

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Period: \_\_\_\_\_

**2<sup>nd</sup> Tardy**  
Timeliness Plan

**Directions: Complete this form, to describe your plan for being on time to class in the future. Failure to return this form may result in a phone call home. Answer in complete sentences.**

I was tardy to class today because:

This is what I can do to avoid another tardy:

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