

Pine City Junior Senior High School Tardiness Report

Student Tardiness Procedures:

It is the policy of this school not to send tardy students to the office or back to the room from which they came. Referral of students to the office or to the prior teacher would result in too many students roaming the halls, interrupting classes, or wasting time sitting in the office. If a student is tardy accept him/her to class, but make a notation of the tardiness on the "Attendance Report." When a student is tardy for the third time in a particular class during the marking period, turn his/her name in to the principal on the following "Tardiness Report."

Student Name: _____ Grade: _____

Teacher: _____ Class: _____ Hour: _____

This student has been tardy to my class on the dates indicated:

1st Tardy: _____

2nd Tardy: _____

3rd Tardy: _____

The student continues to come to class tardy, even though I have taken the following action:

Principal: _____