DATE: _____________________

Dear Parent/Guardian,

I am writing to inform you that your child __________________________ is arriving at _____________
(Print student Name) (Time)
for__________________________________________________________.
(Reason for late arrival)

Your child is persistently late to school which means that your child is missing out on valuable instructions
given at the beginning of class. This can significantly reduce achievement, regardless of academic ability.
Furthermore, when one scholar arrives late, it disrupts the entire class and the teacher – everyone’s
education is compromised.

HISD’s goal is to see every student succeed. A critical component of academic success is regular
attendance at school. It is a state law – as well as each parent’s duty - to require his or her school-age
children at every level to attend school, to monitor each child’s attendance, and to request a conference with
the school officials to discuss any attendance concerns.

Compulsory attendance is the law. Parent who contribute to excessive tardiness for their child (4+ tardies in
a 6-week period) will be referred to the Attendance Committee. Please be aware that arriving late can be
considered truant as defined by compulsory attendance law as ‘days or parts of days”.

Campus administration will use discretion on a case by case basis for the need to excuse tardiness and
assign consequences. Excessive tardiness will be determined by using the following standard:

**Tardy**
1-2= Verbal warning
3 = Parent conference, ISS
4+ = Truancy referral to Attendance Committee

Teacher Name: __________________________
Parent Signature: _______________________
Parent Telephone: _______________________

If anything can be done to support____________________ getting to school on time, please do not hesitate to contact school.

_____________________________________
Angela Stephens, Principal