*Dear Parent/Guardian:*

*Your Child is required to stay after school because of one or more of the follow reasons: (check one)*

* *Cutting Class*
* *Tardiness to class*
* *Disrupting class*
* *Other* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date of Detention:­­­* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Time: (check one)*

* *30 minute lunch detention*
* *30 minute detention 2:50 – 3:20 pm*
* *1 hour detention 2:45 – 3:45 pm*

*If your child cannot stay on this particular day, please state the reason below.* ***PLEASE BE AWARE THAT THERE WILL BE ONLY ONE RESCHEDULED DETENTION PER SEMESTER.***

*Since your child has been notified at least one day in advance, arrangements for transportation home need to be made by you.*

*Please sign this notice and have your son or daughter return it to the teacher who issued it prior to or on the scheduled day of detention.*

***No student will be admitted to detention without a duly authorized signature of their parent or guardian.*** *Your cooperation in this matter is sincerely appreciated.*

***Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*Please indicate how your child will be going home:*

* *Parent/Guardian will pick up at the school*
* *He/She may ride with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* *Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Teacher Signature & date*