

**SAMPLE**

**Tardy Letter (1)**

Date

Parent/Guardian Name

Address

City, State, Zip

Re: **Tardy Letter**

Dear Parent/Guardian Name

In reviewing the attendance of \_\_\_(Name)\_\_\_\_\_, it was noted that he/she has been tardy \_\_(#)\_\_\_ days. \_\_\_(Name)\_\_\_ being a few minutes late may not appear to be a big problem, but when he/she enters the room late and prepares for the school day, it does interrupt the activities of the class room. Not only has he/she missed some instruction, but the opportunity of other students to miss instruction is increased due to the distraction.

Additionally, past history of all students indicates that a student who has excessive tardies will eventually begin having additional absences.

I am enclosing an attendance sheet for you to review.

If you have any questions concerning these tardies, please contact me as soon as possible. Working together we can ensure \_\_\_(Name)\_\_\_\_\_ success in school.

Respectfully,