

Dear T-Wolf Families,

I am pleased to announce that our school district has partnered with Student Conductor in the implementation of a new tardy notification system. This system will notify the parent/guardian whenever a student is not in class on time through email. After the initial email notification, parents may choose to receive alerts through a text message. You also may choose to opt-out of these alerts altogether.

The reason we are moving to this notification system is to reinforce the importance of students being in class to support their academic progress and for student safety. Issues arise when students are in hallways rather than in classrooms, and we want to do everything we can to promote a safe campus.

Here are the things that you need to know:

- There are multiple tardy check-in kiosk stations located throughout the school. When tardy, the student will use the nearest check-in kiosk station to get them back into class efficiently.
- Every time a student is tardy, an email and/or text message is sent to a parent/guardian notifying them that the student was tardy. Please note that the tardy is not entered into our attendance system. This notification is solely for the benefit of the parent/guardian. After the first email you may elect to also receive text messages.
- Our current attendance system that sends notifications when students are absent is still the only official attendance system and is not connected to Student Conductor. It will continue to send messages or calls when a student is absent.
- The process is simple when a student is tardy.
 - 1) Student will type their Student ID into the nearest Check-In Tardy Station (there are five located around campus).
 - 2) The student takes the tardy receipt and reports to class and shows the tardy receipt to the teacher as the pass to class.
 - 3) Teacher will determine if the tardy is excused or if it is unexcused, as is standing practice.

This system is primarily to notify parents when a student is not on time. The teacher will determine if a tardy can be considered unexcused.