

^[letter.date]

To the Parents/Guardian of:

^(First_Name) ^(Last_Name)

^(Street)

^(City), ^(State) ^(Zip)

RE: ^(First_Name)'s Attendance - 3-day Letter

This letter is to inform you that your child, ^(First_Name) ^(Last_Name), has accumulated three (3) days of unexcused absences. It is possible that your student has missed additional classes, which will raise absence totals for those specific periods.

A complete list of absences is included with this letter (indicated by an "A"). These days are considered illegal under the PA School Code, as outlined in the Student Handbook.

In accordance with the PA School Code, only the following absences are excused:

- Illness or quarantine, including if a student is dismissed by designated district staff during school hours for health-related reasons.
- Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing art.
- Medical excuse that is submitted within 3 days of a student's return to school.
- Family emergency.
- Recovery from an accident.
- Required court attendance.
- Death in the family.
- Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
- Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor, approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
- Observance of a religious holiday observed by a bona fide religious group, upon written parental request.
- Pre-approved religious instruction that does not exceed 36 hours per school year (specific dates/times to be submitted, in advance, for excusal by the Principal). Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction and include the dates/times of attendance.
- Nonschool-sponsored educational tours or trips, requiring the submission of a BASD Educational Family Trip - Extended Absence Excuse form signed by a parent/guardian, prior to the absence and approved by the Principal.
- College or postsecondary institution visit, with prior approval.
- Other urgent reasons, approved at the discretion of the principal.

Six (6) days of unexcused absences will result in a Student Attendance Improvement Conference (SAIC) to develop a School Attendance Improvement Plan (SAIP).

Please be advised that if your student's absence record exceeds ten (10) days, a third-party excuse is the only excuse that will be accepted for additional absences. All other absences will be considered unlawful and will be subject to additional action by the school.

Ten (10) unlawful absences may result in truancy charges with the magistrate.

School attendance is the responsibility of students and their parents, but we are here to help. If you have any further questions, please refer to the Attendance section of the Student Handbook or call the Attendance Office (insert your phone number).

Sincerely,

I>Mrs. Michelle Murphy</i>
Assistant Principal

^[letter.date]

To the Parents/Guardian of:

^(First_Name) ^(Last_Name)

^(Street)

^(City), ^(State) ^(Zip)

RE: ^(First_Name)'s Attendance - 6-day Letter

Dear Parent/Guardian,

As of the above date, school records indicate that your child has accumulated (6) days of unexcused absences this school year. A complete list of absences is included with this letter (indicated by an "A").

In accordance with state code, six (6) unverified, unlawful absences means that your child will be scheduled for a Student Attendance Improvement Conference (SAIC) to develop a Student Attendance Intervention Plan (SAIP). This is a short meeting and will take place at the school during school hours. Parents are asked to join in-person or via phone. These absences may also result in a referral to the Beaver County Truancy Intervention Program.

Please be advised that if your student's absence record exceeds ten (10) days, a third-party excuse is the only excuse that will be accepted for additional absences. All other absences will be considered unlawful and will be subject to additional action by the school.

Ten (10) unlawful absences may result in truancy charges with the magistrate.

Ten (10) days of unexcused absences will result in social probation from any after school activities for the equivalent of a marking period (9 weeks). Any additional unexcused absences will be a suspension of all after school activities for the remainder of the school year.

Note that these are all-day absences, period attendance will still affect a student's grade if early dismissals, late arrivals or class cuts are also part of your student's attendance record.

School attendance is the responsibility of students and their parents, but we are here to help. If you have any questions, please refer to the Attendance section of the Student Handbook or call the Attendance Office (insert your phone number).

Sincerely,

</i>Mrs. Michelle Murphy</i>
Assistant Principal

[letter.date]

To the Parents/Guardian of:

^(First_Name) ^(Last_Name) / Grade - ^(Grade_Level)

^(Street)

^(City), ^(State) ^(Zip)

RE: ^(First_Name)'s Attendance - 10-day Letter

Dear Parent/Guardian,

As of the above date, school records indicate that ^(First_Name) has been absent ten (10) days this school year. These absences may be all day or from specific class periods. A complete list of absences is included with this letter (indicated by an "A").

School Board Policy #204 requires that any further absence be covered by a medical excuse. This policy also pertains to late arrivals or early dismissals.

After ten (10) unexcused, unlawful absences, further action may include suspension of co-curricular and extracurricular activities, including athletics. A copy of the attendance requirements for academic credit along with our excused absence policy is enclosed for your reference.

Please be advised that if a medical excuse is not provided, these absences will be considered unexcused, possibly leading to legal truancy action.

Six (6) days of unexcused absences will result in a Student Attendance Improvement Conference (SAIC) to develop a School Attendance Improvement Plan (SAIP).

Attendance is vital to your child's education and we ask for your support. Please contact the Attendance Office (insert your phone number) with any questions or concerns.

Sincerely,

<I>Mrs. Michelle Murphy</i>
Assistant Principal

Enclosures