

CHICAGO BOARD OF EDUCATION - ATTENDANCE POLICY

IF YOUR CHILD HAS UNEXCUSED ABSENCES, THESE ABSENCES MAY PREVENT PROMOTION TO THE NEXT GRADE LEVEL.

WHY IS YOUR CHILD ABSENT ?????

What is the difference between an *unexcused* and an *excused* absence?

For the purpose of determining whether a student is truant:

- An *excused* absence is an absence which the school has reviewed and has determined does meet the following legal requirements for an excused absence:
 - *Student illness*
 - *Death in the immediate family*
 - *Family emergency*
 - *Observation of a religious holiday*
 - *Circumstances causing reasonable concern to the parent for the student's health or safety*
 - *Other situations beyond the control of the student, as determined by the principal*
- An *unexcused* absence is an absence which the school has reviewed and has determined *not to meet* the legal requirements for an excused absence. This is considered to be a *truant absence*

Must I send a note to the school explaining my child's absence, even if I called the school?

- Yes. The Absenteeism and Truancy Policy (05-0126-PO2) requires that a parent send a written note which explains the student's absence each time a student is absent.



Ten Things Parents NEED to Know about ATTENDANCE & TRUANCY

- 1.** A parental reminder: Students may be legitimately absent for the following reasons ONLY:
 - Student illness
 - Death in the immediate family
 - Religious holiday
 - Family emergency
 - Circumstances causing reasonable concern to the parent for the student's health or safety, or
 - Other situations beyond the control of the student, as determined by the principal.
- 2.** ALL Chicago Public Schools are required to contact and inform you of a child's absence from school, after every absence.
 - This may be done by the automated calling system, a live call from the school, or a combination of the two. The school staff may even follow up an absence with a home visit, at the discretion of the principal.
- 3.** When your child is absent from school, a note briefly explaining the reason that the student was absent is required AFTER EVERY ABSENCE, even if you call the school.
- 4.** If your child has eighteen (18) or more unexcused absences, both you and your child will be summoned to attend a truancy adjudication hearing, at which time a hearing officer will review your child's attendance record to determine if you and your child should receive sanctions for truancy. These hearings are conducted by the CPS Law Department.
 - Failure to comply could result in your case being forwarded to the Cook County State's Attorney for a possible court hearing.
- 5.** A student's attendance is one of the factors reviewed for promotion in the elementary schools.
 - For students in grades 3, 6, and 8 (the CPS Benchmark Grades), if a student has nine (9) or more unexcused absences for the entire school year, he/she must attend summer school.
- 6.** According to the CPS High School Promotion Policy, a student who has been recorded as having unexcused absences on more than 20% of the classes during a semester will automatically fail that class.
- 7.** By Fall 2007, most Chicago Public Schools elementary and high schools will be using a new electronic system, called IMPACT, to record student attendance on a daily basis.
 - In high schools, attendance will be electronically recorded in every class that a student is scheduled to attend, not only in the division or homeroom. Cuts will be calculated automatically.
- 8.** Missed class instructional time caused by cuts in high school are deducted from the minimum of 300 instructional minutes which are daily required for all students.
 - These cuts will cause a student to be charged with a half-day or a full day of absence, depending upon how many total minutes are missed due to cuts on that day.
- 9.** Poor attendance can penalize your child when applying to CPS Selective Enrollment programs.
 - Points for poor attendance are deducted from the student's overall score, when the application process is being conducted.
- 10.** If you have any questions regarding attendance or truancy, you should contact your child's school, or you can call the CPS Attendance Improvement and Truancy Intervention Program, at (773) 553-2180.