



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