



## MANHEIM TOWNSHIP SCHOOL DISTRICT

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### DISTRICT OFFICE

450A CANDLEWYCK ROAD LANCASTER PA 17601

(PH) 717.569.8231 (FAX) 717.569.3729

[www.mtwp.net](http://www.mtwp.net)

Dear Parent/Guardian:

Our attendance records indicate that %FName LName% has been absent for \_\_\_\_ days as of the date of this letter. I am concerned about the effect that this number of days out of the classroom may have on %FName's% school performance.

Pennsylvania attendance regulations state that “a maximum of ten (10) days of cumulative lawful absences by parental notification may be permitted during a school year; and that all absences beyond ten (10) cumulative days should require an excuse from a physician.” As per state attendance regulations, for the remainder of this school year, a written professional medical excuse will be required for all of %FName%'s absences. The note must state that %FName% was seen by or is under the care of a medical professional, contain the date(s) to be excused from school, and be signed by the medical professional. Any absence for which a doctor's excuse is not provided is unlawful and could lead to prosecution by the school district for violation of state compulsory attendance laws.

We do not wish to see %FName% experience poor academic performance, often associated with excessive absences. As we work together to provide the best academic experience for %FName%, it is critical that we maintain good lines of communication, especially as it relates to %FName%'s attendance and participation in school.

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