



# MANHEIM TOWNSHIP SCHOOL DISTRICT

## DISTRICT OFFICE

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

### 6th Unexcused Absence Notification

%DATE%

Grade” %GRADE\_LEVEL%

%ADDRESS\_BLOCK%

Dear Parent/ Guardian:

You are receiving this letter to officially notify you that %STUDENT\_NAME% has accumulated six (6) unlawful absences. %FIRST\_NAME% has been absent from school without a lawful, written excuse on the following dates: %ABS\_DATE\_LIST%. These continued absences are unlawful and, therefore, constitute a violation of the compulsory attendance provision of the Pennsylvania Public School Code (24P.S. 13-1327).

You, the parent/guardian of %FIRST\_NAME%, are in violation of the compulsory attendance laws. Once a child has accrued six (6) unlawful absences, the school must refer the parent/child to a school or community-based attendance improvement program.

Manheim Township School District is recommending that your family contact COBY's Family Services to register in their *Parenting Wisely Program*. You have been notified of repeated unlawful absences and have been strongly encouraged to ensure that your child receives no subsequent unlawful absences. The series of unexcused absences constitute a summary offense under the Public School Code for which penalties may be imposed against you as the parent/ guardian. Public School Code provides for a fine not to exceed \$750. Parents who fail to make payment of such a fine may be sentenced to the county jail for a period not to exceed three (3) days.

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

Sincerely,

Principal

%SCHOOL\_NAME%

CC: Truancy File

Truancy Coordinator, School Counselor, Home and School Visitor, School Social Worker



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### Community or School-Based Attendance Improvement Program

%DATE%

Grade? %GRADE\_LEVEL%

%ADDRESS\_BLOCK%

Dear Parent/Guardian:

The purpose of this letter is to make you aware that %STUDENT\_NAME% has accumulated six (6) unexcused absences. These absences occurred on %ABS\_DATE\_LIST%. Each unexcused absence constitutes a violation of the compulsory attendance provisions of the Public School Code of the Commonwealth of Pennsylvania.

As the parent/guardian of %FIRST Name%, you are in violation of the Pennsylvania Compulsory Attendance and Truancy Laws. Once a child has accrued six (6) unexcused absences, the school must refer the parent/child to a school- or community-based attendance improvement program.

Manheim Township School District is recommending that your family contact COBYS' Family Services to register in their Parenting Wisely Program. COBYS' Parenting Wisely Program is an evidence-based program that provides parents and their child with the information and skills to build stronger family relationships and promote regular school attendance. Regular attendance at school is an important part of every student's success and is necessary to gain the greatest benefit from the educational experience. Through COBYS' Family Services, families discover ways to improve parent and school relationships, improve communication, and responsibility for children, and establish positive and productive family practices.

Please contact COBYS at (717) 481-7663 or at [cobys.org](http://cobys.org) to register for this program. If you have any questions or need additional information, please contact the District's Truancy Coordinator, Mr. Bolivar Medina, at [medinabo@mtwp.net](mailto:medinabo@mtwp.net) or (717) \_\_\_\_\_.

When you have registered and completed the Parenting Wisely Program, all information should be forwarded to Mr. Bolivar Medina.

Sincerely,

Principal

%SCHOOL\_NAME%

CC: Truancy file