



MANHEIM TOWNSHIP SCHOOL DISTRICT

DISTRICT OFFICE

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www.mtwp.net

SCHOOL ATTENDANCE IMPROVEMENT CONFERENCE (SAIC)

Date:

Student Information: (See Attached Demographics Sheet)

Parent/Guardian Information: (See Attached Demographics Sheet)

School Information: (See Below)

Name of School District: MANHEIM TOWNSHIP SCHOOL DISTRICT	Address:	School Contact for Attendance Plan Concerns:
Name of School Building:	Phone Number:	Building LEA:
Building Principal:	Fax Number:	Phone:
Phone:	Website: www.mtwp.net	Email:
Email:	Link to Attendance MTSD: Attendance	Attendance Secretary:
		Phone:
		Email:

In accordance with the Pennsylvania Department of Education (PDE) guidelines, and in an attempt to reduce incidents of truancy, the Manheim Township School District will be developing, in partnership with parents/guardians and student, a School Attendance Improvement Conference (SAIC) for students who accrue three days or more of unexcused or unlawful absences during the calendar school year. The purpose of the SAIC meeting is to discuss the cause of the student's truancy and to develop a mutually agreed-upon process to resolve truant behavior. The SAIC Team will consider the following factors when developing the plan:

1. The appropriateness of the student's educational environment
2. Current academic difficulties
3. Physical or behavioral health issues
4. Family/environment concerns

List of Those Who Attended the SAIC and Role/Relationship to Student

Student	
Parent(s)/Guardian(s)	
Building LEA	
School Counselor	
IEP/GIEP Case Manager	
Teacher(s)	
Other	

Attendance History:

	Quantity		Quantity
Total number of excused tardies		Total number of excused absences*	
Total number of unexcused tardies**		Total number of unexcused absences	
Total number of tardies		Total number of absences	

*At 10 Parent Excused Absences, a doctor's note is required to excuse any additional absences during the 2022-2023 school year.

**As a reminder, students are expected to be in their assigned location at their building's designated start time. Please see the [MTSD Attendance Guidelines](#) for additional information. (update when new link entered).

***As a reminder, all excuse notes can be uploaded through the [MTSD Sapphire Community Portal](#). If you need instructions on how to set up your Parent/Guardian MTSD Sapphire Community Portal account, please click [here](#).

Assessment:

Reasons for Absences (identify all that apply):

<input type="checkbox"/>	Overslept	<input type="checkbox"/>	Medical Concerns	<input type="checkbox"/>	Academic Difficulties
<input type="checkbox"/>	No Transportation	<input type="checkbox"/>	Doesn't like school	<input type="checkbox"/>	Family Concerns
<input type="checkbox"/>	Parent at Work	<input type="checkbox"/>	Isolated from friends	<input type="checkbox"/>	Other: (see below)
	If other, explain:				

Potential Solutions:

Family/School/Community (identify all that apply):

<input type="checkbox"/>	Set alarm clock	<input type="checkbox"/>	Set multiple alarms	<input type="checkbox"/>	Electronic device "pause" at home
<input type="checkbox"/>	Adjust work schedule	<input type="checkbox"/>	Go to bed earlier	<input type="checkbox"/>	Support Services (SAP Referral)
<input type="checkbox"/>	School-Based Counseling	<input type="checkbox"/>	Individual Counseling	<input type="checkbox"/>	Other:

Plan of Action:

This SAIC will be utilized for the remainder of the school year. The student and parent/guardian must adhere to any/all items checked below:

Student:

<input type="checkbox"/>	Student will attend school and supply appropriate documentation following all absences in accordance with Pennsylvania Attendance Laws. Information related to student attendance can be found on the MTSD Website: Attendance
<input type="checkbox"/>	Student will ask parent for excuse notes when they are absent from school.
<input type="checkbox"/>	Student will turn in any parent/guardian excuse notes or doctor's notes within three (3) days of the absence.
<input type="checkbox"/>	

Parents/Guardians:

<input type="checkbox"/>	Parent/Guardian will supply appropriate documentation following any/all absences in accordance with Pennsylvania Attendance Laws. Information related to student attendance can be found on the MTSD Website: Attendance .
<input type="checkbox"/>	Parent/Guardian will write out excuse notes when student is absent from school.
<input type="checkbox"/>	Parent/Guardian will have their student return excuse notes within 3 days of their absence from school.
<input type="checkbox"/>	Parent/Guardian will have the doctor's office fax/email medical notes for any medical related absence from school and/or print out for student to return to the school.*
<input type="checkbox"/>	The parent/guardian will inform school staff of any physical, behavioral and/or health changes or concerns immediately.
<input type="checkbox"/>	

*If any unlawful absences are from doctor's appointment or under doctor's care, please submit these notes within three (3) days, **as they will still be accepted and the unlawful absences can be reversed.**

School District responsibility:

<input type="checkbox"/>	Submit a Student Assistance Program (SAP) Referral
<input type="checkbox"/>	Enforce potential consequences for non-compliance with the School Attendance Improvement Conference Plan.
<input type="checkbox"/>	

Specific Potential Consequences for Non-Compliance with Plan:

1. If the student accumulates 6 or more UNLAWFUL Absences, a notification letter will be mailed home and the parents/guardian/student will be referred to a school or community based attendance improvement program.
2. If the student accumulates additional UNLAWFUL Absences, the SAIC will be referred to the Attendance Officer, which may result in a prosecution.
3. Accumulation of additional unlawful absences may result in a referral to Children & Youth Services.

SIGNATURE PAGE

This School Attendance Improvement Contract (SAIC) was created collaboratively to:

- Assist the student in improving attendance;
- Enlist my/our support as the parent(s)/guardian(s); and
- To document the school's attempts to provide resources to promote the educational success of the student.

As the parent(s)/guardian(s), I/we understand that while the school has demonstrated its support and assistance to this student through this process, by law, it is my/our responsibility to ensure that the student attends school.

We agree with this Plan, including all requirements and consequences set forth herein, and we agree to comply with the terms set forth in the Plan. Should we have difficulty in implementing the plan or are not clear on the roles of each party, we can contact the school directly with questions or concerns. For any other concerns or questions please contact Manheim Township School District Truancy Coordinator at 717-735-1020.

Parties in agreement with this plan will sign below:

Student: _____	Date: _____
Parent or Guardian: _____	Date: _____
Parent or Guardian: _____	Date: _____
Building LEA: _____	Date: _____
School Counselor: _____	Date: _____
IEP/GIEP Case Manager: _____	Date: _____
Teacher: _____	Date: _____
Other: _____	Date: _____

Office Only: (initial and date)

Upload into Sapphire: _____ Paper copy placed in student Cum File: _____