

Date:

Grade:

Room:

Dear Parent/ Guardian,

Please be advised that your child _____ has been referred to the Attendance and Truancy Committee because of unsatisfactory absences and/ or lateness.

The number of unexcused absences and lateness are listed below:

Month _____ Days _____

Number of Unexcused Absence(s): _____

Dates: _____

Number of Lateness: _____

Dates: _____

If there is no improvement in your child’s attendance pattern, he or she will be referred to truancy court. Under the Pennsylvania School Attendance Law penalties include fines up to three hundred dollars (\$ 300.00).

Please meet with the School Community Coordinator, Ms. Ana Cruz, regarding this letter.

Please understand that the Pennsylvania State Legislature and the School District of Philadelphia states that:

“IT IS AGAINST THE LAW FOR CHILDREN NOT TO BE IN SCHOOL DURING SCHOOL HOURS.”

Thank you for your support and cooperation!!

Sincerely,

**Deanda Logan
Principal**

**Ana Cruz
School Community Coordinator**