PSBA
Pennsylvania School Boards Association

ADMINISTRATIVE REGULATION

APPROVED: January 15, 2026

REVISED:

204-AR-3. TRUANT NOTIFICATION LETTER

Date

Name of person in parental relation
Address
City, PA ZIP Code

OFFICIAL TRUANCY NOTICE
[To be issued for the 3rd, 4th and 5th unexcused absences]

Dear (Name of person in parental relation):

This letter is to officially notify you that (Child's Name) has been absent from school without lawful excuse on the following dates: (Date 1, Date 2, and Date 3, etc.). These absences are unexcused and, therefore, constitute a violation of the compulsory school attendance provision of the Pennsylvania Public School Code (24 P.S. §13-1327).

A student who incurs three (3) or more school days of unexcused absences during the current school year is truant. You are therefore notified of your child's truancy and strongly encouraged to ensure that your child does not become habitually truant. Habitual truancy, meaning six (6) or more unexcused absences, constitutes a summary offense under the PA Public School Code for which penalties may be imposed, including fines (ranging from $300 to $750 based on the number of truancy offenses), the completion of a course or program designed to improve student attendance, referral to the county children and youth agency for services or possible disposition as a dependent child, and/or community service. Please refer to the enclosed sections of the Pennsylvania Public School Code for specific penalties for violation of compulsory school attendance requirements.

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.

Unless a School Attendance Improvement Conference (SAIC) has already been scheduled and a school attendance improvement plan developed for your child, I would like to invite you, (Child's Name), and anyone else that you consider a resource, to meet with designated staff and appropriate service providers for a SAIC. The purpose of the SAIC is to discuss the reasons for the unexcused absences and to develop a school attendance improvement plan and ultimately avoid any legal consequences for truant behavior. Please contact the Guidance Office at _____ to schedule a date and time for the SAIC.

Please refer to the enclosed resources to assist you and your child with returning to compliant compulsory school attendance and opportunities available for academic recovery.

Sincerely,

(Administrative Director)

Enclosure: Penalties for Violations

c: Student Assistance Team
Attendance Officer/Home and School Visitor
Building Administrator
Assistant Building Administrator
Guidance Counselor
School District of Residence
Student File

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