

FORM LETTER – TEN (10) DAYS OF ABSENCE (NONCOMPULSORY AGE)

To the Parent/Guardian of \_\_\_\_\_:

The purpose of this letter is to inform you that your child, \_\_\_\_\_, has accumulated ten (10) days of absence. A detailed record is attached.

Nonattendance is a violation of the Compulsory Attendance Law of the Commonwealth of Pennsylvania and/or a violation of the Pine Grove Area School District's Discipline Policy Level 3, No. 1. If this pattern of attendance continues, a doctor's excuse will be required. For every absence past fifteen (15) days without a doctor's excuse, your child will receive one (1) day in-school suspension. Please encourage your child to attend school regularly.

If you would need any further information or if you would like to schedule a conference, please contact me at the \_\_\_\_\_ office at 570-345-2731, ext. \_\_\_\_\_.

Thank you for your cooperation.

Sincerely,

Principal