[Parent/Guardian Name]

[Parent/Guardian Address]

[Date]

**OFFICIAL NOTICE OF CHILD’S ILLEGAL ABSENCE**

Dear [Parent/Guardian Name]:

This letter is to notify you that [Child’s name] was absent from school and has not turned in a lawful excuse for the following dates: [list dates]. In Pennsylvania, students are required to attend school on a regular basis, and the [School District Name] is required by law to take certain actions when students have unexcused absences. The law that applies to school attendance in Pennsylvania is the Pennsylvania Public School Code (24 P.S. 13-1327) and an amendment to that law, Act 138 of 2016.

You are receiving this letter because we are required to notify you when your child has three unexcused absences in one school year. If your child had excuses for these days, or if you feel that this is a mistake, please contact [Designated Counselor or Administrator] at [phone number] as soon as possible. If your child is having problems at home or in school that make it difficult to come to school, we may be able to help. There are also free services available to families in Fayette County who need help with school attendance. We are including information about these services for you.

As a parent or guardian, you are required by law to make sure your child comes to school. If your child continues to have more unexcused absences, the school district will be required by law to take additional steps to make sure your child comes to school. These steps **may** include:

* Holding a School Attendance Improvement Conference for your child,
* Referring your child to our school’s Student Assistance Program,
* Referring your family to a local agency that can help you with attendance,
* Making a report to Fayette County Children and Youth (CYS), and/or
* Filing a citation against you at the local Magisterial District Judge that could result in fines and penalties.

Your child’s education is important to us, and we would like to work with you to make sure that your child comes to school every day. If you have questions about this letter or about our attendance policies, or if you would like help, please contact [Designated Counselor or Administrator] at [phone number].

Sincerely,

[Superintendent or Administrator]

Enclosure: Fayette County Truancy Services