

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

204-AR-0-FORM-1. LETTER FOR TRUANT STUDENT OVER AGE OF THIRTEEN (13)

Date

Student Name
Address
City, PA ZIP Code

CERTIFIED AND RETURN SERVICE FIRST CLASS MAIL

Dear (Name):

Based upon your attendance history, while a student in the (School District), it has become necessary to formally notify you of key components of the PA School Code and (School District) policies dealing with attendance. As a student over the age of thirteen (13), this letter shall serve as official notification that you are aware of the following:

1. You are required by School Code and School Board policy to attend school every day it is in session, unless illness or injury prevents you from attendance and a signed notice that you were absent with parental permission is submitted to the school within three (3) days of the absence. If you are absent three (3) or more consecutive days, a note that you were seen by a physician must be submitted to the school, also within the three-day time period.
2. Should you acquire too many unlawful/unexcused absences you may be denied credit for courses, regardless of your current grade in the class.
3. Failure to attend school each day it is in session can result in:
 - a. Revocation of any work permits (working papers) issued to you by the district.
 - b. Prosecution before a district justice. Such prosecution may result in you as the student, not your parent/guardian, being fined up to \$300.00 per day that you fail to attend school.
 - c. Additionally the district justice may:
 - 1) Assign you to an alternative adjudication program.
 - 2) Suspend your privilege to possess or apply for a PA driver's license.
4. Continued failure to attend school may result in a referral to other county agencies for additional actions and/or placements.
5. Leaving campus prior to dismissal time is considered truancy and is subject to prosecution.

I certainly hope that your attendance record improves and you have a successful school year. It is my desire that we do not need to resort to any of the above actions.

Respectfully,

Signature and Name of
Attendance Officer for District

c: Parents/Guardians via regular mail
Truancy File