.

In addition, any absences of ten cumulative days will require a written excuse that indicates %FIRST_NAME% was seen by a doctor or medical practitioner.

If you have any questions, please call my office at %SCHOOL_PHONE_NUMBER%, so that we may work together to ensure %FIRST_NAME%'s educational success.

Sincerely,

Principal
%SCHOOL_NAME%

CC: Truancy File



Manheim Township School District

P.O. Box 5134, Lancaster, PA 17606-5134
Phone: 717-569-8231
Fax: 717-569-3729
www.mtwp.net

2nd Unlawful Absence Notification

%DATE%

Grade: %GRADE_LEVEL%

%ADDRESS_BLOCK%

Dear Parent/Guardian:

This letter is to inform you that %STUDENT_NAME% was absent unlawfully from school on %ABSENCE_DATE%. This is the second unlawful absence recorded this year. Attendance requirements are meant to benefit your child's educational experience. I appreciate your cooperation in trying to improve your child's school attendance and in helping %FIRST_NAME% complete missed assignments on those occasions when %FIRST_NAME% is absent.

Commonwealth of Pennsylvania law and school policy requires that every child of compulsory school age attend school daily. A child must present a written excuse from the parent/guardian verifying an excusable absence within **three days** of an absence or the absence will be counted as unlawful. A School Attendance Improvement Plan (SAIP) shall be developed after three unlawful absences. Prosecution could begin if %FIRST_NAME% becomes habitually truant.

I strongly encourage you to contact the guidance office to discuss ways to ensure your child's school attendance. Continued unlawful absences could lead to prosecution before the magisterial district judge, as well as a referral to the County Children and Youth Agency. You may request a school-family conference at this time to explore possible solutions to your child's unlawful absences. If you have any questions, please call %SCHOOL_PHONE_NUMBER% to speak with %PRINCIPAL_NAME%.

Sincerely,

Principal
%SCHOOL_NAME%

CC: Truancy File



Manheim Township School District

P.O. Box 5134, Lancaster, PA 17606-5134
Phone: 717-569-8231
Fax: 717-569-3729
www.mtwp.net

3rd Unlawful Absence Notification

%DATE%

Grade: %GRADE_LEVEL%
Age: %AGE%

%ADDRESS_BLOCK%

Dear Parent/Guardian:

This letter is to officially notify you that %STUDENT_NAME% has been absent from school without a lawful excuse on the following dates: %ABS_DATE_LIST%. These absences are unlawful and, therefore, constitute a violation of the compulsory attendance provision of the Pennsylvania Public School Code (24P.S. 13-1327).

You are therefore notified of your child's repeated unlawful absences and strongly encouraged to ensure that your child receives no subsequent unlawful absences. The series of unexcused absences constitute a summary offense under the Public School Code for which penalties may be imposed against you as parent or guardian. PA Public School Code provides for a maximum fine of \$750 and allows the court to impose parent education classes with your daughter or son and community service sentences for parents of a truant child who do not show that they took reasonable steps to ensure the child's school attendance. PA Public School Code also provides that truant students age 15 or older may become ineligible for a driver's license or lose their driver's license for ninety (90) days for the first offense and six (6) months for the second offense.

Be advised that the process for development of a **School Attendance Improvement Plan (SAIP)** for your child has now begun. You are encouraged to participate in the School Attendance Improvement conference to develop this plan. If your child continues to be unlawfully absent, a proceeding may be initiated against you before a magisterial district judge without further notice from school authorities.

If you have any questions or need assistance, please contact our District Truancy Coordinator, Douglas Sing at Singdo@mtwp.net or (717) 735-1020.

Sincerely,

Principal
%SCHOOL_NAME%

CC. Truancy File
Truancy Coordinator, Guidance Counselor, Home and School Visitor



Manheim Township School District

P.O. Box 5134, Lancaster, PA 17606-5134
Phone: 717-569-8231
Fax: 717-569-3729
www.mtwp.net

3rd Unlawful Absence Notification - Student

%DATE%

Grade: %GRADE_LEVEL%

Age: %AGE%

%ADDRESS_BLOCK%

Dear %STUDENT_NAME%,

Based upon your attendance history, while a student in the Manheim Township School District, it has become necessary to formally notify you of key components of Pennsylvania State Law and Manheim Township School District policies dealing with attendance. As a student over the age of 15, this letter shall serve as official notification that you are aware of the following:

- You are required by State Law and District Policy to attend school every day it is in session, unless illness or injury prevents you from attendance. A signed notice that you were absent with parental permission must be submitted to the school within three days of the absence.
- Failure to attend school each day it is in session can result in:
 - Loss of school privileges, i.e. parking permit, school related privileges
 - School disciplinary actions
 - Referral to county agencies for additional actions and/or placement
 - Prosecution before a District Justice. Such prosecution may result in you, as the student, not your parent/guardian being fined up to \$300 plus court costs
 - Additionally, the District Justice may:
 - Assign you to an alternative adjudication program
 - Suspend your privilege to possess or apply for a PA driver's license

Leaving campus prior to dismissal time is considered truancy and also subject to these consequences. I certainly hope that your attendance record improves and you have a successful school year.

Sincerely,

Principal
%SCHOOL_NAME%

CC: Truancy File
Truancy Coordinator, Guidance Counselor, Home and School Visitor



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SCHOOL ATTENDANCE IMPROVEMENT PLAN (SAIP)

Date:

Goal: Increase STUDENT NAME school attendance.

Basic Student Information: *SEE ATTACHED DEMOGRAPHICS SHEET*

School Information:

Name of School District: MANHEIM TOWNSHIP SCHOOL DISTRICT	Address: PO BOX 5134 LANCASTER, PA 17601	Principal Name: Phone: Email:
Name of School Building:	Phone Number: Website: www.mtwp.net	School Contact for Attendance Issues: Name: Phone: Email:

Parent/(s)/Guardian(s) Information: *SEE ATTACHED DEMOGRAPHICS SHEET*

List of Those Who Attended the SAIP and Role/Relationship to Student:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

In accordance with Pennsylvania Department of Education (PDE) guidelines, and in an attempt to reduce incidents of truancy, the Manheim Township School District will be developing, in partnership with parents/guardians and student, a Student Attendance Improvement Plan (SAIP) for students who accrue three days or more of unexcused or illegal absences during the calendar school year. The purpose of the SAIP meeting is to discuss the cause of the student’s truancy and to develop a mutually agreed-upon process to resolve truant behavior. The SAIP Team will consider the following factors in development of the plan:

1. The appropriateness of the student’s educational environment
2. Current academic difficulties
3. Physical or behavioral health issues
4. Family/environment concerns

Attendance history:

	Quantity	Action Taken
Total number of excused tardies		
Total number of unexcused tardies		
Total number of tardies		
Total number of excused absences		
Total number of unexcused absences		
Total number of absences		

Assessment: Reasons for Absences (please check ✓ all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Overslept | <input type="checkbox"/> Medical concerns | <input type="checkbox"/> Academic difficulty |
| <input type="checkbox"/> No Transportation | <input type="checkbox"/> Doesn't like school | <input type="checkbox"/> Family concerns |
| <input type="checkbox"/> Parent at work | <input type="checkbox"/> Isolated from friends | <input type="checkbox"/> Other |

Identify Causes for excessive absence:

Home:

School:

Solutions: Family/School/Community (please check ✓ all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> a.m. responsibility at school | <input type="checkbox"/> Wake-up call | <input type="checkbox"/> Rewards at home |
| <input type="checkbox"/> Rewards at school | <input type="checkbox"/> Set alarm clock | <input type="checkbox"/> Assign mentor |
| <input type="checkbox"/> Contract attendance goals | <input type="checkbox"/> Go to bed earlier | <input type="checkbox"/> Individual counseling |
| <input type="checkbox"/> Adjust work schedule | <input type="checkbox"/> Group counseling | <input type="checkbox"/> Refer to social services |
| <input type="checkbox"/> Other: | | |

Plan of Action:

What is the plan of action to resolve the truancy issues listed above?

Student responsibility:

Parent/guardian responsibility:

Specific Potential Consequences for Non-Compliance with Plan:

1. <i>When the student has accumulated _____ UNLAWFUL Absence, the SAIP will be referred to the Attendance Officer for prosecution.</i>
2.
3.
4.

Permission to Release SAIP To Other Individual(s)/Agencies:

In order for agencies and/or other individuals outside of the school district to assist with this plan, I/We give permission to release *my child's academic information (including the SAIP, current grades, and attendance information)* to the following:

1. Magisterial District Judge
- 2.
- 3.
- 4.

Student: _____

Date: _____

Parent or Guardian: _____

Date: _____

Parent or Guardian: _____

Date: _____

The following SAIP will be utilized for the remainder of the school year or until _____ . The student and parent/guardian must adhere to any/all items checked below.

Student:

The student will attend school and supply appropriate documentation following all absences in accordance with Pennsylvania Attendance Laws. Information related to student attendance can be found in the student handbook.

Parents:

The parent/guardian will inform school staff of any physical, behavioral and/ or health changes or concerns immediately.

The parent/guardian will inform the school nurse of any health changes or concerns immediately.

The parent/guardian will contact the attendance secretary by 8:00 a.m. on any/ all days that the student will be late or absent from school.

The parent will supply appropriate documentation following any/all absences in accordance with Pennsylvania Attendance Laws. Information related to student attendance can be found in the student handbook.

This SAIP was created collaboratively to

- Assist the student in improving attendance;
- Enlist my/our support as the parent(s)/guardian(s); and
- To document the schools attempts to provide resources to promote the educational success of the student.

As the parent(s)/guardian(s), I/we understand that while the school has demonstrated its support and assistance to this student through this process, by law, it is my/our responsibility to ensure that the student attends school.

Should we have difficulty in implementing the plan or are not clear on the roles of each party, we can contact: _____ with questions or concerns prior to the scheduled progress meeting. For any other concerns or questions please contact Douglas Sing, Manheim Township School District Attendance Officer at 717-735-1020.

We agree with this Plan, including all requirements and consequences set forth herein, and we agree to comply with the terms set forth in the Plan. Parties in agreement with this plan will sign below:

Student: _____ Date: _____

Parent or Guardian: _____ Date: _____

Parent or Guardian: _____ Date: _____

Signature of School Administrator: _____ Date: _____

Signature of School Counselor: _____ Date: _____

cc: Student _____ (initial upon receipt)

Parent/Guardian _____ (initial upon receipt)

School Personnel _____ (initial upon receipt)

Other _____ (initial upon receipt)



Manheim Township School District

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www.mtwp.net

6th Unlawful Absence Notification

%DATE%

Grade: %GRADE_LEVEL%

%ADDRESS_BLOCK%

Dear Parent/Guardian:

You are receiving this letter to officially notify you that %STUDENT_NAME% has accumulated 6.0 absences. %FIRST_NAME% has been absent from school without a lawful, written excuse on the following dates: %ABS_DATE_LIST%. These continued absences are unlawful and, therefore, constitute a violation of the compulsory attendance provision of the Pennsylvania Public School Code (24P.S. 13-1327).

You, the parent/guardian of %FIRST_NAME%, are in violation of the compulsory attendance laws. Once a child has accrued six (6) unexcused absences, the school must refer parent/child to a school- or community-based attendance improvement program. Manheim Township School District is recommending that your family contact **COBY's Family Services** to register in their Parenting Wisely Program.

You have been notified of repeated unlawful absences and have been strongly encouraged to ensure that your child receives no subsequent unlawful absences. The series of unexcused absences constitute a summary offense under the Public School Code for which penalties may be imposed against you as parent or guardian. Public School Code provides for a fine not to exceed \$750. Parents who fail to make payment of such a fine may be sentenced to the county jail for a period not to exceed three (3) days.

If you have any questions or need assistance, please contact our District Truancy Coordinator, Douglas Sing at Singdo@mtwp.net or (717) 735-1020.

Sincerely,

Principal

%SCHOOL_NAME%

CC: Truancy File
Truancy Coordinator, Guidance Counselor, Home and School Visitor



Manheim Township School District

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www.mtwp.net

Community or School Based Attendance Improvement Program

%DATE%

%ADDRESS_BLOCK%

Dear Parent/Guardian:

The purpose of this letter is to make you aware that %STUDENT_NAME% has accumulated 6.0 unexcused absences. These absences occurred on %ABS_DATE_LIST%. Each unexcused absence constitutes a violation of the compulsory attendance provisions of the Public School Code of the Commonwealth of Pennsylvania.

As the parent/guardian of %FIRST_NAME%, you are in violation of the Pennsylvania Compulsory Attendance and Truancy Laws. Once a child has accrued six (6) unexcused absences, the school must refer parent/child to a school- or community-based attendance improvement program. Manheim Township School District is recommending that your family contact **COBYS' Family Services** to register in their Parenting Wisely Program.

COBYS' Parenting Wisely Program is an evidence-based program that provides parents and their child with the information and skills to build stronger family relationships and promote regular school attendance. Regular attendance at school is an important part of every student's success and is necessary to gain the greatest benefit from the educational experience. Through COBYS' Family Services, families discover ways to improve parent and school relationships, improve communication, responsibility for children, and establish positive and productive family practices.

Please contact COBYS at (717) 481-7663 or at cobys.org to register for this program. If you have any questions or need additional information, please contact our District Truancy Coordinator, Douglas Sing at Singdo@mtwp.net or (717) 735-1020. When you have registered and completed the Parenting Wisely Program, all information should be forwarded to Mr. Douglas Sing.

Sincerely,

Principal
%SCHOOL_NAME%

CC: Truancy file



Manheim Township School District

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Phone: 717-569-8231
Fax: 717-569-3729
www.mtwp.net

10-Day Absence Notification

%DATE%

Grade: %GRADE_LEVEL%

%ADDRESS_BLOCK%

Dear Parent/Guardian:

Our attendance records indicate that %STUDENT_NAME% has been absent for %TOTAL_OCCURRENCE_VALUE% days as of the date of this letter. I am concerned about the effect that this number of days out of the classroom may have on %FIRST_NAME%'s school performance.

Pennsylvania attendance regulations state that "a maximum of ten (10) days of cumulative lawful absences by parental notification may be permitted during a school year; and that all absences beyond ten (10) cumulative days should require an excuse from a physician."

As per state attendance regulations, for the remainder of this school year, a written professional medical excuse will be required for all of %FIRST_NAME%'s absences. The note must

- State that %FIRST_NAME% was seen by or is under the care of a medical professional
- Contain the date(s) to be excused from school
- Be signed by the medical professional

Any absence for which a doctor's excuse is not provided is unlawful and could lead to prosecution by the school district for violation of state compulsory attendance laws.

We do not wish to see %FIRST_NAME% experience poor academic performance, often associated with excessive absences. As we work together to provide the best academic experience for %FIRST_NAME%, it is critical that we maintain good lines of communication, especially as it relates to %FIRST_NAME%'s attendance and participation in school.

Please contact %SCHOOL_PHONE_NUMBER% to speak with %PRINCIPAL_NAME%. Thank you for your attention to this matter.

Sincerely,

Principal
%SCHOOL_NAME%

CC: Truancy File
Truancy Coordinator, School Nurse, Guidance Counselor, Home and School Visitor