



# Huntingdon Area School District

## Huntingdon Area Middle School

2500 Cassady Avenue - Huntingdon, PA 16652  
814-643-2900 - [www.huntsd.org](http://www.huntsd.org)



Dear Parent/Guardian,

Regular attendance at school is necessary for a good educational experience. If a student is under the age of 18, s/he is under the Compulsory School Attendance Law. This letter is to help you understand our attendance policies and procedures.

Below are key points for you to remember:

1. When your child is absent, you must send a signed excuse within three (3) school days of his/her return to school or the absence becomes an unlawful absence.
2. Students arriving after **8 AM** are considered Tardy. If your child arrives late because of a medical appointment in the morning, or leaves early in the afternoon, you must submit an excuse for the tardy or early dismissal to be a lawful absence. Tardy periods will be totaled toward total days absent and excessive tardiness may result in a citation being filed with the District Magistrate.
3. A written request for an Educational Trip must be submitted to the School Office five (5) or more school days in advance of the trip. Educational Trips must occur within the first ten absences. This includes one (1) day or ½ day trips. Any educational trip taken that is not pre-approved or occurs after the first ten absences will result in those days being recorded as unlawful. Please refer to the middle school handbook for further details.
4. A letter will be sent to the parent/guardian when their child has accumulated 7 days and 10 days of absence. This serves as a reminder that all days out of school in excess of 10 days will require a doctor's excuse.
5. When a child has three (3) unlawful absences, a letter will be sent home to the parent/guardian.
6. When a child has four (4) unlawful absences, a letter will be sent home to the parent/guardian. Additionally, the school will schedule a School Attendance Improvement Conference (SAIC) with the parent/guardian.
7. A student who has six (6) or more unlawful absences during the current school year is considered Habitually Truant and is subject to compulsory school attendance.
  1. The school shall refer the learner to:
    - a. A School-based or community-based attendance improvement program; or
    - b. The local children and youth agency.
  2. The School may file a citation in the office of the appropriate judge against the parent/guardian.

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8. Students may not ride a different bus unless the transportation secretary at Central Office has given prior approval. The District transportation secretary (814-643-4140 ext. 2126) can answer any questions or concerns you may have.
9. Please notify the school office if your phone number, address or childcare provider changes.

We appreciate your support in following our Huntingdon Area School District Attendance policies. You can access our handbook at [huntsd.org](http://huntsd.org) for further information. If you have any questions or concerns, please contact us at your earliest convenience.

Sincerely,

*Nicholas A. Payne*

HAMS Principal