

NEW HOPE- SOLEBURY SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

204-AR-3 Truant Notice (3-5 Unexcused Absences)

Date:

Name of person in parental relation

Address

City, PA ZIP Code

Dear Parent(s)/Guardian of FIRST_NAME, LAST_NAME:

This letter is to officially notify you that **(Child's Name)** has been recorded as unlawfully absent on the following dates: **(Date 1, Date 2, Date 3, etc.)**. These absences are unlawful and, therefore, constitute a violation of the compulsory school attendance provision of the Pennsylvania Public School Code (24 P.S. §13-1327). Under Pennsylvania law (24 P.S. §13-1326 et seq., as amended by Act 138 of 2016), a student is considered “truant” upon three (3) unexcused absences and “habitually truant” upon six (6) or more unexcused absences during the current school year.^[2]

A student who incurs three (3) or more school days of unexcused absences during the current school year is considered *truant*. You are strongly encouraged to ensure that your child does not become *habitually truant*. Habitual truancy—six (6) or more unexcused absences—constitutes a summary offense under the Pennsylvania Public School Code for which the following penalties may be imposed:

- A fine ranging from \$300 (first offense) to \$500 (second offense) and up to \$750 (third and subsequent offenses), together with court costs;
- Completion of a course or program designed to improve school attendance;
- Referral to the county children and youth agency for services or possible disposition as a dependent child;
- Community service; and

- Suspension of driving privileges for ninety (90) days for a first offense and six (6) months for a second or subsequent offense.

If your child becomes habitually truant, your child will not be permitted to transfer, during the school year, to a cyber charter school unless a judge determines that the transfer is in the best interest of your child.

The purpose of this letter is to officially notify you of the attendance situation to date, the potential consequences of these absences, and our goal to work collaboratively toward a positive resolution. Regular school attendance is essential to your child's academic success and is required by both the Commonwealth of Pennsylvania and New Hope-Solebury School District policy. All absences are recorded as unlawful until the school district receives a written excuse explaining the reason for the absence; if a written excuse is not received within three (3) calendar days, the absence is permanently recorded as unlawful.

Unless a **School Attendance Improvement Conference (SAIC)** has already been scheduled, we invite you, **(Child's Name)** and any individual you consider a resource to meet with designated district staff and appropriate service providers. The purpose of the SAIC is to discuss the reasons for the unexcused absences, develop a **School Attendance Improvement Plan**, and avoid any legal consequences for truant behavior. Our School Social Worker or School Counselor will contact you to arrange the conference.

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.

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