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Dear Tamaqua Middle School Families,

The purpose of this letter is to explain the attendance procedures for students failing to attend school on a regular basis and/or not submitted excuse blanks. We thank you in advance for your cooperation and communication with the school.

ABSENT 1 -10 Days - Absences with notes (Email, handwritten notes, or a Remind) submitted within 2 days of absence will be EXCUSED. Any absence without an absence note after 2 days will be designated as UNLAWFUL.

Please email excuse notes to the following email addresses:
kconner@tamaquasd.org or **cczapla@tamaquasd.org**

ABSENT greater than 10 Days - Dr.'s notes are required for each absence. Notes with Dr.'s note will be EXCUSED. Any absence without a Dr.'s note will be designated as UNLAWFUL.

UNLAWFUL Day 1 - A formal letter documenting the attendance violation will be mailed home.

UNLAWFUL Days 3-6 - A formal letter documenting the continued violations will be mailed home with a meeting date to hold a Student Attendance Improvement Conference. A copy of the Student Attendance Improvement Plan will be mailed home if the family does not attend. A referral to CAIR (Chronic Absenteeism, Identification, and Reduction) Program will be made at this time.

UNLAWFUL Day 7+ - After the SAIC (Student Attendance Improvement Conference), all UNLAWFUL absences over 7 days will result in a referral to Schuylkill County Children and Youth. This may result with hearings at the Schuylkill County Court House and/or citations from the magistrate's office.