**Tardy Notice**

Date

Parent/Guardian of: Student Name

Mailing Address

City, State, Zip

Dear Parent or Guardian:

As a courtesy to you, *school name* regularly reports student attendance to parents. Regular daily attendance, and arriving on time, are critical components of the educational process. It is important for students to arrive on time so that they begin their day on a positive note. Arriving even a few minutes late is a disruption to the class, the teacher, and your student. Class instruction begins as soon as the bell rings, and it is not possible to recover all the learning that takes place in the classroom when multiple tardies have been accrued. Parents can review both absences and tardies in the Infinite Campus Parent Portal.

Thank you for your attention to this matter. We want your student to be successful. Attendance is a shared responsibility with the school, the parent/guardian, and the student as partners all working together.

We understand that situations do occur when being tardy cannot be prevented. If there is anything we can do to help your child get to school on time, please let us know. Please contact *school name* at *phone number* if you have any questions, to schedule a conference with your student’s teacher or an administrator, or to get help with the Infinite Campus Parent Portal.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_

## Principal, \_\_\_\_\_\_\_Elementary