

Saint John's Catholic Prep
301-662-4210

A Note To School

A note from the parent/guardian is required whenever a student is tardy or absent from school for any reason. Please send a note with your child upon his/her return to school.

Students arriving to class after 8:00 a.m. must report to the Receptionist's Desk for a late slip.

Parents are also required to call school before 9:00 a.m. to explain whether a student is going to be absent or coming in late.

We realize at times it may be necessary to take your child out of school during the school day for a medical or dental appointment. Please send written notification to the school ahead of time whenever possible.

Student: _____ Date: _____

is late due to _____

will be picked up at _____ for _____

was absent on _____ due to _____

Parent/Guardian Signature _____ Telephone _____