

Westwood Charter School



A California Distinguished School

2050 Selby Avenue Los Angeles California 90025

Telephone 310-474-7788

Fax 310-475-1295

Date _____

Dear Parent of _____,

Your child has been tardy more than five times during the month of _____ . Being at school on time when class begins is essential for your child's success. If this pattern continues for another month, your name will be referred to the Los Angeles Unified School District Student Attendance Review Board.

Thank you in advance for your cooperation.

Sincerely,

Judy Utvich, Principal

Please read, sign, and return to your child's teacher.

I have read and understand this letter. I recognize the importance of regular attendance and punctuality and will ensure that my child is present and on time.

Parent Signature _____ Date _____

Child's Name _____ Room # _____