

MORRISVILLE BOROUGH SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: AUGUST 26, 2015

REVISED:

204-AR-1. LETTER FOR FIRST UNLAWFUL ABSENCE

Date

Parent/Guardian Name

Address

City, PA ZIP Code

Dear (Parent(s)/Guardian(s) Name):

(Student Name) was absent unlawfully on (Date). This letter is sent to make you aware of this absence. Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers. Commonwealth of Pennsylvania law and School Board policy require regular daily attendance. When absences accumulate, it may ultimately result in academic difficulty.

Our district has an active Student Assistance Team and additional services that are available to you and your family. We share a common goal to ensure that your child reaches his/her full potential. All absences are counted as unlawful until the school district receives a written excuse explaining the reason for the absence. If a written excuse is not received within three (3) days, the absence will be added permanently to the student's file as unlawful. This letter serves as our first communication regarding (Student Name)'s unlawful absences. If (Student Name) accumulates three (3) additional days of unlawful absences or the equivalent, the district must notify the magisterial district judge.

In addition, any absences of ten (10) cumulative days will require a written excuse that indicates (Student Name) was seen by a doctor or medical practitioner. Enclosed are the penalties for violation of compulsory attendance requirements.

If you have any questions, please call my office at (Telephone) or the guidance office at (Telephone) so that we may work together to ensure (Student Name)'s educational success.

Sincerely,

(Principal, Assistant Principal, or Attendance Officer)

Enclosure: Penalties for Violations

c: Student Assistance Team
Attendance Officer/Home School Visitor
Guidance Counselor
Student File