

**From:** Portia Lee <Portia.Lee@dpsnc.net>

**Sent:** Monday, March 2, 2020 5:17 PM

[REDACTED]

**Subject:** Parent Contact

Good evening [REDACTED]

I hope this finds you doing well. Could you please contact the parents of [REDACTED] this week regarding the number of tardies she has accumulated during this semester. She has been over six times during, and the consequences we have in place do not seem to be deterring her behavior. We want to make sure her parents are aware of these infractions in hopes of encouraging her to make better decisions. We would also encourage the parents to set up a parent-teacher conference with a time that works best with their schedule. I appreciate your help and support in communicating with our families.

Thanks for all you do!

Portia Lee

NC State Principal Preparation Fellow

Principal Resident

Riverside High School