



MANHEIM TOWNSHIP SCHOOL DISTRICT

DISTRICT OFFICE

450A CANDLEWYCK ROAD LANCASTER PA 17601

(PH) 717.569.8231 (FAX) 717.569.3729

www.mtwp.net

2nd Unexcused Absence Notification

%DATE%

Grade” %GRADE_LEVEL%

%ADDRESS_BLOCK%

Dear Parent/ Guardian:

%STUDENT_NAME% was absent, without providing an excuse on %ABSENCE_DATE%. This letter is sent to notify you of this second unexcused absence.

We are dedicated to supporting your child’s success and assisting with concerns. Attendance requirements are meant to benefit your child’s educational experience. The District is a partner with you and can help support barriers that may be impacting your child’s attendance. We appreciate your cooperation in improving your child’s school attendance and helping %FIRST_NAME% complete missed assignments on those occasions when %FIRST_NAME% is absent. When absences accumulate, they may ultimately result in academic difficulty.

Commonwealth of Pennsylvania law and school policy requires regular daily attendance.

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 (3) days, the absence will permanently be added to the student’s file as unlawful. A School Attendance Improvement Conference will be developed after three unlawful absences. Prosecution will begin if %FIRST_NAME% becomes habitually truant.

Continued unlawful absences will lead to prosecution before the magisterial judge, as well as a referral to the County Children and Youth Agency.

Sincerely,

Principal %SCHOOL_NAME%

CC: Truancy File