

Administrative Regulations - Unexcused Absences Procedures

Student attendance MUST be reconciled weekly (at a minimum). Letters and or actions should be enacted as soon as a student reaches any of the following attendance thresholds.

PA Toolkit Improving School Attendance:

http://www.education.pa.gov/Documents/K12/Safe%20Schools/School%20Attendance%20Improvement%20Truancy%20Reduction_Rev_February%202015.pdf

Students with 3 Unexcused Absences

- Send 3- Day Unexcused Absence Letter – *within 10 days of the third unexcused absences*
 - The student is considered “truant” as a result of the third unexcused absence
 - If further unexcused absences occur an attendance improvement conference will be scheduled with administration, the parent/guardian, and the student
 - Explains that 6 or more unexcused absences is considered to be Habitually Truant by state law

Students with 4 Unexcused Absences

- Send 4- Day Unexcused Absence Letter (3 day letter must be sent prior to 4 day letter)
 - Request Parent or Guardian participate in an Attendance Conference
 - Includes Date, time, and location of conference
 - Explains that conference is mandated by law and will be held with or without their participation
- Attendance Conference
 - Explain purpose of the meeting is to work with the parent/guardian and student to prevent further unexcused absences
 - Invite guidance counselor and or social worker to the conference
 - Define habitually truant: six (6) or more school days of unexcused absences during the current school year by a child subject to the compulsory attendance law
 - Complete School Attendance Improvement Plan (document attached)

Students with 6 Unexcused Absences

- Send 6- Day Unexcused Absence Letter (4 day letter must have been sent prior to 6 day letter)
 - Student is “habitually truant” the school must refer the child to either: (1) a school-based or community-based attendance improvement program or (2) the County Children and Youth Agency (CCYA) for services or possible disposition as a dependent child under the Juvenile Act
 - Additionally, the school may file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court; Child between the age of 15-17 file a citation against the student
 - Letter notifies parent that student is at risk of failing the school year due to attendance (ultimately this is a decision that will be approved/determined by District Office)
- Student referred to school-based attendance improvement team
 - Social worker and/or guidance counselor
 - Second attendance conference- Revise School Attendance Improvement Plan
 - Home visit
- Possible referral to CCYA (school based decision)

Students with 10 Unexcused Absences

- Student referred to CCYA (if it was not done at 6 unexcused absences)
- Student referred to Child Guidance Attendance Program
- Administrator: Parent/Guardian Phone Contact
 - Inform parent/guardian that the student is at risk of failing the school year due to attendance (ultimately this decision will be approved/determined by District Office)
 - Explain at 12 days the school will file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court over; Child between the age of 15-17 file a citation against the student
- Send “habitually truant” letter
- Administrator notifies DOTL of possible retention discussion

Students with 12 Unexcused Absences

- File a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court; Child between the age of 15-17 file a citation against the student
- Formal discussion with DOTL and/or Superintendent concerning retention due habitual truancy