



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