PSBA
Pennsylvania School Boards Association

ADMINISTRATIVE REGULATION

APPROVED: January 15, 2026

REVISED:

204-AR-4. HABITUALLY TRUANT NOTICE

Date:

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

Dear (Name):

This letter is to officially notify you that based upon (CHILD'S NAME)'s attendance history showing unexcused absences on the following dates: _____, (CHILD'S NAME) is deemed to be habitually truant, meaning your child has accumulated six (6) or more days of unexcused absences.

Because your child is habitually truant, it has become necessary to formally notify you of key components of the PA Public School Code and (Name of Center/AVTS) policies dealing with attendance.

The ability of your child to transfer to a cyber charter school is prohibited during this school year, unless a judge determines that it is in the best interest of your child.

If your child is under fifteen (15) years of age at the time of referral:

1. The center (school) will refer your child to either of the following:

    a. A school-based or community-based attendance improvement program.

    b. The county children and youth agency for services or for possible disposition as a dependent child under the provisions of 42 Pa. C.S. Chapter 63, relating to juvenile matters.

2. The center (school) also has the option of filing a citation in the office of the magisterial district judge against you.

If your child is fifteen (15) years of age or older at the time of referral, the center (school) will either:

1. Refer your child to a school-based or community-based attendance improvement program or service.

2. File a citation in the office of the magisterial district judge against your child or you. When a citation is filed, the judge will provide notice as required by law.

If your child is fifteen (15) years of age or older, and continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program or refuses participation in such program as recommended through the school attendance improvement conference, the center (school) may refer your child to the county children and youth agency for possible disposition as a dependent child under the provision of 42 Pa. C.S. Chapter 63, relating to juvenile matters.

If convicted of a violation of compulsory school attendance laws, the magisterial district judge will determine the appropriate penalties as follows:

1. 1st Offense – a fine of not more that $300, together with court costs.

2. 2nd Offense – a fine of not more than $500, together with court costs.

3. 3rd and Subsequent Offenses – a fine of not more than $750, together with court costs.

The judge is authorized to assign a sentence, with penalties in compliance with law, even after the completion of the school year in which your child was habitually truant.

The judge, at the time of conviction, will determine whether it is in the student's best interest to be able to transfer to a cyber charter school, or not.

Voluntarily acting with either intentional disregard of, or plain indifference to, the imposed penalties may result in a sentence of up to three (3) days in prison.

If your child fails to comply with the imposed penalties, a referral to the county children and youth agency may be initiated, and the magisterial district judge may send your child's record of conviction to the Pennsylvania Department of Transportation (PennDOT). PennDOT will then be required to take the following action:

1. 1st Offense – ineligibility to apply for a driver's license or suspension of operating privileges for ninety (90) days.

2. 2nd or subsequent Offense – ineligibility to apply for a driver's license or suspension of operating privileges for six (6) months.

Operating privileges may be restored if PennDOT is provided with a form indicating that the student meets one (1) of the following conditions:

1. Has attended school for at least two (2) months after the first conviction or four (4) months after the second conviction without an unexcused absence or tardy.

2. Is subject to exception to the compulsory school attendance law.

3. Has graduated, withdrawn from school, received a GED or enlisted in the military.

A student who has been convicted of a violation of the compulsory school attendance laws may apply for an expungement of all administrative records related to the conviction if each of the following conditions apply:

1. The student 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 school attendance.

2. The student has satisfied any sentence imposed by the court with respect to the conviction, including payment of fines and costs.

I sincerely hope that your child's attendance record improves and that your child has a successful school year.

Respectfully,

_____

Signature and Name of
Attendance Officer/Home and School Visitor

c: School District of Residence
Student File

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