

**Notification of Excessive Tardiness or Excessive Absences**

**Date** Monday, November 18, 2013

Dear Parent/Guardian,

This letter is to inform you that your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ , in the \_\_\_\_\_\_\_\_\_ grade has had excessive tardies.

**Unjustified Tardies and/or Absences**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Attendance Policy—We desire to develop habits of punctuality in all our students. Therefore, we encourage consistent, daily attendance. This school is bound by the laws of \_\_\_\_\_\_\_\_\_\_\_\_ to maintain regular attendance records.

**Tardy Policy.** Punctuality is important. Tardiness is a bad habit that not only lowers grades, but will also cause work problems in adult life. Students should develop the life-skill of arriving at school and being seated at their desks, ready for school to begin at 8:00 AM. Late arrivals are disrespectful and interrupt worship or other class activities, thus wasting valuable time. As such, the following procedure will be followed:

1. **Ten unexcused tardies—the parent will be contacted. A letter will be sent home requiring its return the following school day with a parent signature.**
2. Ten more unexcused tardies—in addition to the above, the parent/guardian will meet with the teacher and principal within the week to seek a solution.
3. Ten additional unexcused tardies—it will become necessary for the parent to meet with the school board.

Excessive Absences. We are required by law to notify the state when a child has five unexcused, un-notified absences. A student who misses 10% of his or her classes each month may have his or her state assistance revoked. A student who misses 15% of his or her school year (27 school days) may be retained in the same grade the following school year.

Our goal is to educate your child. We cannot be successful if your child is not in school. We appreciate your support of quality, standards-based, Christian education.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7/10/2017

Principal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Parent Signature Date
\* Due to the school office the next day

**A copy of this notice is kept in the student’s attendance file in the main office.**