



Tardiness Letter Two

Date:

Mr. and Mrs.

Address

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

Dear

This letter is to advise you of our continued concern regarding the number of times (student name) has been late for school/ _____ class this school year. As of (date) there has been a total of _____ days of school/ _____ periods of class and (name) has been late _____ times. This is a total of _____% he/she has been late. (attendance profile enclosed)

I have raised this concern with you because _____ is [this is where a pattern of lates may be discussed or past year's experiences etc.].

I have attempted to communicate with you via the telephone on the following dates: _____ and by an initial letter regarding (name)'s punctuality at _____ School. Further tardiness will result in (Name) being referred to the Superintendent of Schools and Alberta Education Attendance Board for their assistance in this matter.

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.