



MANHEIM TOWNSHIP SCHOOL DISTRICT

DISTRICT OFFICE

450A CANDLEWYCK ROAD LANCASTER PA 17601

(PH) 717.569.8231 (FAX) 717.569.3729

www.mtwp.net

3rd Unexcused Absence Notification

%DATE%

Grade” %GRADE_LEVEL%

%ADDRESS_BLOCK%

Dear Parent/ Guardian:

This letter officially informs 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).

The District strongly encourages you to ensure that your child receives no subsequent unlawful absences. A School Attendance Improvement Conference (SAIC) for your child will be developed to identify any barriers to regular daily attendance if your child continues to have additional unlawful absences. You are encouraged to participate in the conference to create this plan.

The unexcused absences constitute a summary offense under the Public School Code for which penalties may be imposed against you as the 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 the truant student 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.

If your child continues to be unlawfully absent, a proceeding may be initiated against you before a magisterial judge without further notice from school authorities.

If you have any questions or need assistance, please contact our District Truancy Coordinator, Mr. Bolivar Medina, at medinabo@mtwp.net or (717) 735-1020.

Sincerely,

Principal

%SCHOOL_NAME%

CC: Truancy File

Truancy Coordinator, School Counselor, Home, and School Visitor, School Social Worker