

# MORRISVILLE BOROUGH SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: AUGUST 26, 2015

REVISED:

## 204-AR-2. LETTER FOR SECOND UNLAWFUL ABSENCE

Date

Parent/Guardian Name

Address

City, PA ZIP Code

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

This letter is to inform you that (Student Name) was absent unlawfully from school on (Date). This is the second unlawful absence recorded this year. Attendance requirements are meant to benefit your child's educational experience. I appreciate your cooperation in trying to improve your child's school attendance and in helping complete missed assignments on those occasions when (Student Name) must be absent.

If (Student Name) accumulates two (2) additional days of unlawful absences or the equivalent, the district must notify the magisterial district judge. Commonwealth of Pennsylvania law and School Board policy require that every child of compulsory school age attend school daily. A child must present a written excuse from the parent/guardian or medical practitioner within three (3) days of an absence or the absence will be counted as illegal. Mental, physical or other urgent reasons are the only lawful excuses for absences. Enclosed are penalties for violation of compulsory attendance requirements.

I strongly encourage you to contact the guidance office or the Student Assistance Team to discuss ways to ensure your child's school attendance. Continued unlawful absences could lead to notification of the magisterial district judge, as well as a referral to the County Children and Youth Agency. You may request a school-family conference at this time to explore possible solutions to your child's unlawful absences. If you have any questions, please call my office at (Telephone).

Sincerely,

(Principal, Assistant Principal, or Attendance Officer)

Enclosure: Penalties for Violations

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