



Tredyffrin/Easttown School District

Administration Offices, West Valley Business Center
940 West Valley Road, Suite 1700, Wayne, PA 19087

Phone: 610-240-1900

August 2025

Dear TESD Families,

We are looking forward to seeing your child in school this fall after a restful summer. Attending school daily for the entire school day is not only vital to a child's learning and educational success, but it is mandated by law in the Commonwealth of Pennsylvania, and by the federal Every Student Succeeds Act (ESSA) law.

Our T/E Schools have enjoyed a very high rate of daily attendance, and, with your support and cooperation, this trend will continue. This letter is to share information about our attendance procedures. Our School Board Policy & Administrative Regulation 5113 (Procedures for Enforcing School Attendance) can be found online at www.tesd.net.

What we ask of you: Please send us a note within three (3) school days of your child being absent or late to school. [School attendance office](#) contact information is here. If a valid excuse is not received within three (3) school days of the absence, the absence will be counted towards the calculation of unexcused absences for the purposes of reporting truancy.

If your student is absent and we do not hear from you the same day, our attendance office will notify you. To assist you with reporting excused absences in a timely manner, our schools will notify you via phone and email when your child is absent if you have not already informed us, so that you may readily respond with a valid excuse. The email will indicate that you can reply and indicate the reason for the absence.

What constitutes an Excused Absence? Legitimate excuses for school absences include, most frequently, mental, physical, or other urgent reasons such as illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, educational travel with prior approval from the principal or assistant principal, pre-approved religious instruction (limit of 36 hours per year), or a bona fide religious holiday. Additional categories of less common excused absences are outlined in Policy and Regulation 5113. Absences from school for illness beyond ten (10) cumulative days shall require an excuse from a physician, in addition to the excuse from the parent/guardian.

If your child is tardy or requires an early dismissal. If a valid excuse is not received within three (3) school days of the tardiness or early dismissal, then the amount of unexcused time will be counted towards the calculation of unexcused absences for the purposes of reporting truancy.

How is truancy defined? Truant shall mean having incurred three (3) or more school days or their equivalent of unexcused absences during the current school year by a child subject to compulsory school attendance. Unexcused tardiness and unexcused early dismissals count towards unexcused absences. Once the amount of time missed due to both unexcused tardiness and unexcused early dismissals equals the amount of instructional time in a school day, that accumulated time shall be considered an unexcused absence. We will continue to implement our practices when a student is Truant or Habitually Truant as described below.



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If your child is identified as Truant. You will be notified after the 3rd Unexcused Absence that your child is now considered Truant. You will receive an email directing you to the PowerSchool Parent/Guardian portal to view your child's absences. After viewing it, please contact your school attendance office. You may be asked to participate in a School Attendance Improvement Plan (SAIP) meeting at school to develop a plan to support your child, or other options may be discussed.

If your child is identified as Habitually Truant. You will be notified after the 6th Unexcused Absence that your child is now considered Habitually Truant. You will receive an email directing you to the PowerSchool Parent/Guardian portal to view your child's absences. After viewing it, please contact your school attendance office. A SAIP meeting will be held at your child's school unless one was previously held. Habitually Truant students may also result in the District filing a citation with the District Magistrate and/or the Chester County Office of Children and Youth. If we file a citation with the District Magistrate, your child and you would be required to go to court to present your case. The magistrate can levy sanctions against the student such as fine(s), loss of driving license, or community service.

While chronic absenteeism can result in legal action, more importantly it diminishes learning and social opportunities for your child. We wish to work proactively with you to remove barriers to regular school attendance. If you have concerns about getting your child to school on a regular basis, please contact your school principal.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Groppe", written over a horizontal line.

Chris Groppe
Director of Safety & Student Services