

Trinity Area School District
Attendance Protocol for Unlawful Absences

FIRST UNLAWFUL ABSENCE

Phone notification is attempted via the automatic calling system, detailing that the student in question was absent.

SECOND UNLAWFUL ABSENCE

Phone notification is attempted via the automatic calling system, detailing that the student in question was absent.

THIRD UNLAWFUL ABSENCE

Within 10 days of the third unlawful absence, a letter is mailed, detailing the absences in question and the consequences for habitual truancy. The letter will include an offer for an attendance improvement conference. Student will also be concurrently referred to Student Assistance Program and Truancy Intervention Prevention Program (TIPP).

FOURTH UNLAWFUL ABSENCE

Within 10 days of the fourth unlawful absence, another letter is mailed, detailing the absences in question and the consequences for habitual truancy. The letter also will include a date and time for a scheduled attendance improvement conference, where a student attendance improvement plan will be drafted. A phone call will be made to reinforce the date and time for the attendance improvement conference.

FIFTH UNLAWFUL ABSENCE

Within 10 days of the fifth unlawful absence, a letter is mailed to notify the child and his/her parent/guardian that the terms of the student attendance improvement plan have been violated, and that any additional unlawful absences will result in a citation being filed with the magistrate without any further contact from the school district.

High school students will lose parking privileges and will be placed on social probation, prohibiting participation in WPIAL events, and district extra-curricular activities.

SIXTH UNLAWFUL ABSENCE

A citation is issued with the local magistrate.

EIGHTH UNLAWFUL ABSENCE

Referral to Children & Youth Services (CYS).