

# STUDENT ATTENDANCE POLICIES AND PROCEDURES

*To achieve...your child needs to be in school, on time, every school day*

Dear Parent/Guardian:

Good attendance and good grades go hand in hand. The Chicago Public Schools and parents/guardians can work together to promote excellent student attendance at school. In order to promote cooperation and to help parents/guardians understand how the Chicago Public Schools' attendance policies work, key items and basic attendance procedures have been defined below.

- The School Code of Illinois, Article 26-Compulsory School Enrollment and Attendance From age 7 until reaching age 17 a child who resides in Illinois must be enrolled and attend a public school in the district where s(he) resides unless s(he) has graduated from high school, attends a private or parochial school or who is physically or mentally unable to attend school. In addition, all children, regardless of age, while enrolled in grades K through 12, are subject to compulsory attendance.
- Free Education Entitlement Enrolled students are entitled to a free, full-time public education until the age of 21 (22 if a special education student) unless s(he) graduates from high school, is expelled for misconduct or withdraws from enrollment. CPS shall not deny re-enrollment of a student who dropped out of school and is under 19 years old. CPS can deny re-enrollment of a student who is 19 or older that due to age and a lack of credits, could not attend classes during the normal school year and graduate before his/her 21<sup>st</sup> (22<sup>nd</sup> special education student) birthday.
- Contact Phone Numbers A student's parent/guardian is required to supply and update the school with at least one (1) working phone number at which the parent/guardian can be reached.
- Student Non-Attendance Days School holidays which appear in the approved school year calendar, additional holidays or emergency days authorized by the Chief Executive Officer, professional development days, and any other days when the students are not scheduled to be in school **are not counted** as days of attendance.
- School-Made Absentee Phone Call State Law requires ***elementary schools*** to phone a student's home ***within two hours*** of the start of their school day ***each day*** the student is absent without prior written notice from the parent/legal guardian.
- CPS Auto Absentee Call In addition to school-made absentee calls, the CPS Absentee Outcaller system calls the home of elementary and high school students that are absent without prior written notice from the parent/legal guardian.
- Parent/Guardian of Record The parent(s)/guardian(s) who are listed on the student's "Emergency Record" are the parent(s)/guardian(s) of record. The Attendance Office shall only accept "Reason for Absence Notes" signed by the parent/guardian of record or release a student before the end of the school day to the parent/guardian of record.
- Confidentiality of Records Other than CPS or state board (ISBE) employees/officials, no personally identifiable school student records or information may be released, transferred, disclosed or otherwise disseminated to any individual, agency or organization without the written consent of the student's parent(s)/guardian(s).
- Students That Are Considered Present A student is considered present if s(he) is in his/her assigned class/period in the physical school building (*Attendance Codes "T", "P" and "ISS"*) or attending a school authorized function (*Attendance Code "SF"*), *supervised by school staff*, such as a field trip, tutoring or testing session at a different location.
- Reason for Absence Note On the first day a student returns to school from an absence, the parent/guardian must provide the school with a signed "Reason for Absence Note", identifying the valid cause for each day of a student's absence. **The Principal or Principal's designee shall determine approval status of each "Reason for Absence Note".**
- Excused Absences Valid causes for an absence from school being deemed an excused absence are:  
**(1) Student's illness, (2) observance of a religious holiday, (3) death in the immediate family, (4) family emergency, (5) circumstances which cause reasonable concern to the parent/guardian for child's safety or health as approved by the principal and (6) other situations beyond the control of the student as determined by the principal.**

**STUDENT ATTENDANCE POLICIES AND PROCEDURES *Continued***

- o A truant absence is an unexcused absence for students in grades K through 12
- o A “cut” is an unexcused class (period) absence. The instructional time missed by a student who cuts a class is deducted from the total instructional minutes for the school day and the balance will determine any attendance recoding
  - A ½ day truant absence if the student has less than 300 but at least 150 instructional minutes (generally 1-2 cuts).
  - A full-day truant absence (even though the student may have attended some classes) if the student has less than 150 instructional minutes.
- o ***After the 3<sup>rd</sup> truant absence for a 3<sup>rd</sup>, 6<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade student***, the parent/guardian is scheduled to attend a conference conducted at the school to discuss and agree to truant behavior interventions and remedies.
- o ***After the 5<sup>th</sup> truant absence for grades K through 12 students***, the school mails the parent/guardian a “5-Day Truancy Letter”. The parent/guardian and the student are scheduled to attend a conference conducted at the school with key school staff to develop a “Truancy Intervention Case Plan” to address and remedy the student’s truant behavior.
- o ***After a student’s 10<sup>th</sup> truant absence***, the school mails the parent/guardian a “10-Day Truancy Letter” by certified mail, return receipt requested.
- o CPS Promotion and Graduation Criteria-Truancy Component
  1. Elementary students in the 3<sup>rd</sup>, 6<sup>th</sup> and 8<sup>th</sup> grade who have ***more than 9*** truant absences during a school year must attend and satisfactorily complete summer school. Eighth grade students *will not graduate* with their class.
  2. A 3<sup>rd</sup> or 6<sup>th</sup> grade student who does not satisfactorily complete summer school will be retained in his/her current grade if this is a first time retention in the 1-3 or 4-6 grade cycles. If this would be a second retention for a student in a grade cycle, the student will be promoted to the next grade.
  3. An 8<sup>th</sup> grade student who does not satisfactorily complete summer school or Summer Writing Workshop, as required, will be retained in 8<sup>th</sup> grade if this is the first retention in the 7-8 grade cycle. All retained students will receive a “Personal Learning Plan” developed by the school in conjunction with the parent/guardian. The student may be assigned to a designated Achievement Academy or other appropriate placement if this would be their second retention in the 7<sup>th</sup>-8<sup>th</sup> grade cycle; ***or if the student will be 15 years old on or before September 1<sup>st</sup> of that year.*** Students may earn an elementary diploma at an Achievement Academy.
  4. High school students who have cuts in 20% or more of a class in a core course during the period for which a unit of credit is earned shall not pass the course and shall receive no credit towards promotion.
- o CPS Board 04-0128-P03 prohibits schools from dropping students due solely to excessive absences.
- o Students can be withdrawn for the following reasons:
  - (1) Student is absent on the first school day of the year-DNA (Did Not Arrive), (2) transfers or graduates, (3) is legally committed to correctional institution, (4) is home-schooled, (5) whereabouts can not be determined “lost child” after calling all known phone numbers, mailing a certified letter with return receipt requested and visiting the last known address, (6) withdraws from enrollment – 17 years old-after a “Consent to Withdraw from School” form has been signed by the student ***and*** “parent/guardian” and (7) withdraws from enrollment –18 or more years old- after a “Consent to Withdraw from School” form has been signed by the student (no parent/legal guardian signature is required).

**CPS Truancy Hotline**  
**(773) 553-4000**

**CPS Crisis Intervention Hotline**  
**(773) 553-1792**

**CPS Student Safety Hotline**  
**(773) 553-3335**

..... ***Sign below, fold, remove bottom and return to school***.....

o the Principal of: \_\_\_\_\_ School. As the parent or guardian of the below listed student, I acknowledge receipt of the “CPS Attendance Policies and Procedures”.

udent’s Name: \_\_\_\_\_ Room Number: \_\_\_\_\_

urent’s or Guardian’s Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_