

ABINGTON SCHOOL DISTRICT
ABINGTON, PENNSYLVANIA

SUPERINTENDENT'S
ADMINISTRATIVE PROCEDURE

REGARDING: **Absences and Lateness**

Section: **Students**

Effective Date: September 1972

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8/16/24

See Also: Related Board Policy;
School Code: Sections
1301, 1333, and 1338.1;
Policy & Related SAP:
Absences for School-
Sponsored Activities

DEFINITIONS:

Absence – Absence is the nonattendance or participation of a student on those days and half days when school is in session in person or virtually.

Chronic Absenteeism – Missing at least 10% of school days, excused or unexcused.

Compulsory Attendance – Compulsory school age refers to the period of a child's life from the time the child enters school, which may be no later than six years of age, until the age of eighteen or graduation from a high school, whichever occurs first. If a parent voluntarily elects to enroll their child in a public kindergarten program, the kindergarten student will be subject to the state's compulsory attendance laws.

Excused Absence – Excused absence includes the absence of a student for any one of the reasons listed below in the section titled "Excused Absences."

Person in Parental Relation – as used in this procedure, this refers to a custodial biological or adoptive parent; a noncustodial biological or adoptive parent; guardian of the person of a child; or a person with whom a child lives and who is acting in a parental role of a child.

Lateness – The student arrives later than the starting time of the scheduled instruction or supervised activity.

Unexcused Absence – Unexcused absence is the absence of a student for any reason that does not qualify as an excused absence, as defined herein. These absences are recorded as unlawful for a student of compulsory school age (see above definition of compulsory attendance), if a valid response to Attachment 2 has not been received by the principal within 7 days.

Excused Lateness – Lateness of a student that is due to any of the reasons that may be

excused for full day absence.

Unexcused Lateness – Lateness resulting from any reason that does not qualify as excused lateness. The accumulation of several instances of lateness may result in a notice of unexcused absence.

Unlawful Absence – Unexcused absence for a student of compulsory school age (see above definition of compulsory attendance), if a valid response to Attachment 2 has not been received by the principal within 7 days.

Truant – Means having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Habitually Truant – Means having incurred six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

School Attendance Improvement Conference – Schools must make meaningful attempts to encourage parent/guardian participation in attendance improvement conferences by advance written notice and attempts to communicate via telephone. The school must hold the conference even if the parent/guardian declines to participate or fails to attend. There is no legal requirement for either the child or parent/guardian to attend an attendance improvement conference. The school must document the outcome of any attendance improvement conference in a written attendance improvement plan. Schools may not take further legal action to address unexcused absences until after the date of the scheduled attendance improvement conference has passed.

TRACKING ATTENDANCE

School principals, or the assistant principal designated by the principal, Home and School Visitor, or the Coordinator of Safety, and School Police Officer shall have the following powers and responsibilities:

Tracking student attendance.

Communicating with parents/guardians regarding truancy.

Coordinating, attending and participating in school attendance improvement conferences and documenting the outcome of the conference in a written school attendance improvement plan in accordance with the guidelines contained herein.

Filing truancy citations in the Magisterial District Court when deemed necessary.

Attending court procedures related to truancy and presenting truancy cases in court.

Requesting the Magisterial District Court to subpoena any school staff member as a witness in order to prove the District's truancy case.

Referring habitually truant children to a school-based or community-based attendance improvement program or to the Montgomery County Office of Children and Youth for services when appropriate and/or required or permitted by law.

UNEXCUSED ABSENCES

All absences are considered unexcused until the District receives a written note or email documenting a valid reason for the absence, as detailed below.

GENERAL ATTENDANCE GUIDELINES

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

EXCUSED ABSENCES

When the student is prevented from attendance as determined by the Montgomery County Office of Public Health.

A student absence is considered excused under the following circumstances:

When the student is prevented from attendance for mental, physical, or other urgent reasons such as:

- Illness
- Family Emergency
- Death of a Family Member
- Medical or Dental Appointments
- Authorized School Activities
- Required Court Attendance
- School Visits including K-12 and Post-Secondary Institutions
- Pre-approved religious instruction (limit 36 hours per year)
- Bona Fide Religious Holiday
- For purposes of receiving tutorial instruction in a field not offered in the District's curricula when the excusal does not interfere with the student's regular program of studies, the qualifications of the tutor or instructor are satisfactory to the Superintendent or their designee, and permission for such excusal is sought in writing by the parent/guardian of the child in advance of the commencement of such tutoring

When the student is required to leave school for the purposes of attending court hearings related to their involvement with the county children and youth agency or juvenile probation office.

If the student is absent due to participation in a project sponsored by an organization that is eligible to apply for a grant under the Pennsylvania Agricultural Fair Act.

If a student is dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee employed by the District.

For the purpose of obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.

If a student whose parent or legal guardian has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with regard to school attendance, tests and extra-curricular or co-curricular activities, at the discretion of the Superintendent or designee, no penalties shall be imposed for absences of up to five (5) days. Teachers shall assist students in making up work caused by such absences.

Where the Superintendent has approved an attendance plan necessitated by rare and extraordinary circumstances. In this context, “rare” means typically no more than 1 or 2 per year District-wide and “extraordinary circumstances” means the student is engaged in a profession or activity at a nationally recognized level.

Absences are subject to administrative review. The District reserves the right to request additional information, if needed to determine whether the absence qualifies as excused.

Medical Excuse

Absences as determined by the Montgomery County Office of Public Health, will not require a medical note to excuse the absence.

In the case of an absence of three (3) or more consecutive days upon the student’s return to school, a note from a licensed health care provider will be required. This note must be given to the classroom teacher (elementary) or attendance office (secondary).

In the case of **chronic irregular absences** (ten (10) cumulative absences) a medical excuse from a licensed health care provider will be required in place of a parental note. This will be made mandatory for the remainder of the school year following the 10th absence. The parent or guardian will be notified in writing (Attachment 3) of the change in absence excuse procedure and why this measure is necessary. Once this process is in place, any future absence that is not excused by a licensed health care provider will be considered unexcused and then be addressed by way of the first and second offense process.

Family Trips

Absence due to family trips will be recorded as unexcused. When a family notifies the school in advance that a student will be absent because of a trip or vacation, it is incumbent upon the principal to notify the family that such absence is unexcused. Attachment 6 shall be used for this notification of violation of the compulsory attendance laws as a result of action taken by a parent/guardian. An accumulation of unexcused absences as a result of absences due to multiple family trips in one school year could result in a conference with the school team to develop a School Attendance Improvement Plan (SAIP), a hearing before the District Justice and a possible fine. Students will not be given detention or any other form of punishment in the case of a family trip since compliance with the attendance laws is the responsibility of the parent/guardian. Assignments will be provided if parents/guardians make such a request. The parent/guardian or student should contact each of the teachers to arrange for the completion of assignments.

PROCEDURES FOR REPORTING ABSENCES

Elementary: When an elementary student is absent from school, parents/guardians must inform the school through electronic means including by reporting the absence in Skyward or by calling the Child Check number or the elementary school office. This should be done between the hours of 4:00 p.m. and 9:00 a.m. If notification is not received, staff and/or the attendance clerk will call to verify that the absence is for a legitimate reason. Notification of an absence must occur **each day** of the child's absence. Upon the student's return to school, if the parent/guardian did not report the absence by email or in Skyward, a signed note must be sent to the classroom teacher outlining the reason for the absence (Attachment 1).

Secondary: Parents of middle and senior high school students are asked to inform the school through electronic means including by reporting the absence in Skyward or by contacting the appropriate attendance office on the morning of their student's absence to notify the school that the student will not be in attendance. If notification is not received, staff and/or the attendance clerk will call to verify that the absence is for a legitimate reason. In the case of an excused absence, if the parent/guardian did not report the absence by email or in Skyward, upon the student's return to school, a signed note must be sent to the attendance office outlining the reason for the absence (Attachment 1).

PROCEDURES FOR RECORDING ABSENCES

The following procedures will be followed to record the attendance of students:

All absences will be recorded as "unexcused" until a legal reason for the student's absence is received by the administrative assistant or the attendance clerk via Skyward, a signed absence card, email, or note with the date of the absence and reason for the absence notification. The absence will then be changed to "excused." If a valid response to Attachment 2 has not been received within 10 days for a student of compulsory age, the absence will be changed to "unlawful."

Out of school suspensions will be considered "unexcused"; however, an unexcused absence due to suspension is never to be recorded as "unlawful." An absence card or note is not required during these times.

Administrative assistants or attendance clerks will be notified of any student who has been requested to produce a licensed health care provider's note for future absences due to excessive absence. This notification will be the responsibility of the party requesting the licensed health care provider's note (principal, home and school visitor, etc.). This can be designated in the computer by use of the "Comment" field.

LATENESS

The following procedures apply in regard to lateness of students:

Elementary

If a student is late to school, they must report to the office for a note and then proceed to their classroom.

Secondary

If a student is late to Abington Senior High School, they must report to their period one class. A referral is made to the assistant principal. If the student arrives after 8:00 a.m., they must report directly to the Attendance Office. An excuse card shall be submitted by the parent/guardian in order for the lateness to be considered for excusal.

If a student is late to Abington Middle School, they must report to the attendance administrative assistant in the Records Room with a note from their parent or guardian.

If a student is late due to the delayed arrival of a school bus, the absence is excused; however, the student should report to either their homeroom or the attendance administrative assistant depending on the time of the arrival.

An accumulation of unexcused lateness could result in a notice of unlawful absence if a student is of compulsory school age. Excessive lateness to school may also result in disciplinary action.

TEN CONSECUTIVE ABSENCES

Students who miss ten consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence that the excuse is legal or the school is pursuing compulsory attendance prosecution. Should the student subsequently return to the school, they will not be guaranteed placement in the same classroom as the one left before the withdrawal from attendance.

A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days shall require an excuse from a physician or licensed healthcare provider.

Absences as defined by the Montgomery County Office of Public Health, will not be included in the count of cumulative lawful absences.

POLICY NOTIFICATION

Parents/guardians shall be informed of the District's attendance Policy and Superintendent's Administrative Procedure at the beginning of each school year and at the time of enrollment for new students.

This SAP and the accompanying Board Policy will be posted on the District's website.

SCHOOL RESPONSES AND PROCEDURES FOR UNEXCUSED ABSENCES

Parents/guardians and students shall submit the required excuse note within three (3) days of the absence. In the absence of a written excuse within three (3) days of the absence, the school principal, assistant principal or designee will send a notice via email to the parents/guardians in the form set forth in Attachment 2. For parents/guardians with no designated email address, Attachment 2 will be mailed to the parent/guardian. The failure of the parent/guardian to provide written excuse within seven (7) days of this notice will cause

the absence to be permanently categorized as “unlawful” for a student of compulsory age and will trigger the procedures set forth below.

First and Second Unexcused Absence

The school Principal, Assistant Principal or designee shall send a notice of unexcused absence to the student’s parent/guardian, which describes the consequences of a child violating compulsory school attendance requirements. In addition, the name and telephone number of a designated school official shall be included so that parents/guardians are able to contact a specific person to request assistance in resolving the child’s absenteeism. (See Attachment 4)

The school Principal, Assistant Principal, or designee shall send a notice of unexcused absence to the parent/guardian of students who are not of compulsory age, which describes the importance of attending school. In addition, the name and telephone number of a designated school official shall be included so that parents/guardians are able to contact a specific person to request assistance in resolving the child’s absenteeism. (See Attachment 4a)

Third Unexcused Absence

Within ten (10) school days of a child’s third unexcused absence, the school principal, assistant principal or designee shall send an Official Notice of Truancy. (See Attachment 5). Included in this notice shall be a description of the consequences if the child becomes habitually truant. This notice should include the date of the School Attendance Improvement Conference, and shall be in the mode and language of communication preferred by the parent/guardian in parental relation to the child. When transmitted to a person who is not the biological or adoptive parent, such notice shall also be provided to the child’s biological or adoptive parent if the parent’s mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

SCHOOL ATTENDANCE IMPROVEMENT CONFERENCES

The following shall apply with respect to the School Attendance Improvement Conference:

- There is no legal requirement that the child or person in parental relation attend the conference, and the conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference after advance written notice and attempts to communicate via telephone.
- The outcome of the conference shall be documented in a written school attendance improvement plan, on the template provided by the Department of Education for this purpose.
- Further legal action may not be taken to address unexcused absences by the child until after the date for the scheduled School Attendance Improvement Conference has passed.

The District shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

PROCEDURE FOR ADDRESSING HABITUALLY TRUANT CHILDREN

When a child is habitually truant and under fifteen (15) years of age at the time of referral, the school:

Shall refer the child to either (1) a school-based or community-based attendance improvement program or (2) the Montgomery County Office of Children and Youth for services or possible disposition as a dependent child.

May file a citation in the office of the magisterial district judge having jurisdiction in the region against the person in parental relation who resides in the same household as the child. The venue for the filing of such a citation shall be based on the location of the school in which the child is enrolled or shall be enrolled, unless the child is enrolled in a cyber charter school, in which case the proper venue shall be based on the residence of the child.

When a child is habitually truant and fifteen (15) years of age or older at the time of referral, the school shall either:

Refer the child to a school-based or community-based attendance improvement program or service or; File a citation in the office of the magisterial district judge having jurisdiction in the region against the child or the person in parental relation who resides in the same household as the child. The venue for the filing of such a citation shall be based on the location of the school in which the child is enrolled or shall be enrolled, unless the child is enrolled in a cyber charter school, in which case the proper venue shall be based on the residence of the child.

If a child who is fifteen (15) years of age or older continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program or fails to participate in such a program as recommended through the School Attendance Improvement Conference, the school may refer the child to the Montgomery County Office of Children and Youth for possible disposition as a dependent child.

When referring a habitually truant child to the Montgomery County Office of Children and Youth or filing a citation with the magisterial district judge having jurisdiction over the region, the school shall provide verification that a school attendance improvement conference was held.

No citation may be filed against a child or a person in parental relation with the child who resides in the same household as the child for a subsequent violation of school attendance if any of the following circumstances apply:

- A proceeding is already pending against the child or person in parental relation with the child who resides in the same household as the child and judgment in the first proceeding has not yet been entered, unless a warrant has been issued for failure of the child or person in parental relation to appear before the court and the warrant has not yet been served.
- A referral for services has been made to the Montgomery County Office of Children and Youth and the agency has not closed the case.
- A petition has been filed alleging the child is dependent due to being habitually truant

and the case remains under the jurisdiction of the Juvenile Court.

CHARTER SCHOOLS

Charter schools, regional charter schools, and cyber charter schools shall establish an attendance policy designed to accurately determine when a child who is enrolled in a charter, regional charter or cyber charter school has an unexcused absence, which may differ from the policy of the school district in which the child resides.

Charter, regional charter and cyber charter schools shall report unexcused absences directly to the Department of Education annually through the Pennsylvania Information Management System (PIMS).

EXEMPT FROM COMPULSORY ATTENDANCE

Pennsylvania School Code states all children of compulsory school age having a legal residence in Pennsylvania must attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language except in the specific subjects addressed in Pennsylvania's Public School Code.

Student cannot be disciplined for truant behavior in a way that excludes them from regular education classroom.

Attachments

ABINGTON SCHOOL DISTRICT
Abington, Pennsylvania

EXCUSE FOR ABSENCE/LATENESS/EARLY DISMISSAL

Last Name	First Name	M.I.	GRADE
<u>ABSENT/LATE/EXCUSED EARLY from school on</u>			
(circle one)			Date(s)

State Law requires an explanation from the Parent/Guardian in each case of absence.
Please state the reason below.

Date

Signature of Parent/Guardian

THIS EXCUSE MUST BE ON FILE FOR INSPECTION BY SCHOOL OFFICIALS

To the Parent(s)/Guardian(s)
of: STUDENT NAME
ADDRESS
CITY, STATE, ZIP

Dear Parent/Guardian of (INSERT STUDENT NAME),

I am writing because we still have not received a written valid excuse from you regarding your child's absence(s) on: (INSERT DATES). State law requires an explanation in each case of absence. Please respond and state the reason below.

Date: _____

Name of Parent/Guardian: _____

If we do not receive a valid response to this notice within seven days, the absence will be categorized as unexcused or unlawful.

Thank you for your prompt attention to this matter.

Principal/Assistant Principal

Date

Re: STUDENT NAME:
Date of Birth:

Total days of excused absences: _____
Total Number of days absent: _____
Total Number of late arrivals: _____

Dear _____ :

Your child's consistent attendance is important to their educational success. Your child has accumulated the number of absences indicated above.

Please be advised that for the remainder of the school year, you will be required to submit a licensed health care provider's note showing that absences due to illness are justified. Absences not excused in such a manner shall be considered unlawful.

Should you have any questions or concerns, please contact your building Principal for elementary schools or your child's Assistant Principal for secondary schools.

Sincerely,

Principal/Assistant Principal

Unexcused Absence

To the Parent(s)/Guardian(s)
of: STUDENT NAME
ADDRESS
CITY, STATE, ZIP

Re: Official Notice of Truancy

Dear _____,

This letter is to officially notify you that _____ has been absent from school without a lawful excuse on the following date(s): _____.

Since your child has accumulated unexcused absence(s) from school, in accordance with Pennsylvania law, they are now considered truant, and in violation of the compulsory attendance provision of the Pennsylvania Public School Code (24 P.S. 13-1327).

Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers. At this time, please contact the building Principal for elementary school or the Coordinator of Student Support Services for secondary school to discuss your child's absences and the underlying cause/reasons for the absences with the goal of improving your child's school attendance.

Please understand that if your child becomes habitually truant as defined in Pennsylvania law, the District is required to refer your child to **either a school-based or community-based attendance improvement program or to the Montgomery County Office of Children and Youth** for services or possible disposition as a dependent child. A citation may also be filed against you and/or your child in the office of the local magisterial district judge for prosecution. Consequences stemming from truancy proceedings before the local magisterial district judge can include fines, community service, loss of driving privileges, required completion of a course or program designed to improve school attendance, or jail time.

If you have any questions, please call my office at _____ or the counseling office at _____ so that we may work together to ensure _____'s educational success.

Sincerely,

(Assistant) Principal

Date

Enclosures: 24 P.S. Sec. 1333.3- (Penalties for Violation of Compulsory Attendance Requirements)

Please see Board Policy & Superintendent's Administrative Procedure (Absence and Lateness) at <http://www.abington.k12.pa.us/policies/students/>

c: School Counselor; Student File

Unexcused Absence

To the Parent(s)/Guardian(s)
of: STUDENT NAME
ADDRESS
CITY, STATE, ZIP

Re: Official Notice of Truancy

Dear _____,

This letter is to officially notify you that _____ has been absent from school without an excuse on the following date(s): _____.

Since your child has accumulated several unexcused absence(s) from school, in accordance with Pennsylvania law, they are now considered truant.

Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers. At this time, please contact your school's Principal or the Coordinator of Student Support Services to discuss your child's absences and the underlying cause/reasons for the absences with the goal of improving your child's school attendance.

Please understand that if your child becomes habitually truant as defined in Pennsylvania law, the District is required to refer your child to **either a school-based or community-based attendance improvement program or to the** Montgomery County Office of Children and Youth for services or possible disposition as a dependent child.

If you have any questions, please call my office at _____ or the counseling office at _____ so that we may work together to ensure _____'s educational success.

Sincerely,

(Assistant) Principal

Date

After Third Unexcused Absence

To the Parent(s)/Guardian(s)
of: STUDENT NAME
ADDRESS
CITY, STATE, ZIP

Dear _____,

This letter is to officially notify you that _____ has been absent from school without a lawful excuse on the following dates: _____.

These absences are unexcused and, therefore, constitute a violation of the compulsory attendance provision of the Pennsylvania Public School Code (24 P.S. 13-1327). On _____, you were advised via an Official Notice of Truancy that your child is now considered truant in accordance with Pennsylvania law. Your child has incurred at least one additional unexcused absence since the issuance of the Official Notice of Truancy. If a School Attendance Improvement Conference has not yet been held, this letter is to advise you that such a conference is required to be scheduled by law. If you have any questions or are unable to attend the conference, please contact the building principal for elementary schools or the Coordinator of Student Support Services for secondary schools. Additional information regarding School Attendance Improvement Conferences is contained in the enclosed Superintendent's Administrative Procedure (Absences and Lateness).

Please understand that if your child continues to incur unexcused absences from school, and becomes habitually truant as defined in Pennsylvania law, the District is required to refer your child to **either a school-based or community-based attendance improvement program or to the Montgomery County Office of Children and Youth** for services or possible disposition as a dependent child. A citation may also be filed against you and/or your child in the office of the local magisterial district judge for prosecution. Consequences stemming from truancy proceedings before the local magisterial district judge can include fines, community service, loss of driving privileges, required completion of a course or program designed to improve school attendance, or jail time.

If you have any questions, please call my office at _____ or the counseling office at _____ so that we may work together to ensure _____'s educational success.

Sincerely,

(Assistant) Principal

Date

Enclosures: 24 P.S. Sec. 1333.3- (Penalties for Violation of Compulsory Attendance Requirements)

Please see Board Policy & Superintendent's Administrative Procedure (Absence and Lateness) at <http://www.abington.k12.pa.us/policies/students/>

cc: School Counselor; Student File

[TO BE INCLUDED WITH ATTACHMENTS 4, 5]

24 PA Statute Sec. 1333.3

1. Section 1333- Penalties for Violation of Compulsory School Attendance Requirements

(a) A person convicted of an offense under this article may be:

(1) sentenced to pay a fine for the benefit of the school that is responsible for the truancy proceedings in an amount not exceeding three hundred dollars (\$300) together with court costs except that, in the case of a second offense, the maximum fine for a person in parental relation may be a higher amount within their ability to pay not exceeding five hundred dollars (\$500) together with court costs and, in the case of a third or subsequent offense, the maximum fine for a person in parental relation may be a higher amount within their ability to pay not exceeding seven hundred and fifty dollars (\$750) together with court costs;

(2) sentenced to perform community service; or

(3) required to complete an appropriate course or program designed to improve school attendance which has been approved by the president judge of the judicial district.

(b) The court may suspend the sentence of a person convicted of an offense and may remit or waive fines and costs if the child attends school in accordance with a plan devised by the court.

(c) A person convicted of an offense under this article shall have a right to appeal de novo to a court of common pleas of the proper county within thirty (30) days of the conviction. After thirty (30) days, the appeal shall proceed similar to other appeals of summary convictions.

(d) No citation may be filed against a child or a person in parental relation with the child who resides in the same household as the child for a subsequent violation of compulsory school attendance if any of the following circumstances apply:

(1) A proceeding is already pending under sections 1333.1 and 1333.2 against the child or a person in parental relation with the child who resides in the same household as the child and judgment in the first proceeding has not yet been entered, unless a warrant has been issued for failure of the child or person in parental relation to appear before the court and the warrant has not yet been served.

(2) A referral for services has been made to the county children and youth agency under this subdivision and the agency has not closed the case.

(3) A petition has been filed alleging the child is dependent due to being habitually truant under 42 Pa.C.S. Ch. 63 (relating to juvenile matters) and the case remains under the jurisdiction of the juvenile court.

(e) Upon a second or subsequent conviction of a child or a person in parental relation with the child who resides in the same household as the child for a violation of the requirements of compulsory school attendance in a court within this Commonwealth within a three-year period, the court shall refer the child for services or possible disposition as a dependent child under 42 Pa.C.S. Ch. 63.

(f) Upon failure of a person to satisfy the penalty imposed by the court under subsection (a), the person in parental relation may be found in contempt of court and, upon conviction, may be sentenced to the county jail for a period not to exceed three (3) days in any one case. The court shall make such

a determination based on specific finding that the person in parental relation had reasonable ability to comply with the penalty imposed and that noncompliance was willful. The following shall apply:

(1) In the case of a child, the failure to satisfy a fine or costs imposed under this section shall not be considered a delinquent act.

(2) The president judge of a judicial district may adopt a local policy under 42 Pa.C.S. § 6304 (relating to powers and duties of probation officers) and the Pennsylvania Rules of Juvenile Court Procedure to provide that a juvenile probation officer may receive allegations that the child who fails to satisfy a fine or costs imposed under this section is dependent for the purpose of considering the commencement of proceedings under 42 Pa.C.S. Ch. 63.

(g) (1) If a child is convicted of a violation of the compulsory school attendance requirements of this article, the court may send the Department of Transportation a certified record of the conviction on a form prescribed by the department only if the child fails to comply with a lawful sentence entered for the violation and is not subject to an exception to compulsory attendance under section 1330.

(2) The Department of Transportation shall suspend for ninety (90) days the operating privilege of a child upon receiving a certified record that the child was convicted of a summary offense under the compulsory school attendance requirements of this article. If the Department of Transportation receives a certified record of a second or subsequent conviction of a child pursuant to this section, the department shall suspend the child's operating privilege for six (6) months.

(3) A child whose record is received by the Department of Transportation under this section and who does not have a driver's license shall be ineligible to apply for a driver's license under 75 Pa.C.S. §§ 1505 (relating to learners' permits) and 1507 (relating to application for driver's license or learner's permit by minor) for the time period specified in paragraph (2). If the child is under sixteen (16) years of age when convicted, suspension of operating privileges shall commence in accordance with 75 Pa.C.S. § 1541 (relating to period of disqualification, revocation or suspension of operating privilege) for the time specified in paragraph (2).

(4) A child whose driving privileges have been suspended or whose eligibility for a permit or license is delayed under this section may have that license or eligibility restored by providing the Department of Transportation with a form developed by the Department of Transportation containing the following information in the form of a certified record from the child's school that the child:

(i) has attended school for a period of at least two (2) months after the first conviction or four (4) months after the second conviction without an unexcused absence or unexcused tardy;

(ii) is subject to an exception to compulsory attendance under section 1330; or

(iii) graduates, withdraws from school pursuant to compulsory attendance requirements under section 1327, receives a general education diploma or enlists in the military.

(5) An insurer may not increase premiums, impose a surcharge or rate penalty, make a driver record point assignment for automobile insurance or cancel or refuse to renew an automobile insurance policy on account of a suspension under this section.

(6) Nothing in this section shall prohibit a child who is convicted of a violation of the compulsory school attendance requirements of this article from being eligible for an occupational limited license under 75 Pa.C.S. § 1553 (relating to occupational limited license).

(h) (1) Upon application from a child who has a conviction of a summary offense under section 1333.2, the court shall grant an expungement of the conviction from the child's record if all of the

following apply:

- (i) The child has earned a high school diploma, a Commonwealth secondary school diploma or another Department of Education-approved equivalent or is subject to an exception to compulsory attendance under section 1330.
 - (ii) The child has satisfied any sentence imposed by the court with respect to the conviction, including payment of fines and costs.
- (2) If the court grants an expungement under paragraph (1), the court shall order the Department of Transportation to expunge all administrative records related to the convictions.
- (i) Nothing in this section shall be construed to apply to a parent, guardian or person in parental relation whose child or children are in a home education program under section 1327.1.
 - (ii) (Reserved)

Date:

Name of Student: _____

Date(s) of Absence: _____

Dear _____ :

I understand that you plan on taking/took a family trip on the dates above while school was/will be in session. Please be aware that the Abington School District does not recognize family trips as an excused absence, regardless of the activities involved in the trip. The District is not in the position of overseeing family vacations or evaluating the educational nature of a family trip. The date(s) that your child is absent will be recorded as unexcused. Please refer to Abington School District Board Policy Statement and Superintendent's Administrative Procedure entitled "Absences and Lateness" for further clarification. These documents are available on the Abington School District website.

Please contact me if you have any questions. Thank you.

Sincerely,

(Assistant) Principal