

NEW HOPE- SOLEBURY SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

204-AR-4. HABITUAL TRUANT NOTICE (6 Unexcused Absences)

Date:

Name of person in parental relation

Address

City, PA ZIP Code

Dear (Name):

This letter is to officially notify you that, based on (Child's Name)'s attendance history showing unexcused absences on the following dates: **(Date 1, Date 2, Date 3, etc.)**, (Child's Name) is deemed to be **habitually truant**, meaning your child has accumulated six (6) or more days of unexcused absences during the current school year, meeting the definition of habitual truancy under **Act 138 of 2016** (24 P.S. §13-1326).

Because your child is habitually truant, it is necessary to formally notify you of key components of the Pennsylvania Public School Code and New Hope-Solebury School District policies governing attendance.

Under Act 47 of 2025, your child is prohibited from transferring to a cyber charter school during this school year unless a judge determines that the transfer is in the best interest of your child.

If your child is under fifteen (15) years of age at the time of referral, the district will:

- Refer your child to a school-based or community-based attendance improvement program; or
- Refer your child to the county children and youth agency for services or possible disposition as a dependent child under 42 Pa. C.S. Chapter 63 (relating to juvenile matters).
- The district may also file a citation in the office of the magisterial district judge against you.

If your child is fifteen (15) years of age or older at the time of referral, the district will either:

- Refer your child to a school-based or community-based attendance improvement program; or
- File a citation in the office of the magisterial district judge against your child or you. When a citation is filed, the judge will provide notice as required by law.

If convicted of a violation of compulsory school attendance laws, the magisterial district judge will determine appropriate penalties:

- First Offense — a fine of not more than \$300, together with court costs;
- Second Offense — a fine of not more than \$500, together with court costs;
- Third and Subsequent Offenses — a fine of not more than \$750, together with court costs.

The judge is authorized to assign a sentence, with penalties in compliance with law, even after the completion of the school year in which your child was habitually truant. The judge, at the time of conviction, will determine whether transfer to a cyber charter school is in the student's best interest.

Voluntarily acting with intentional disregard of, or plain indifference to, the imposed penalties may result in a sentence of up to three (3) days in jail. If your child fails to comply with the imposed penalties, the magisterial district judge may forward the record of conviction to the Pennsylvania Department of Transportation (PennDOT), which will then suspend or deny operating privileges for ninety (90) days for a first offense and six (6) months for a second or subsequent offense.

At this point, the district must hold a **School Attendance Improvement Conference (SAIC)** for your child. Our School Social Worker or School Counselor will contact you to arrange the conference, at which a **School Attendance Improvement Plan** will be developed in accordance with PSBA Administrative Regulation 204-AR.

Please refer to the enclosed resources to assist you and your child with returning to compliant school attendance and to access opportunities for academic recovery. To connect with your school guidance counselor, please visit the NHSD Guidance page at www.nhsd.org and select your school site.

We sincerely hope that your child's attendance record improves and that your child has a successful school year. If you have any questions, please contact our office so that we can work together to ensure your child's educational success.

Sincerely,

Director of Student Services

Enclosures: Penalties for Violations of Compulsory School Attendance; NHSD Attendance Policy #204; Pennsylvania Act 138 of 2016 and Act 47 of 2025 ^[3]

cc: Superintendent
Building Principal
Assistant Principal (as applicable)
Guidance Counselor
School Social Worker
Student Assistance Team
Attendance Officer/ Home and School Visitor
Student File