



MANHEIM TOWNSHIP SCHOOL DISTRICT

MANHEIM TOWNSHIP HIGH SCHOOL

115 BLUE STREAK BLVD LANCASTER PA 17601

PH: 717.560.3097 FAX: 717.735.1740

www.mtwp.net

6th Unlawful Absence Notification

03/10/2020

Grade: 05

To the Parents/Guardians of: FName LName

123 Street Ave.

Apt 6

City, State 12345-1234

Dear Parent/Guardian:

You are receiving this letter to officially notify you that FName LName has accumulated 6.0 absences. FName has been absent from school without a lawful, written excuse on the following dates: . These continued absences are unlawful and, therefore, constitute a violation of the compulsory attendance provision of the Pennsylvania Public School Code (24P.S. 13-1327).

You, the parent/guardian of FName , are in violation of the compulsory attendance laws. Once a child has accrued six (6) unexcused absences, the school must refer parent/child to a school- or community-based attendance improvement program. Manheim Township School District is recommending that your family contact **COBY's Family Services** to register in their Parenting Wisely Program.

You have been notified of repeated unlawful absences and have been 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. Public School Code provides for a fine not to exceed \$750. Parents who fail to make payment of such a fine may be sentenced to the county jail for a period not to exceed three (3) days.

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
Manheim Township High School

CC: Truancy File
Attendance Officer
Guidance Counselor
Home and School Visitor



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Community or School Based Attendance Improvement Program

03/10/2020

To the Parents/Guardians of: FName LName

123 Street Ave.
Apt 6
City, State 12345-1234

Dear Parent/Guardian:

The purpose of this letter is to make you aware that FName LName has accumulated 6.0 unexcused absences. These absences occurred on . Each unexcused absence constitutes a violation of the compulsory attendance provisions of the Public School Code of the Commonwealth of Pennsylvania.

As the parent/guardian of FName, you are in violation of the Pennsylvania Compulsory Attendance and Truancy Laws. Once a child has accrued six (6) unexcused absences, the school must refer parent/child to a school- or community-based attendance improvement program. Manheim Township School District is recommending that your family contact **COBYS' Family Services** to register in their Parenting Wisely Program.

COBYS' Parenting Wisely Program is an evidence-based program that provides parents and their child with the information and skills to build stronger family relationships and promote regular school attendance. Regular attendance at school is an important part of every student's success and is necessary to gain the greatest benefit from the educational experience. Through COBYS' Family Services, families discover ways to improve parent and school relationships, improve communication, responsibility for children, and establish positive and productive family practices.

Please contact COBYS at (717) 481-7663 or at cobys.org to register for this program. If you have any questions or need additional information, please contact the District's Truancy Coordinator, Douglas Sing at Singdo@mtwp.net or (717) 735-1020. When you have registered and completed the Parenting Wisely Program, all information should be forwarded to Mr. Douglas Sing.

Sincerely,

Principal
Manheim Township High School

CC: Truancy file