

## What do I do if my child is sick, late, or needs to leave school early?

- ❖ If your child is sick, you can either call the school at (301) 230-5930 in the morning, each day your child is absent, **OR** you can send an email to Teresa\_A\_Smith@mcpsmd.org, our attendance secretary (with a copy to Ms. Lisa Goldman). Your email **must** include the following information: parent/guardian email address and phone number, child's full name, date of absence and reason for absence.
  - Note: if you would like to get school work for your child while they are out sick, on the third day of absence contact the Counseling Office and they will coordinate with your child's teachers.
- ❖ Late: Give your child a signed note saying why they are late, and tell them to bring it to the Main Office so they can sign into school. The office will give them a pass to class.
- ❖ Early Departure: Give your child a signed note with the time they need to be dismissed and tell them to bring it to the Main Office **before** school. When picking up your child, please go to the Main Office to sign them out.