

## Churchill High School Tardy Referral Form

**Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date:(Incident)** \_\_\_\_\_ **Time:(Incident)** \_\_\_\_\_

**Referring Staff Member:** \_\_\_\_\_ **3rd Tardy Notification Date:** \_\_\_\_\_  **Email**  **Phone Call**

**First 3 Tardy Dates:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Notes: (Optional):**

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**Administrative Action:**  **Lunch detention**       **Parent Contact**       **Conference with Student**

**After School Det.**       **Other:** \_\_\_\_\_

**Signature of Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Swiss**       **Date:** \_\_\_\_\_      **Initials:** \_\_\_\_\_