



Derry Township School District

Administrative Office • 30A East Granada Avenue • P.O. Box 898 • Hershey, PA 17033
Phone (717) 534-2501 • Fax (717) 533-4357 • www.hershey.k12.pa.us

December 18, 2023

Washington, George
1600 Pennsylvania Ave
Washington, DC 20500

RE: George Washington, Jr.

Dear Parent/Guardian,

George Washington Jr. was absent unlawfully on:

Date	Absence	Absence Amount
11/19/2023	Unexcused Absence	1.00
Total Amount:		1.00

This letter is sent to make you aware of this absence. 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. Commonwealth of Pennsylvania law and school policy requires regular daily attendance. When absences accumulate, it may ultimately result in academic difficulty for George.

Our LEA has an active Student Assistance Team and additional services that are available to you and your family. We share a common goal to ensure that your child reaches their full potential. All absences are counted as unlawful until Hershey High School receives a written excuse explaining the reason for the absence. If a written excuse is not received within three days, the absence will permanently be added to the student's file as unlawful. This letter serves as our first communication regarding George Washington, Jr.'s unlawful absences.

In addition, any absences of ten cumulative days will require a written excuse that indicates George was seen by a doctor or medical practitioner. Enclosed are the penalties for violation of compulsory attendance requirements.

If you have any questions, please call my office at 717.555.5555 so that we may work together to ensure George's educational success.

Sincerely,

School Principal

c: School Counselor
Student Attendance File, ()

(Attachment: HIP Brochure)

NOTE: The Department of Education recognizes that a best practice would include sending a similar letter to any students over the age of 13 years old to reinforce the importance of regular attendance and their academic success. See this section for a sample letter.

First Unlawful Absence Letter