

Script for the teacher for the School Timeliness Project

Teacher:

Good morning or afternoon. I am [teacher's name] and I would like to talk to you about [student's name]. First, I would like to say [mention something positive about student].

I noticed that [student's name] has been tardy [number of times].

I am concerned that he/she is missing instructional time because our class starts at [time]. Is there something we can do to help in this area?

(Wait for response from parent and document it)

(If face-to-face, wait until after the meeting to document the conversation 😊)

I want [student's name] to be as successful as possible and I want to partner with you to ensure that [student's name] can be here on time in order that he/she will receive all the academic instruction for each day.

Do you have any questions? If I can help you in any way to help get your child to school on time or if you want to discuss this matter further, when would be a time that works best for you?

Thank you for your time and I will look forward to partnering with you ensure that [student's name] will be as successful as he/she can be in school.

Have a great day.

***Continue to keep this conversation positive.**

