



# 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

### 10-Day 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:

Our attendance records indicate that FName LName has been absent for 0 days as of the date of this letter. I am concerned about the effect that this number of days out of the classroom may have on FName's school performance.

Pennsylvania attendance regulations state that "a maximum of ten (10) days of cumulative lawful absences by parental notification may be permitted during a school year; and that all absences beyond ten (10) cumulative days should require an excuse from a physician."

As per state attendance regulations, for the remainder of this school year, a written professional medical excuse will be required for all of FName's absences. The note must:

- State that FName was seen by or is under the care of a medical professional
- Contain the date(s) to be excused from school
- Be signed by the medical professional

Any absence for which a doctor's excuse is not provided is unlawful and could lead to prosecution by the school district for violation of state compulsory attendance laws.

We do not wish to see FName experience poor academic performance, often associated with excessive absences. As we work together to provide the best academic experience for FName, it is critical that we maintain good lines of communication, especially as it relates to FName's attendance and participation in school.

Please contact (717) 560-3097 to speak with John Loose if your child is in grades 10 or 12, Daniel Weber if your child is in grades 9 or 11, or contact the school counselor at (717) 560-3096. Thank you for your attention to this matter.

Sincerely,

David Rilatt  
Principal  
Manheim Township High School

Cc: Truancy File  
Attendance Officer, School Nurse, Guidance Counselor, Home and School Visitor