

SECOND OFFENSE

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State College Area School District
Report of Illegal Absence
As A
Second Offense

School: _____

Date of Report: _____

Student's Name:	D.O.B:	Gender:	Student ID No.
Parent's Name:	Address (including Apt. No.):		Phone Number:

_____, a student in grade _____ continues to be unlawfully absent as a "second offense" from school on the following dates:

SCASD took the following actions to notify the parent or guardian of unexcused absences (1) an email or safe at school arrival phone call was sent or made for each unexcused day, information about attendance regulations and the importance of submitting an excuse note was provided, (2) parents received official 1st "Offense Letter" dated _____ and (3) parents were invited to participate in TEP meeting that occurred on _____. According to attendance laws, SCASD is required to file this "second offense" with the Magisterial District Judge.

The evidence supporting the decision that the absence (s) is unlawful included but not limited to the following:

Principal or Designee Comments:

Principal or Principal Designee's Signature

Assistant Superintendent's Signature

** Send original to the Assistant Superintendent's office they will forward to the Home and School Visitor.