This email is to inform you that your student,      , has been tardy to their       period class 3 times this trimester. I spoke with them about this on both their first and second tardy. I let them know that I was going to be emailing you and that any additional tardies to this class, during this trimester, will result in a required academic recovery during lunch time or after school and communication from our office.

The beginning of class time is very important. During this time, we are reviewing what we covered the class period before and introducing the new concepts for the day. When students miss this time, it is much more difficult to follow the lesson and students often feel like they are playing catch-up for the entire period. Furthermore, brain research has shown us that we remember the beginning and the end of an event or lesson better than any other segment of time. When a student misses the beginning of the lesson, they miss out on the chance to really solidify both the previous and new information that all teachers are covering at this time.

Being a few minutes late to class may not seem like a big deal, but it adds up over time and can result in several days of missed instruction over the course of a trimester. Furthermore, it is difficult for a teacher to start their lesson when several students are walking in anywhere from 30 seconds to 15 minutes late on a regular basis.

Please know that we are here to support your student. We want them to be successful at school and I want them to be successful in my classroom. If there is something that I can do to help your student please either respond to this email or have your student come talk to me. If you have a concern with our attendance policy, please reach out to the appropriate administrator listed at the bottom of this email.

Thank you for supporting your students learning and again, please reach out if we can help in any way.

Sincerely,

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| --- | --- | --- |
|       | Laura Clark | Lance Falcon |
|       | Assistant PrincipalGrades 11 & 12 | Assistant PrincipalGrades 9 & 10 |
|       | Clark\_L@4j.lane.edu | Falcon\_L@4j.lane.edu |