

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

204-AR-0-FORM. 3-DAY UNLAWFUL LETTER

Dear Parent/Guardian,

Penn Manor School District believes that regular consistent attendance and punctuality is necessary for your student's optimal academic performance. Unfortunately, our records indicate that _____ (Student Name) _____ has accumulated three (3) unlawful absences for the current school year. Parental or doctor notes are required to excuse students from attending school. Please review the district attendance policy for more specific details.

PENNSYLVANIA SCHOOL CODE, SECTION 1327, mandates that children enrolled in public school attend until the age of seventeen (17). Parents/Guardians with children in violation of this compulsory attendance law are committing a summary offense and may be cited and prosecuted. Additionally, student disciplinary action will be instituted by a school administrator upon any additional unlawful absences. Penalties are described in the student handbook and may include loss of parking permits, detention, and Saturday School.

An attendance history is enclosed for your review. If you question any of this data, please contact me at 872-9520 ext: 1824, or email at stacy.riffert@pennmanor.net. As a reminder, parents/guardians can view daily attendance and grades using our web-based Sapphire system at <http://sapphire.pennmanor.net/parent>.

The staff and administration are interested in providing a sound education for your child. We are confident that you share our concern and will assist us in preventing any future violation of the attendance policy.