



Tredyffrin/Easttown School District

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

Phone: 610-240-1900

August 2026

Dear TESD Families,

We are looking forward to welcoming your child back to school this fall after a restful summer. Attending school daily for the entire school day is essential to academic success, student well-being, and meaningful engagement in school. Pennsylvania law requires regular school attendance, and the federal ESSA law emphasizes the measurement and reporting of attendance and chronic absenteeism.

With your partnership and support, we can continue to promote regular school attendance and help every student make the most of each school day. 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 an email or written 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 support timely reporting of absences, schools will notify you by phone and email when your child is absent if we have not already received notice. The email will allow you to reply directly with the reason for the absence.

What constitutes an Excused Absence? Legitimate excuses for school absences include 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, 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 health care provider, 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 tardy or early dismissal, then the amount of unexcused time will be counted towards the calculation of unexcused absences for truancy reporting purposes.

How is truancy defined? A student is considered truant after accumulating three (3) or more school days, or the equivalent amount of time, in unexcused absences during the school year. Unexcused tardiness and unexcused early dismissals also count toward unexcused absences. Once the combined amount of missed instructional time equals a full school day, it is recorded as one unexcused absence. The District will continue to follow procedures established for students who are identified as Truant or Habitually Truant, defined as six or more unexcused absences during the school year.



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If your child is identified as Truant. After the third unexcused absence, you will be notified that your child has been identified as Truant. You will receive an email directing you to the PowerSchool Parent/Guardian Portal to review attendance information. After reviewing the information, please contact your school's attendance office. Depending on the circumstances, you may be invited to participate in a School Attendance Improvement Plan (SAIP) meeting to develop strategies and supports that promote regular attendance.

If your child is identified as Habitually Truant. After the sixth Unexcused Absence, you will be notified that your child has been identified as Habitually Truant. You will receive an email directing you to the PowerSchool Parent/Guardian Portal to review attendance information. After reviewing the information, please contact your school's attendance office. A SAIP meeting will be held unless one has already occurred.

Students who are Habitually Truant may also be subject to additional actions outlined in Pennsylvania law, including the filing of a citation with the District Magistrate and/or a referral to the Chester County Office of Children, Youth and Families. If a citation is filed, both the student and parent/guardian may be required to appear before the court. The magistrate may impose sanctions such as fines, community service, or driver's license consequences

While chronic absenteeism can result in legal consequences, its greatest impact is on a student's learning, social development, and connection to school. We are committed to working with you to identify and address barriers to regular attendance. If you have concerns about your child's attendance, please contact your school principal so that we can assist.

Sincerely,

A handwritten signature in black ink that reads "Todd S. Parker".

Todd S. Parker, Ed.D.
T/E District Safety Coordinator