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# Student Attendance Manual

WARWICK SCHOOL DISTRICT

301 West Orange Street  
Lancaster, PA 17543

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July 2018

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## Overview

The Warwick School District is committed to working with students and parents/guardians to provide a framework that supports consistent and regular attendance for all children. We value the education of our students, recognizing the relationship between regular attendance and student achievement. We work with our families to ensure that whenever possible, their children are in attendance at school.

The purpose of this attendance manual is to provide information about the laws and regulations governing school attendance, the procedures followed by the District to maintain compliance with these mandated policies, and provide an opportunity to preview attendance letters. Through utilization of the guidelines and forms provided in this manual, the District reinforces consistent implementation of attendance procedures across all K-12 schools. These procedures help ensure students attend school on a regular basis.

## Pennsylvania Compulsory Education Laws

The term *compulsory school age* in Pennsylvania refers to the period of a child's life from the time the child enters school as a beginner (kindergarten or first grade), which may be no later than eight years of age, until the age of seventeen or graduation from a high school, whichever occurs first. It is mandatory for all children of compulsory school age having a legal residence in Pennsylvania to attend a day school in which the subjects and activities prescribed by the Standards of the State Board of Education are taught in the English language, except in certain situations found in sections 1327, 1327.1, 1329, and 1330 of the Pennsylvania School Code.

All students from age 8 (or the earliest age they entered school) until age 17 are required to participate in an approved educational program. Parents or guardians are required by law to ensure that their children attend an approved educational program.

The following chart provides a quick overview of Pennsylvania's educational laws regarding compulsory school attendance.

Code Section	Tit. 24 §§13-1326, et seq.
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Age at Which School Attendance is Required	Between 8 and 17 or at the time of the child's life that they have entered school
Exceptions to Attendance Requirements	Graduated high school; 15 and with approval, child may enroll in private trade school; enrolled in home education program pursuant to Tit. 24 §13-1327.1 or private school; physical/mental defects rendering education impracticable; 16 and lawfully employed; 15 and engaged in farming or domestic service or 14 if engaged in same having achieved highest elementary grade; resides over 2 miles from nearest public highway, school or free public transportation is not furnished
Home School Provisions	File annual notice with a notarized affidavit of various information including proposed education objectives and immunization record; evaluation by teacher or administrator; minimum course requirements at each educational level; portfolio of records and materials
Penalties on Parents for Noncompliance	Up to \$750, together with costs and upon default of payment subjected to county jail up to 3 days

Source: <http://law.findlaw.com/state-laws/compulsory-education/pennsylvania/>

Although the compulsory education law defines the starting age as 8 years, the Warwick School District implements these regulations as soon as a student enrolls in the school system. For example, if a student is enrolled in kindergarten at the age of 5 or 6 years old, the district will implement the attendance laws for that child. All students enrolled in the district prior to the age of 8 must abide by the attendance laws.

## **Absence from School**

Absence is defined as the nonattendance of a student on a day that school is in session. It is expected that a parent/guardian notify the school about the student's illness or family emergency on the day of the absence.

## **Unexcused Absence**

Parents/guardians must provide a signed, written explanation for the absence of their student. All absences should be treated as unexcused until the school district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three (3) school days of the absence. If no written explanation is provided, the absence is recorded as unexcused. Plain text email communication is not accepted as signed, written explanation of an absence. Likewise, if a written explanation offers an excuse for absence that is not allowable (as outlined in Board policy no. 204 of this attendance manual), the absence will be recorded as unexcused. Unexcused absences may include, but are not limited to, absences from school due to parental neglect, parental consent for reasons other than those specifically excused, illegal employment, and truancy. If a written explanation is questionable in nature, the absence will be investigated. An absence only becomes excused when the school codes it accordingly. Students who have accumulated 6 or more unexcused absences are considered habitually truant. Students who are under the age of 17 with an unexcused absence, as per the Pennsylvania Department of Education definition, are considered truant. All parents will be contacted by the school when a child reaches three consecutive unexcused absences to develop a plan to reduce truancy. Students ages 17 and older will be dropped from the active roster after 10 days of consecutive unexcused absences.

## **Excused Absence**

An excused absence from school is broadly defined by the state. Excused absences from school at the Warwick School District include the following:

- ◆ Illness
- ◆ Prearranged medical, dental, clinic, or hospital appointment
- ◆ Court appearances
- ◆ Funeral of relative
- ◆ Educational trips pre-approved by the appropriate administrator - not to exceed a total of (5) school days
- ◆ Pre-approved annual visits to post-secondary options: (Elementary and Middle School students will not be excused to attend college visits.)

- Colleges, trade schools or job sites-with a maximum (non-cumulative) of:
  - 9th – 1 day
  - 10th – 1 day
  - 11th - 3 days
  - 12th - 3 days

- ◆ Authorized school activities
- ◆ Family emergencies per principal discretion
- ◆ Observance of student’s religious holiday
- ◆ Participation in religious instruction program - maximum of 36 hours annually
- ◆ Attendance at PA State Farm Show - one (1) day only
- ◆ Participation in a 4-H, FFA or combined 4-H and FFA project - upon written request
- ◆ Hunting - maximum of three (3) days annually
- ◆ Performance/Non-school Sponsored Activities - 1-15 pre-approved cumulative school days

A maximum of ten (10) days of cumulative excused absences verified by parental notification are permitted during a school year. All cumulative excused absences verified by parent note beyond ten (10) days will require an excuse from a physician. Students who have excused absences have the opportunity to make up any work missed. It is expected that students complete the work within the time frame allotted by school staff.

### **Educational Trips**

A student may be permitted to take excused educational trip(s) up to 5 school days each school year with his/her parents/guardians. These trips are to be pre-approved and comply with program requirements as described in the *Student Handbook*. When an educational trip requires an absence of one day from school, an *Educational Trip Request Form* must be completed and given to the building administrator for prior approval. Parents should submit the forms a week prior to the trip for appropriate processing time. When an educational trip requires an absence of two or more consecutive days, the *Educational Trip Request Form* must be completed and returned to the Superintendent’s Office at least one (1) week prior to the trip. See the Appendices section for a copy of this form. The form is also located on the district and school websites.

Educational trips for the first and last ten (10) days of school and during scheduled testing times (for state-mandated assessments – PSSA, Keystone Exams; final exams) are strongly discouraged and may

not be approved during these windows. The testing calendar is available in your student's school office.

Educational trips will not be approved for students who are failing their subjects or have unexcused absences. Shopping trips and similar activities will not be approved as educational trips.

Parents/guardians are encouraged to contact the student's building administrator for details relating to excused absences for educational trips.

### **Medical Appointments**

Students with an appointment to visit a doctor or dentist during school hours may be excused for the absence if a signed written request is provided by the parent/guardian prior to the event. The written request should include the name of the physician and appointment time. A note from the doctor/dentist must be given to the office upon the student's return to school. If a student does not bring a note to school before leaving for an appointment, the absence will be marked unexcused.

If an appointment becomes necessary at the last minute, the parent/guardian should contact the building to provide authorization for the student to leave school. A note from the doctor/dentist should follow the student's return to school, recognizing the three-day grace period.

The building administrator may require a 30-day doctor's certificate or 30-day letter in situations where frequent absences and/or tardy minutes are occurring and/or it appears absences and/or tardy minutes are unexcused. Students with this type of intense medical need are seeing a physician regularly. This requirement may remain in effect for the remainder of the school year. The 30-day certificate or letter is required to have the following information: diagnosis, 30-day prognosis, symptoms that require student to remain in the home, date, and physician signature.

Student participating in extra-curricular activities are strongly encouraged to make appointments after school hours. In order to participate in extra-curricular activities, students must be in attendance at school by 10am on the day of the practice, rehearsal, event, etc. If students in extracurricular activities have a doctor's appointment, they must provide a doctor's note to be permitted to engage in the activity.

## **Tardiness**

Tardiness is defined as arriving late to a student's homeroom or class. Tardiness can have a significant negative impact on the learning process. Students must be in homeroom classes by the starting time of school. Below are the start and end times for the elementary schools, middle school, and high school.

- Elementary (Grades K - 6): 8:00 a.m. - 2:30 p.m.
- Middle School (Grades 7 - 8): 7:52 a.m. - 2:55 p.m.
- High School (Grades 9 -12): 8:00 a.m. - 3:01 p.m.

In order to participate in extracurricular activities, students must be in attendance at school by 10am on the day of the practice, rehearsal, event, etc.

If a student arrives tardy to school three times or if the minutes of tardiness are excessive, the parent will receive a tardy warning letter. All tardy minutes are accumulated toward unexcused time.

## **District Accountability for Absences**

It is the responsibility of each school to maintain accountability for student attendance. Building administrators are responsible for assuring that all regulations are followed. If there are situations that cannot be addressed at the building level, and/or issues that directly relate to district policy regarding attendance, the District Office will provide guidance.

As per Board policy no. 204, the Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing it in the student handbook, parent newsletters, district web site and other efficient methods. School rules and procedures governing student attendance, absences and excusals will be shared annually with these stakeholders.

## **Written Notification for Absences**

The Warwick School District has implemented the following guidelines for monitoring attendance and providing written notification to parents/guardians about their student's absences.

## **Excused Absences**

- After a student has seven (7) absences, a Doctor's Excuse Warning Letter is issued to the parent/guardian.
- After a student has ten (10) absences, a Doctor's Excuse Required Letter is sent to the parent/guardian. Subsequent absences that do not have an accompanying doctor's note will be considered unexcused.
- The written excuse is to be submitted within three (3) days of the absence.

### **Unexcused Absences**

- Tardy minutes are accumulated toward unexcused time. In addition, if a student is tardy three times, a warning letter is sent to families reminding them of the school start time and consequences for unexcused time. Absences are treated as unexcused until the school receives a written excuse, to be submitted within three (3) days of the absence.
- After a student has one (1) unexcused absence, the school will send an *Unexcused Absence Warning Letter*.
- After a student has three (3) unexcused absences, the school sends an *Unexcused Absence Letter* (the first official notice) via certified mail, which includes: (a) dates of the three (3) unexcused absences (or accumulated school time missed), and (b) legal penalties resulting from additional unexcused absences. If the letter is returned, the school will send another one using regular mail service.
- After the third unexcused absence, the school may coordinate a School Attendance Improvement Plan (SAIP) meeting to resolve the issue. All parties (student, parent/guardian) sign the SAIP at the conclusion of the meeting.
- Students who have accumulated 6 or more unexcused absences are considered habitually truant.
- Additional unexcused absences (6 or more) will result in a referral to Children and Youth if the child is under 15 years of age, and a possible referral to Children and Youth if child is 15 years of age or older.
- The district may refer parents to the District Magistrate's office after 6 unexcused absences (habitually

truant).

- Students, ages 17 and older, will be dropped from the active roster after accumulating 10 consecutive unexcused absences.

### **School-Family Conference & Student Attendance Improvement Plan (SAIP)**

Pursuant to the BEC 24 P.S. 13-1327, schools are required to notify the parent/guardian regarding the need for a joint conference upon the third unlawful student absence. The SAIP (Section IV(A)(3) BEC 24 P.S. 13-1327) is developed cooperatively with involved stakeholders through a school-family conference.

The school-family conference engages all participants involved in the student's life to explore possible solutions to increase the student's school attendance. Maintaining open communication between the student and adults will facilitate positive outcomes. The purpose of the school-family conference is to discuss the cause(s) of the truancy and to develop a mutually agreed upon plan to assure regular school attendance. The school-family conference provides all individuals the opportunity to identify, understand, and explore all issues contributing to the student's truant behavior.

The school will make attempts to have the full team present for the development of the SAIP by making phone calls and sending a letter home to parents/guardians. The letter will inform parents/guardians of the date and time of the scheduled SAIP. If a parent/guardian is not able to make the scheduled SAIP, the parent/guardian is required to call and reschedule with the contact listed on the invitation at the school. If the parent/guardian does not respond to the attempts, or if the parent/guardian refuses to attend the meeting, the school team will develop the SAIP and mail it home to parents/guardians.

The SAIP should include, but not be limited to, the following components as appropriate:

- Identification and provision of appropriate academic supports by the school and/or community organization(s)
- Identification and provision of appropriate social, emotional, physical, mental, and behavioral health support from the school and/or community organization(s)
- Identification of the school environment issues that affect the student's success and solutions to

address these issues

- Explanation of the student’s strengths and responsibilities related to the SAIP
- Explanation of the family’s strengths and responsibilities related to the SAIP
- Clarification of method(s) used for monitoring the effectiveness of the SAIP
- Explanation of the consequences for each stakeholder if the SAIP is not fully implemented
- Discussion of the benefits for successfully implementing the SAIP
- Follow up and report the outcome of the SAIP

The SAIP substantiates efforts made by the school, family, and other vested third parties to assist the student in addressing and resolving school attendance issues. This comprehensive system of supports and services provides documentation of the “good faith” effort between the school and the student’s family should future action be required (e.g., citation to the magisterial district judge). A referral to the county children and youth agency will occur when a student is considered habitually truant at 6 or more unexcused absences.

## **School Engagement**

School teams work diligently to assist students in engaging in their school community. Students who are fully engaged, tend to attend school consistently. Teams will work with the student to develop supportive plans to engage them into the school community. According to state guidelines, consequences for attendance can not be assigned during class time. However, if a student accrues 3 or more unexcused tardies and/or absences, they may be given a school-based consequences outside of the instructional day. For instance, lunch, before or after school detentions, restrictions in extra-curricular activities, or other creative interventions.

## Resources/Appendices

- School Board Policy no. 204 – *Attendance*
- Relevant Sections from the Law – PA School Code: Sections 1326, 1327, 1333 and 1354
- Educational Trip Request Form – Request for Preapproval
- Student Attendance Improvement Plan (SAIP)
- Tardy Warning Letter (three tardies or excessive time of tardy minutes)
- Unexcused Absence Warning Letter (first unexcused absence)
- Doctor’s Excuse Warning Letter (seven excused absences)
- Doctor’s Excuse Required Letter (ten excused absences)
- Unexcused Absence Letter (third unexcused absence - first “official” notice)
- Unexcused Absence Letter (sixth unexcused absence – second “official” notice)
- 3-day Consecutive Absence Letter/Drop Warning
- 5-day Consecutive Absence Letter/Drop Warning
- 7-day Consecutive Absence Letter/Drop Warning
- 10-day Consecutive Absence/Drop From Attendance Roster Letter

**Warwick School District**  
301 West Orange Street  
Lititz, PA 17543

**Educational Trip Request Form – Request for Pre-approval**

A student will be excused from school to take up to 5 school days for an educational trip each school year with his/her parents/guardians. These days are to be preapproved (1 week prior to the trip) and comply with program requirements as described in the Parent/Student Handbook. Neglecting to gain prior approval for the educational trip will result in recording those days as unexcused/unlawful.

**Definition:** As used in this policy, the term “Family Educational Trip” shall refer to a trip in which the student is under the guidance and supervision of parents and/or guardians. In order to qualify as being educational, the trip must include activities in which the student is involved in learning experiences. Such activities include, but are not limited to: visiting museums, historical sites, zoos, galleries, laboratories, state or national parks, libraries, place of business or an agricultural exhibit etc.

PLEASE NOTE:

- Personal business trips, shopping trips and other similar activities will not be approved as educational trips
- College visits and hunting do not require the submission of this form. Please submit a note for pre-approval to your building principal as outlined in the handbook.
- Educational trips for the first and last (10) days of school and during scheduled testing times (for state-mandated assessments – PSSA, Keystone Exams; final exams) are strongly discouraged and may not be approved during these windows. PSSA testing dates are subject to change annually, please check with your building principal for testing dates.

Directions:

To request an educational trip for approval, please complete the *Educational Trip Request Form – Request for Pre-approval* one week prior to the trip and submit to:

**One day:** Submit to the **Building Principal**.

**Two or more days:** Submit to the **Superintendent’s Office**.

**Warwick School District**  
301 West Orange Street  
Lititz, PA 17543

**Educational Trip Request Form – Request for Pre-approval**

Name(s) of student(s)

Building

Grade

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Dates(s) of proposed absences(s):

Number of school days missed for trip:

- An educational trip of **one (1) day** requires that the Educational Trip Request Form be submitted to the **Building Principal** one week prior to the date of the trip for pre-approval.
- An educational trip of **two (2) days or more** requires that the Educational Trip Request Form be submitted to the **Superintendent's Office** one week prior to the date of the trip for pre-approval.

Parent/Guardian Signature: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

**Please have your student(s) request assignments from all of their teachers prior to leaving on the trip.**

**Trip Destination:** Include experiences, which will be educational in nature and will therefore, provide the students with valuable educational experiences outside of the classroom.

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<b>OFFICE USE ONLY</b>	
Date Received: _____	Approved/Denied
Circle One: Day 1   Day 2   Day 3   Day 4   Day 5	
Reason if Denied: _____	
Signature of Administrator: _____	



301 West Orange Street  
Lititz, PA 17543-1898  
Phone: 717.626-3734  
Fax: 717.626.3850

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## School Attendance Improvement Plan

Date:

### Basic Student/Parent Information:

Name of Student:

DOB:

Grade Level:

Medical/Health Needs

Special Needs:

Name of Parents/Guardian:

Home Address:

Phone Number:

Parent E-mail:

### Basic School Information:

Name of School Building:

Principal:

Home and School Visitor:

Guidance Counselor:

School Phone Number:

School Fax Number:

Attendance Secretary:

### List of those who attended the SAIP and role/relationship to student:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Strengths of Student/Relevance to Plan:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Strengths of Parent/Guardian:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**General Information Regarding Family Members and Routines:**

Who lives in the household? \_\_\_\_\_

What time does the student wake up on a school day? \_\_\_\_\_

Type of transportation/Who is providing transportation? \_\_\_\_\_

**Assessment/Areas of Need:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Solutions: Description	Responsible Party(ies)	Completion Date
1.		
2.		
3.		
4.		

**Recommended Interventions**

<input type="checkbox"/> Doctor's Note Required Completed (date):	<input type="checkbox"/> Meeting w/School Counselor Completed (date):	<input type="checkbox"/> Letter or phone call sent to doctor Completed (date):	<input type="checkbox"/> Referral for outside counseling Completed (date):	<input type="checkbox"/> Meeting w/School Principal Completed (date):
<input type="checkbox"/> Check in/Check out Completed (date):	<input type="checkbox"/> SAP referral Completed (date):	<input type="checkbox"/> Schedule change/Modified schedule Completed (date):	<input type="checkbox"/> Home Visit Completed (date):	<input type="checkbox"/> Referral to COBY's Completed (date):
<input type="checkbox"/> First Notice Completed (date):	<input type="checkbox"/> Peer Mentor Completed (date):	<input type="checkbox"/> Team Meeting/IEP Team Meeting Completed (date):	<input type="checkbox"/> Children and Youth referral Completed (date):	<input type="checkbox"/> Phone Call Home Completed (date):
<input type="checkbox"/> Anytime Pass Completed (date):	<input type="checkbox"/> Wake up call/text Completed (date):	<input type="checkbox"/> School Engagement Groups Completed (date):	<input type="checkbox"/> Lunch Detention for Tardies Completed (date):	<input type="checkbox"/> Behavioral Plan Completed (date):
<input type="checkbox"/> Other: Completed (date):				

**Specific Potential Benefits for Compliance with Plan:**

1. \_\_\_\_\_
2. \_\_\_\_\_

3. \_\_\_\_\_

**Specific Potential Consequences for Non-Compliance with Plan**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**This SAIP was created collaboratively to:**

- Assist the student in improving attendance;
- Enlist my/our support as the parent(s)/guardian(s); and
- To document the schools attempts to provide resources to promote the educational success of the student.

As the parent(s)/guardian(s), I/we understand that while the school has demonstrated its support and assistance to this student through this process, by law, it is my/our responsibility to ensure that the student attends school.

**We agree with this Plan, including all requirements and consequences set forth herein, and we agree to comply with the terms set forth in the Plan. Parties in agreement with this plan will sign below:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Should we have difficulty in implementing the plan or are not clear on the roles of each party, we can contact Susan Shinn-Thomas (Home/School Visitor) with questions or concerns at 626-3734.



Warwick School District  
301 West Orange Street Lititz, PA 17543  
Telephone: (717) 626-3734  
Fax: (717) 626-3850

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Date:

Parent/Guardian Name  
Address  
Lititz, PA 17543

Dear Parent Guardian:

This letter is to notify you that **student name** was recorded to have been tardy on the following dates:

Date: **date** Reason Offered: **reason**

Date: **date** Reason Offered: **reason**

Date: **date** Reason Offered: **reason**

The following progressive penalties will be applied to unexcused tardies to school:

1. Parents are notified after three tardies.
2. If the tardies are excessive (in minutes and/or occurrences), the building principal will initiate a Student Attendance Intervention Plan with the parent and school team to mediate the attendance concern.
3. Tardy minutes are accumulated and will be counted toward unexcused absence(s) when the time equals a half-day (120 minutes).
4. Building principal may impose discipline for students, if applicable.

We ask for your continued partnership. If there are extenuating circumstances or if we may be of assistance for **student name** to be on time, please contact us. We ask that you also speak to your child regarding this issue. The school hours are listed below:

- Elementary (Grades K - 6): 8:00 a.m. - 2:30 p.m.
- Middle School (Grades 7 - 8): 7:52 a.m. - 2:55 p.m.
- High School (Grades 9 -12): 8:00 a.m. - 3:01 p.m.

Hopefully, we can avoid further attendance concerns. If you have any questions regarding this letter, please feel free to contact me.

Principal  
(Enclosure: 24 PA Statute)  
cc: Student File

## RELEVANT SECTIONS FROM THE LAW

**Section 1326.** The term "compulsory school age", as hereinafter used, shall mean the period of a child's life from the time the child's parent elect to have the child enter school, which shall be not later than at the age of eight (8) years, until the age of seventeen (17) years. The term shall not include any child who holds a certificate of graduation from a regularly accredited senior high school.

**Section 1327.** Every child of compulsory school age having a legal residence in this Commonwealth, as provided in this article, and every migratory child of compulsory school age, is required to attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language\*\*\*. Every parent, guardian, or other person having control or charge of any child or children of compulsory school age is required to send such child or children to a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language\*\*\*. Such child or children shall attend such school continuously through the entire term, during which the public schools in their respective districts shall be in session, or in cases of children of migrant laborers during the time the schools are in session in the districts in which such children are temporarily domiciled.

**Section 1333.** Every parent, guardian, or person in parental relation, having control or charge of any child or children of compulsory school age, who shall fail to comply with the provisions of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine, for the benefit of the school district in which such offending person resides, not exceeding three hundred dollars (\$300) and to pay court costs or be sentenced to complete a parenting education program offered and operated by a local school district, medical institution or other community resources, and, in default of the payment of such fine and costs or completion of the parenting program by the person so offending, shall be sentenced to the county jail for a period not exceeding five (5) days.

**Section 1354.** It shall be the duty of every principal or teacher of a public school to report immediately to the attendance officer, district superintendent, or secretary of the Board of School Directors, the names of all children in the list furnished to him who have not appeared for enrollment, and he shall also properly report, from time to time, to the attendance officer, district superintendent, or secretary of the Board of School Directors, the names of all children who having enrolled have subsequently withdrawn from school, or who have been absent three (3) days, or the equivalent, without lawful excuse. Such person shall thereupon serve upon the parent, guardian, or other person in parental relation to such children unlawfully absent from school, the written notice hereinbefore provided, and if it shall appear that, within three (3) days thereafter, any child, parent, guardian, or other person in parental relation shall have failed to comply with the provisions of this act, the superintendent, attendance officer, or secretary of the Board of School Directors, in the name of the school district, shall proceed against the person so offending, in accordance with the provisions of this act.



Warwick School District  
301 West Orange Street Lititz, PA 17543  
Telephone: (717) 626-3734  
Fax: (717) 626-3850

---

Date:

Parent/Guardian Name  
Address  
Lititz, PA 17543

Dear Parent Guardian:

The purpose of this letter is to make you aware that **Student Name** has accumulated 1.00 unexcused absence(s). These absence(s) occurred on **date**.

Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction from their teachers and their absence can negatively impact school performance. Also, Commonwealth of Pennsylvania law and school policy require regular daily attendance.

We share a common goal to ensure that your child reaches his/her potential. All absences are counted as unexcused until the Warwick School District receives a written excuse explaining the reason for the absence. If a written excuse is not received within three days, the absence will permanently be added to the student's file as unexcused.

This letter serves as our first written communication regarding **Student Name** unexcused absence(s). If **Student Name** accumulates three days of unexcused absences, a First Official Notice of Absence will be mailed. At this time, the district may coordinate a school/family conference to discuss the cause(s) of the truancy and to develop a SAIP School Attendance Improvement Plan (PA Dept of Education defines an unexcused absence as a truancy).

If **Student Name** accumulates three additional unexcused absences after receipt of the First Official Notice of Absence, the district will notify the district judge and a citation will be issued as well as a Children and Youth referral.

Enclosed are the penalties for violation of Pennsylvania's compulsory attendance requirements.

If you have any questions or feel you have received this letter in error, please call my office so that we may work together to ensure **Student's Name** educational success. Thank you for your attention to this matter.

Principal  
(Enclosure: 24 PA Statute)  
cc: Student File

## RELEVANT SECTIONS FROM THE LAW

**Section 1326.** The term "compulsory school age", as hereinafter used, shall mean the period of a child's life from the time the child's parent elect to have the child enter school, which shall be not later than at the age of eight (8) years, until the age of seventeen (17) years. The term shall not include any child who holds a certificate of graduation from a regularly accredited senior high school.

**Section 1327.** Every child of compulsory school age having a legal residence in this Commonwealth, as provided in this article, and every migratory child of compulsory school age, is required to attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language\*\*\*. Every parent, guardian, or other person having control or charge of any child or children of compulsory school age is required to send such child or children to a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language\*\*\*. Such child or children shall attend such school continuously through the entire term, during which the public schools in their respective districts shall be in session, or in cases of children of migrant laborers during the time the schools are in session in the districts in which such children are temporarily domiciled.

**Section 1333.** Every parent, guardian, or person in parental relation, having control or charge of any child or children of compulsory school age, who shall fail to comply with the provisions of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine, for the benefit of the school district in which such offending person resides, not exceeding three hundred dollars (\$300) and to pay court costs or be sentenced to complete a parenting education program offered and operated by a local school district, medical institution or other community resources, and, in default of the payment of such fine and costs or completion of the parenting program by the person so offending, shall be sentenced to the county jail for a period not exceeding five (5) days.

**Section 1354.** It shall be the duty of every principal or teacher of a public school to report immediately to the attendance officer, district superintendent, or secretary of the Board of School Directors, the names of all children in the list furnished to him who have not appeared for enrollment, and he shall also properly report, from time to time, to the attendance officer, district superintendent, or secretary of the Board of School Directors, the names of all children who having enrolled have subsequently withdrawn from school, or who have been absent three (3) days, or the equivalent, without lawful excuse. Such person shall thereupon serve upon the parent, guardian, or other person in parental relation to such children unlawfully absent from school, the written notice hereinbefore provided, and if it shall appear that, within three (3) days thereafter, any child, parent, guardian, or other person in parental relation shall have failed to comply with the provisions of this act, the superintendent, attendance officer, or secretary of the Board of School Directors, in the name of the school district, shall proceed against the person so offending, in accordance with the provisions of this act.



Warwick School District  
301 West Orange Street Lititz, PA 17543  
Telephone: (717) 626-3734  
Fax: (717) 626-3850

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Date:

Parent Guardian Name  
Address  
Lititz, PA 17543

Dear Parent/Guardian:

The purpose of this letter is to inform you that **Student Name** has accumulated 7 absences that may or may not have been accompanied by a written excuse. We do not question the validity of these absences, but we are concerned about the effect this number of days out of the classroom may have on **Student Name** school performance.

Pennsylvania attendance regulations state that "a maximum of ten (10) days of cumulative excused 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 stated above, **Student Name** has accumulated at least 7 days of absence. **At this time, you are not required to submit a physician's excuse for each additional absence.** However, if **Student Name** absences continue, a physician's excuse may be required.

If you have any questions, or if there is a problem of which we should be aware, please contact me.

Thank you for your attention to this matter,

Principal  
cc: Student file



Warwick School District  
301 West Orange Street Lititz, PA 17543  
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Date:

Parent Guardian Name  
Address  
Lititz, PA 17543

Dear Parent/Guardian:

The purpose of this letter is to inform you that **Student Name** has accumulated 10 absences that may or may not have been accompanied by a written excuse. As stated in the previous attendance letter, Pennsylvania attendance regulations state that a maximum of ten (10) days of cumulative excused absences by parental notification may be permitted during the school year; and that all absences beyond ten (10) cumulative days should require an excuse from a physician.

Therefore, **you are now required to submit a physician's excuse for each additional absence.** If a physician's excuse is not submitted for each additional absence, the absence will be recorded as an unexcused absence.

Overall, **Student Name** has been absent from school a total of \_\_\_\_\_ days. We are concerned about the effect this number of days out of the classroom may have on **Student Name** school performance.

Please contact me if you have any questions about this matter.

Thank you,

Principal  
cc: Student file



Warwick School District  
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### PARENT'S OFFICIAL FIRST NOTICE OF ABSENCE

Date:

Parent/Guardian Name  
Address  
Lititz, PA 17543

Dear Parent/Guardian Name:

The purpose of this letter is to make you aware that **Student Name** has accumulated \_\_\_\_\_ unexcused absence(s). These absence(s) are a combination of unexcused absence(s) on \_\_\_\_\_ and accumulated unexcused tardy to school minutes on \_\_\_\_\_. Each unexcused absence constitutes a violation of the compulsory attendance provisions of the Public School Code of the Commonwealth of Pennsylvania. These absences were unexcused for the following reasons:

1. Written justification for the absence has not been returned to the office for the following dates:  
\_\_\_\_\_
2. Written justification for the absence has been returned, but said excuse was returned after three (3) days which are allowed and therefore, deemed unexcused for the following dates:
3. The reason(s) as presented in your note(s) are not "urgent reason(s)" defined by Section 1329 of the School Code or by the Board of School Directors and is/are, therefore, rejected:
4. Other:

You, as the parent/guardian of Student Name, are in violation of the compulsory attendance laws.

If your child is presently absent, you are hereby notified to immediately return said child and show excused reason to the Undersigned for said child's absence.

You are notified that if three additional unexcused absences accrue, you will be charged before a district justice without further notice. At that time, you will be subject to a summary offense under the Public School Code for which the penalty is the payment of a fine not exceeding 750 hundred dollars (\$750), and, in default of the payment of such fine, shall be sentenced to the county jail for a period not exceeding three (3) days.

**Under fifteen years of age:** The school must refer the child to a school based attendance improvement program and county children and youth agency for services

**Fifteen years of age and older:** The school must either refer the child to a school based attendance improvement program or file citation against the student or parent in a magisterial district court and may refer to county children and youth agency for services

Please contact me at your earliest convenience if you have any questions.

(Signature)\_\_\_\_\_

Susan Shinn-Thomas, Attendance Officer [sshinn@warwicksd.org](mailto:sshinn@warwicksd.org), 626-3734 x 3819

The relevant provisions of the Public School Code are attached to this sheet for convenience and for the purpose of notification.

\*NOTE: Persons who desire clarification regarding this matter should contact the school which the child attends and ask for the attendance secretary.

## RELEVANT SECTIONS FROM THE LAW

**Section 1326.** The term "compulsory school age", as hereinafter used, shall mean the period of a child's life from the time the child's parent elect to have the child enter school, which shall be not later than at the age of eight (8) years, until the age of seventeen (17) years. The term shall not include any child who holds a certificate of graduation from a regularly accredited senior high school.

**Section 1327.** Every child of compulsory school age having a legal residence in this Commonwealth, as provided in this article, and every migratory child of compulsory school age, is required to attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language\*\*\*. Every parent, guardian, or other person having control or charge of any child or children of compulsory school age is required to send such child or children to a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language\*\*\*. Such child or children shall attend such school continuously through the entire term, during which the public schools in their respective districts shall be in session, or in cases of children of migrant laborers during the time the schools are in session in the districts in which such children are temporarily domiciled.

**Section 1333.** Every parent, guardian, or person in parental relation, having control or charge of any child or children of compulsory school age, who shall fail to comply with the provisions of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine, for the benefit of the school district in which such offending person resides, not exceeding three hundred dollars (\$300) and to pay court costs or be sentenced to complete a parenting education program offered and operated by a local school district, medical institution or other community resources, and, in default of the payment of such fine and costs or completion of the parenting program by the person so offending, shall be sentenced to the county jail for a period not exceeding five (5) days.

**Section 1354.** It shall be the duty of every principal or teacher of a public school to report immediately to the attendance officer, district superintendent, or secretary of the Board of School Directors, the names of all children in the list furnished to him who have not appeared for enrollment, and he shall also properly report, from time to time, to the attendance officer, district superintendent, or secretary of the Board of School Directors, the names of all children who having enrolled have subsequently withdrawn from school, or who have been absent three (3) days, or the equivalent, without lawful excuse. Such person shall thereupon serve upon the parent, guardian, or other person in parental relation to such children unlawfully absent from school, the written notice herein before provided, and if it shall appear that, within three (3) days thereafter, any child, parent, guardian, or other person in parental relation shall have failed to comply with the provisions of this act, the superintendent, attendance officer, or secretary of the Board of School Directors, in the name of the school district, shall proceed against the person so offending, in accordance with the provisions of this act.



Warwick School District  
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## PARENTS OFFICIAL SECOND NOTICE OF ABSENCE

Date:

Parent/Guardian Name

Address

Lititz, PA 17543

Dear Parent Guardian:

The purpose of this letter is to make you aware that **Student Name** has accumulated 6.00 unexcused absence(s). These absence(s) occurred on **dates**.

Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction from their teachers and their absence can negatively impact school performance. Also, Commonwealth of Pennsylvania law and school policy require regular daily attendance.

We share a common goal to ensure that your child reaches his/her potential. All absences are counted as unexcused until the Warwick School District receives a written excuse explaining the reason for the absence. If a written excuse is not received within three days, the absence will permanently be added to the student's file as unexcused.

This letter serves as our written communication regarding **Student Name** unexcused absence(s). At this time you will be charged before a district justice without further notice. At that time, you will be subject to a summary offense under the Public School Code for which the penalty is the payment of a fine not exceeding 750 hundred dollars (\$750), and, in default of the payment of such fine, shall be sentenced to the county jail for a period not exceeding three (3) days.

**Under fifteen years of age:** The school must refer the child to a school based attendance improvement program and county children and youth agency for services. The attached information serves as your referral. Parents are responsible to call and set up programming.

**Fifteen years of age and older:** The school must either: (1) refer the child to a school based attendance improvement program and/or, (2) file citation against the student or parent in a magisterial district court. The school may also refer to county children and youth agency for services. The school team will make the final determination regarding citation based on the individual circumstances.

Enclosed are the penalties for violation of Pennsylvania's compulsory attendance requirements.

If you have any questions or feel you have received this letter in error, please call my office so that we may work together to ensure **Student's Name** educational success. Thank you for your attention to this matter.

Principal  
(Enclosure: 24 PA Statute)  
cc: Student File

## RELEVANT SECTIONS FROM THE LAW

**Section 1326.** The term "compulsory school age", as hereinafter used, shall mean the period of a child's life from the time the child's parent elect to have the child enter school, which shall be not later than at the age of eight (8) years, until the age of seventeen (17) years. The term shall not include any child who holds a certificate of graduation from a regularly accredited senior high school.

**Section 1327.** Every child of compulsory school age having a legal residence in this Commonwealth, as provided in this article, and every migratory child of compulsory school age, is required to attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language\*\*\*. Every parent, guardian, or other person having control or charge of any child or children of compulsory school age is required to send such child or children to a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language\*\*\*. Such child or children shall attend such school continuously through the entire term, during which the public schools in their respective districts shall be in session, or in cases of children of migrant laborers during the time the schools are in session in the districts in which such children are temporarily domiciled.

**Section 1333.** Every parent, guardian, or person in parental relation, having control or charge of any child or children of compulsory school age, who shall fail to comply with the provisions of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine, for the benefit of the school district in which such offending person resides, not exceeding three hundred dollars (\$300) and to pay court costs or be sentenced to complete a parenting education program offered and operated by a local school district, medical institution or other community resources, and, in default of the payment of such fine and costs or completion of the parenting program by the person so offending, shall be sentenced to the county jail for a period not exceeding five (5) days.

**Section 1354.** It shall be the duty of every principal or teacher of a public school to report immediately to the attendance officer, district superintendent, or secretary of the Board of School Directors, the names of all children in the list furnished to him who have not appeared for enrollment, and he shall also properly report, from time to time, to the attendance officer, district superintendent, or secretary of the Board of School Directors, the names of all children who having enrolled have subsequently withdrawn from school, or who have been absent three (3) days, or the equivalent, without lawful excuse. Such person shall thereupon serve upon the parent, guardian, or other person in parental relation to such children unlawfully absent from school, the written notice hereinbefore provided, and if it shall appear that, within three (3) days thereafter, any child, parent, guardian, or other person in parental relation shall have failed to comply with the provisions of this act, the superintendent, attendance officer, or secretary of the Board of School Directors, in the name of the school district, shall proceed against the person so offending, in accordance with the provisions of this act.



Warwick School District  
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### 3 DAYS OF CONSECUTIVE UNEXCUSED ABSENCES

Dear:

This letter is to inform you that your child, (SNAME), has accrued 3 CONSECUTIVE UNEXCUSED ABSENCES. (LIST DATES) Your child will be dropped from the rolls if they do not return to school within 7 days. Pennsylvania School Code requires school districts to drop students who have accrued 10 days of consecutive unexcused absences. If your child is out of school due to a medical condition, please return a physician's note immediately. Otherwise, Warwick School District will continue to follow compulsory school attendance laws, which may include being dropped from the rolls, citations, fines and/or a referral to Child Protective Services. For more information on compulsory attendance, please see the Pennsylvania Department of Education's website:  
<https://www.pacode.com/secure/data/022/chapter11/chap11toc.html>.

Attending school is pivotal for your child's future. We want to see your child graduate from Warwick High School. Our school team is willing to meet with you and/or your child to discuss concerns related to school attendance and programming. Please contact your child's school counselor (SCNAME & CONTACT) to schedule a meeting.

If you feel your child needs a special education services, please contact the Student Services Department at 717-626-3734 x3733.

Please contact me at your earliest convenience to schedule a meeting to discuss your child's program.

Sincerely,

(PRINCIPAL)



Warwick School District  
301 West Orange Street Lititz, PA 17543  
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## 5 DAYS OF CONSECUTIVE UNEXCUSED ABSENCES

Dear:

This letter is to inform you that your child, (SNAME), has accrued 5 CONSECUTIVE UNEXCUSED ABSENCES. (LIST DATES) Your child will be dropped from the rolls if they do not return to school within 5 days. Pennsylvania School Code requires school districts to drop students who have accrued 10 days of consecutive unexcused absences. If your child is out of school due to a medical condition, please return a physician's note immediately. Otherwise, Warwick School District will continue to follow compulsory school attendance laws which may include being dropped from the rolls, citations, fines and/or a referral to Child Protective Services. For more information on compulsory attendance, please see the Pennsylvania Department of Education's website:

<https://www.pacode.com/secure/data/022/chapter11/chap11toc.html>.

Attending school is pivotal for your child's future. We want to see your child graduate from Warwick High School. Our school team is willing to meet with you and/or your child to discuss concerns related to school attendance and programming. Please contact your child's school counselor (SCNAME & CONTACT) to schedule a meeting.

If you feel your child needs a special education services, please contact the Student Services Department at 717-626-3734 x3733.

Please contact me at your earliest convenience to schedule a meeting to discuss your child's program.

Sincerely,

(PRINCIPAL)



Warwick School District  
301 West Orange Street Lititz, PA 17543  
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Fax: (717) 626-3850

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## **7 DAYS OF CONSECUTIVE UNEXCUSED ABSENCES**

Dear:

This letter is to inform you that your child, (SNAME), has accrued 7 CONSECUTIVE UNEXCUSED ABSENCES. (LIST DATES) Your child will be dropped from the rolls if they do not return to school within 3 days. Pennsylvania School Code requires school districts to drop students who have accrued 10 days of consecutive unexcused absences. If your child is out of school due to a medical condition, please return a physician's note immediately. Otherwise, Warwick School District will continue to follow the required compulsory school attendance law which may include being dropped from the rolls, citations, fines and/or a referral to Child Protective Services. For more information on compulsory attendance, please see the Pennsylvania Department of Education's website:  
<https://www.pacode.com/secure/data/022/chapter11/chap11toc.html>.

Attending school is pivotal for your child's future. By your child not continuing their education and completing their high school career, your child may be limited in options for jobs and careers in the future. We want to see your child graduate from Warwick High School. Our school team is required to meet with you and/or your child to discuss program options to avoid truancy concerns. Please contact your child's school counselor (SCNAME & CONTACT) to schedule a meeting at your earliest convenience to discuss attendance.

If you feel your child needs a special education services, please contact the Student Services at 717-626-3734 x3733.

Please contact me at your earliest convenience to schedule a meeting to discuss your child's program.

Sincerely,

(PRINCIPAL)

cc: Home/School Visitor



Warwick School District  
301 West Orange Street Lititz, PA 17543  
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Fax: (717) 626-3850

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## 10 DAYS OF CONSECUTIVE UNEXCUSED ABSENCES

Dear:

This letter is to inform you that your child, (SNAME), was dropped from the rolls at (SCHOOL) as of (DATE) due to having accrued 10 DAYS OF CONSECUTIVE UNEXCUSED ABSENCES (LIST DATES). Pennsylvania School Code requires school districts to drop students who have accrued 10 days of consecutive unexcused absences. For more information on compulsory attendance, please see the Pennsylvania Department of Education's website: <https://www.pacode.com/secure/data/022/chapter11/chap11toc.html>.

We have attempted the following interventions to address attendance concerns prior to the 10 days of non-attendance: LIST INTERVENTIONS COMPLETED HERE

Attending school is pivotal for your child's future. By your child not continuing their education and completing their high school career, they will be limited in options for jobs and careers in the future. We want to see your child graduate from Warwick High School. Our school team is willing to meet with you and/or your child to discuss program options to avoid being considered a high school dropout. Please contact your child's school counselor (SCHOOL COUNSELOR NAME & CONTACT) to schedule a meeting. We will welcome your child back to (SCHOOL) anytime before they reach the age of 21. Please consider re-enrolling them by completing additional paperwork at the Warwick School District Office, 301 West Orange Street.

Another option your child has is to begin studying for the General Equivalency Development Test (GED), the High School Equivalency Test (HiSET) or by obtaining 30 college credits (see [www.education.pa.gov](http://www.education.pa.gov)). These exams are challenging to pass and have associated costs. We recommend that your child sign up with an organization to prepare for the assessment prior to sitting for the exam. Classes are available at the Career Link through the Arbor program (717-509-0134) which enrolls students ages 17-20. The IU13 also offers other GED classes. More information can be obtained by contacting the IU13 at 717-606-1708.

All school property must be returned to the (SCHOOL) by (DATE). Failure to return school-issued property will result in our forwarding a bill to the District Justice for collection. Please note that your child may not participate in extra-curricular activities or use district transportation, effective immediately.

Please call me at 717-626-3700 at your earliest convenience to schedule a meeting.

Sincerely,

(PRINCIPAL)

Cc: Enrollment, Counselor, Transportation