

CPS Attendance Overview

To achieve...a student needs to be in school, on time, every school day

- *Compliance with the State Laws... The School Code of Illinois*
 - Article 26-Compulsory School Attendance as revised August 2007 requires:
 1. Children ages 7 through 16 years be enrolled and attend a public school in the district where the child resides unless exempted by state law and
 2. Children that are enrolled in grades K through 12 in a public school in the district where the child resides must attend that school unless exempted by state law.
 - Free Education Entitlement specifies that 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 is over 16 and who dropped out of school, unless the student, due to age and a lack of credits, is unlikely to graduate before his/her 21st birthday
 - Contact Phone Numbers A student's parent/guardian is required to supply (and update as required) the school with two (2) working phone numbers at which the parent/guardian can be reached.
 - Article 24-18 Concerning Daily Registers states "Teachers shall keep daily registers showing the name, age and attendance of each pupil, the day of the week, month and year. Registers shall be in the form prescribed by the State Board of Education.

IMPACT has become the CPS approved system-wide daily attendance register and replaces all prior manual and electronic registers. Record keeping is an important duty of the teacher and may not be delegated. Attendance registers require safekeeping since they are legal documents which may be audited or subpoenaed as evidence in court. All entries must be completed and entered into the system. A teacher's sign on to the (IMPACT) attendance system is record of their entering or changing system data. They should not allow others to logon using their user id and password.
- 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 or membership.
- State Law requires elementary schools call a student's home within two hours of the start of the school day each day s(he) is absent without prior written notice from the parent/guardian.
- The parent/guardian must complete, sign and provide the school a "Reason for Absence Note", for each student absence the first day the student returns to school.
- Valid causes for an absence from school being deemed an excused absence are:
 - Student's illness
 - Observance of a religious holiday
 - Death in the immediate family
 - Family emergency
 - Circumstances which cause reasonable concern to the parent/guardian for child's safety or health as approved by the principal
 - Other situations beyond the control of the student as determined by the principal

- Attendance credit guidelines for full-day students:
 - *Full Day of Attendance*: At least 300 instructional minutes (240 minutes for PK and K).
 - *Half day of Attendance*: At least 150, but less than 300 instructional minutes (120/240 for PK and K).
 - Students with less than 150 (120 PK and K) instructional minutes are considered absent for funding and truancy considerations although they may actually have instructional time.
 - *Students attending school authorized functions, supervised by school staff*, such as a field trip, tutoring or testing session at a different location, are considered present.
 - *Students assigned to detention or in-school suspension* are deemed present. Out-of-school suspensions are deemed excused absences.
 - An *unexcused class absence* is referred to as a “cut”.
 - An *unexcused partial or full-day absence* is referred to as a “truant absence”.
 - *For 3rd, 6th, 8th and 9th grade students*, the parent/guardian will be required to attend a parent/guardian conference conducted at the school to discuss and agreed to remedies for their truant behavior
 - *After the 5th documented truant absence*, the parent/guardian and the student will be required to attend a parent/guardian conference conducted at the school with key school staff to develop an “*Intervention Case Plan*” to address and remedy their child’s truant behavior.
- The school shall (First Class) mail the parent/guardian a “*5-Day Truancy Letter*” notice.
- *After a student’s 10th documented truant absence*, the school shall mail the parent/guardian a “*10 Day Truancy Letter*” by certified mail, return receipt requested.
 - *After a student’s 18th documented truant absence*, the school shall (1st Class) mail the parent/guardian an “*18-Day Letter*” designating the student as a “chronic truant” and affording the parent/guardian an opportunity to respond prior to the submission of a “Referral for Chronic Truancy Adjudication Hearing” as required by CPS policy”. Chronic truants and their parent(s)/guardian(s) must attend an adjudication hearing that is conducted by the CPS Law Department and comply with imposed sanctions and requirements.
- ***CPS Promotion and Graduation Criteria-Truancy Component***
 - Elementary students in benchmark grades 3, 6 and 8 who have more than 9 truant absences during a school year must attend and satisfactorily complete Summer Bridge in order to be promoted and/or graduated.
 - A 3rd or 6th grade student who does not satisfactorily complete Summer Bridge 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.
 - An 8th grade student who does not satisfactorily complete Summer Bridge and/or Summer Writing Workshop will be retained in his/her current grade if this is a first time retention in the 7-8 grade cycle. The student may be assigned to a designated Achievement Academy or other appropriate placement if this would be a second retention for a student in the 7-8 grade cycle; *or if the student is 15 years old on or before September 1st of that year*. These students may earn an elementary diploma and high school at the Achievement Academy.
 - 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.