



MANHEIM TOWNSHIP SCHOOL DISTRICT

DISTRICT OFFICE

450A CANDLEWYCK ROAD LANCASTER PA 17601
(PH) 717.569.8231 (FAX) 717.569.3729
www.mtwp.net

Ist Unexcused Absence Notification

%DATE%

Grade” %GRADE_LEVEL%

%ADDRESS_BLOCK%

Dear Parent/ Guardian:

%STUDENT_NAME% was absent, without providing an excuse on %ABSENCE_DATE%. This letter is sent to notify you of this unexcused absence.

Regular attendance is an important part of every student’s success and is necessary to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and contact with their teachers. Our District has many support services available to you and your family. We share a common goal to ensure that your child reaches their full potential. Please reach out with questions or concerns regarding your child’s attendance or our district’s attendance policies.

Commonwealth of Pennsylvania law and school policy requires regular daily attendance. When absences accumulate, it may ultimately result in academic difficulty for %FIRST_NAME%. The Commonwealth of Pennsylvania law requires that all absences be counted as unlawful until the Manheim Township School District receives a written excuse explaining the reason for the absence. If a written excuse verifying an excusable absence is not received within three (3) school days, the absence will permanently be added to the student’s file as unlawful. A School Attendance Improvement Conference (SAIC) will be developed after the fourth (4th) unlawful absence. Prosecution will begin if %FIRST_NAME% becomes habitually truant.

If you have any questions or need assistance, please contact our District Truancy Coordinator, Mr. Bolivar Medina, at medinabo@mtwp.net or (717) 735-1020.

Sincerely,

Principal
%SCHOOL_NAME%
CC: Truancy File