

FORM LETTER – THREE (3) ILLEGAL ABSENCES (NONCOMPULSORY AGE)

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

The purpose of this letter is to inform you that your child, \_\_\_\_\_, has an equivalent of three (3) days unlawful/unexcused absences from school on \_\_\_\_\_.

Since \_\_\_\_\_ failed to turn in an excuse within three (3) days after returning to school, the absence became an illegal or unexcused absence.

Such nonattendance without lawful excuse is a violation of the Compulsory Attendance Law of the Commonwealth of Pennsylvania and is in violation of the Pine Grove Area School District's Discipline Policy.

In accordance with Section 1333 of the School Code, you are therefore notified that these absences constitute a first offense violation. For every subsequent unlawful or unexcused absence during this school term from the date of this letter your child will be subject to one (1) day in-school suspension as required by the School Code and/or the school's discipline policy.

If you desire any explanation concerning the above information, you may call 570-345-2731, ext. \_\_\_\_\_.

Sincerely,

Principal