



Manheim Township School District

P.O. Box 5134, Lancaster, PA 17606-5134
Phone: 717-569-6231
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