

Attendance Notifications Letters

These notifications can come in the form of email or written letter at the schools discretion.

Students with 5 Unexcused or 5 Excused Tardy Arrivals

- Attendance Audit Letter, with the portion of the school day and tardiness translate into equivalent days.

Students with 3 Unexcused or 5-7 Excused Absences

- Attendance Audit Letter .
- 3 Unexcused is considered truant and requires a policy reminder letter.
- 5 Excused Absences is half way through the ten (10) day cumulative lawful absences and requires a policy reminder letter.

Students with 4 Unexcused Absences

- 4 Unexcused is considered truant and requires a School Attendance Improvement Plan (SAIP).

The school will:

- Request Parent/Guardian participate in a School Attendance Improvement Conference (SAIC)

(Can requested date, time, and location of conference, or parent guardian may answer SAIC questions via phone, or email.)

- The conference is mandated by law and will be held with or without their participation
- The purpose of the meeting is to work with the parent/guardian and student to prevent further absences and/or have a plan of action to obtain missed work.
- School Attendance Improvement Plan (SAIP) must be completed.

Then the school will send:

- School Attendance Improvement Plan Letter

School Attendance Improvement Plan (SAIP) to have a proactive action plan for obtaining and completing school work.

Students with 5 Unexcused Absences

- Truancy Warning Letter
- Student is considered truant
- Mentions date of School Attendance Improvement Plan (document attached)
- Explains that six (6) or more unexcused absences the school may file a truancy citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court;

Students with 6 Unexcused Absences

- Truancy Citation Notice Letter

o Student is “habitually truant” the school must refer the child to either: (1) a school-based or community- based attendance improvement program or (2) the County Children and Youth Agency (CCYA) for services or possible disposition as a dependent child under the Juvenile Act

Additionally, the school may:

- File a citation against the parent of a habitually truant child under fifteen(15) in a magisterial district court; Child between the age of 15-17 file a citation against the student
- Call for a home visit to students’ residential School District Truancy Officer
- Hold a second School Attendance Improvement Conference- to Revise School Attendance Improvement Plan (school based decision)

- Possible referral to CCYA (school based decision) Students with 10 Unexcused Absences
- Student referred to Child Guidance Attendance Program (school based decision)
- Administrator: Parent/Guardian Phone Contact

Students with 10 Cumulative Absences

- Cumulative Absence Notification Letter
- By state law any further absences will require a doctor’s note to be considered lawful, failure to comply with doctor’s documentation will count as an unexcused absence.

The school may:

- Invite the parents/guardians to a formal discussion to discuss the matter.
- Call for a home visit to students’ residential School District Truancy Officer (school based decision)
- Hold a second School Attendance Improvement Conference- to Revise School Attendance Improvement Plan (school based decision)
- Possible referral to CCYA (school based decision) Students with 10 Unexcused Absences
- Student referred to Child Guidance Attendance Program (school based decision)

All letters will include the following information:

- *A count of excused and unexcused absence and the current student attendance report.
- *State law require a written explanation from the parent/guardian in each instance of school absence, lateness, or early dismissal. Parents are requested to notify the school of the student's

absence prior to the start of the school day. In the event a call is not received, a school representative may attempt to contact the parents to confirm that the child is legitimately absent.

*Absences must be reported to the appropriate school's attendance office to ensure student safety. In addition, written notes are required.

*Notes must be submitted within three (3) days after return from an absence. The absence of any student failing to comply with this time period will automatically become unexcused and the school laws of Pennsylvania shall be applied accordingly.

*In cases where the absences due to illness(chronic or irregular) for three (3) consecutive days or more, the school needs a physician's statement certifying that such absences are medically justified and therefore excused.

*Absences for a portion of the school day and tardiness will be considered on a cumulative basis and may translate into equivalent days.

*Student is considered Truant when a student has been absent for three (3) days during the current school year without a lawful excuse, school staff shall provide notice.

*Habitually truant shall be defined as absent for more than three (3) school days or their equivalent following the first notice of truancy given after a student's unlawful absence for three (3) school days.

*A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. Excusal beyond ten (10) cumulative lawful absences shall require submission by the parent/guardian an excuse from a licensed physician.

*Parents/guardians of students who miss ten (10) cumulative days or more, regardless of the nature of the absences shall be notified in writing of the student's absence record.