

ABSENCE NOTIFICATION LETTERS TO PARENTS/GUARDIANS:

3 Day Letters:

Upon reaching the **3rd day of illegal absence**, a notification letter will be sent to the parent/guardian stating that the student is now considered **truant** under the **Pennsylvania Truancy Law** and if the student continues to be truant and incurs additional absences after this notice has been issued, the school is required to hold a Student Attendance Improvement Conference in an effort to improve attendance.

6 Day Letters:

When a student accumulates **(6) days of illegal absences** for the current school year, a letter will be sent to the parent/guardian stating this fact and also setting a date and time to attend the **Student Attendance Improvement Conference**. A referral will be made to Children and Youth Services. A Student Attendance Improvement Plan (SAIP) will be written at the conclusion of the Conference. It will include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.

10 Day Letters:

A student is allowed 10 days of absence from school with the proper notes. Upon reaching the 10th day of absence, a letter will be sent to the parent/guardian notifying the parent of the 10 days of absence and explaining that this number of absences is considered **excessive**. Therefore, a **medical excuse note** for healthcare reasons should be provided or the absence will be **illegal**.

Truancy Citations

Under Act 138 of 2016, the penalties for truancy are as follows: Fines placed on parents for truancy can be as high as \$750.00 and the parents may be required to pay court costs and/or be sentenced to complete a parenting education program. Under the act, both the truant child and the parents would have to appear at a hearing by the district justice. If the parents show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offense. If the parents are not convicted and the child continues to be truant, the child will be fined up to \$750.00 or be assigned to an adjudication alternative program.

Other provisions allow a district justice to suspend a sentence given to the parent or child if the child is no longer habitually truant. A district justice may order the parents to perform community service for up to six months. The law also grants to state, municipal, port authority, transit authority, housing authority, or school police officers the same arrest powers as attendance officers and home and school visitors.

For more information please see www.panthervalley.org for ATTENDANCE - Policy 204