



Student's Name

Date

On this date the above named student was not in full and proper uniform in accordance with the school's requirement.

He/She attended school on a Day-Uniform Day without . . .

He/She attended school on a Dress Uniform Day without . . .

Be advised that a student must be in full and proper uniform to attend class. Please ensure that your son/daughter will attend school in full and proper uniform in the future, otherwise, after a third notification, he/she will not be permitted to attend classes until the necessary uniform is provided and he/she will earn and serve an office trip. Absenteeism due to non-uniform compliance will be recorded as truant.

If a student has forgotten only their tie, we have a limited number of ties for lending. After the third occasion of non-uniform compliance, if only their tie is missing, a tie will be provided/ordered and parents will receive an invoice for \$25.

Sincerely,

Frederick T. Gore
Director

First notification

A Parent must sign receipt of this letter and return it the next day.