



Tardiness Letter One (after telephone contact):

Date:

Mr. and Mrs.
Address

Re: Child's name; ID Number and Birthdate: Concern with tardiness.

Dear

We are writing to follow up on previous telephone contact made with you on _____ regarding our concerns with (name of student) punctuality at _____.

Enclosed is an attendance profile indicating that (name of student) has been late _____ times, which represent _____% of his/her school program to date. When students are late, the amount of instruction they are missing, and the disruption in learning they are causing for the other students in the class, are significant. Research and experience have shown that student achievement is directly related to attendance and/or prompt arrival in class. For these reasons, we are very concerned when a pattern of such frequent lates is established.

Please be advised that under the provision of Sections 12 and 13 of the School Act (copy enclosed) students are required to be enrolled at school and to attend regularly and punctually.

Listed below are the lates to date:

Lates

Should you require assistance in improving your son/daughter's school tardiness to school in order that he/she may achieve success, please contact _____ at (phone number) to arrange a meeting.

Thank you for your immediate attention to this matter and we look forward to seeing (name of student) attend school on a punctual basis.

Sincerely,

Principal

Enclosure

Cc: File; Teacher's Name.