

# MORRISVILLE BOROUGH SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: AUGUST 26, 2015

REVISED:

## 204-AR-3. LETTER FOR THIRD UNLAWFUL ABSENCE

Date

Parent/Guardian Name  
Address  
City, PA ZIP Code

### OFFICIAL NOTICE OF CHILD'S ILLEGAL ABSENCE

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

This letter is to officially notify you that (Student Name) has been absent from school without a lawful excuse on the following dates: (Date 1, Date 2, and Date 3, etc.). These absences are unlawful and, therefore, constitute a violation of the compulsory attendance provision of the Pennsylvania Public School Code (24 P.S. 13-1327).

You are therefore notified of your child's repeated unlawful absences and strongly encouraged to ensure that your child receives no subsequent unlawful absences. The series of unexcused absences constitutes a summary offense under the Public School Code for which penalties may be imposed against you as parent or guardian. Act 29 of 1995 provides for a \$300 fine and allows the court to impose parent education classes with your daughter or son and community service sentences for parents of a truant child who do not show that they took reasonable steps to ensure the child's school attendance. Act 29 also provides that truant students lose their driver's license for ninety (90) days for the first offense, and six (6) months for the second offense.

Be advised that the process for development of a Truancy Elimination Plan for your child has now begun, which requires your participation in a school-family conference. If your child is unlawfully absent again, a proceeding will be initiated against you before a magisterial district judge, and a referral for general protective services made to the County Children and Youth Agency, without further notice from school authorities. Please refer to the enclosed sections in the Pennsylvania School Code for specific penalties for violation of compulsory attendance requirements for both you and your child.

Sincerely,

(Superintendent)

Enclosure: Penalties for Violations

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