



ATTENDANCE GUIDE FOR CPS FAMILIES

WHAT CAN I DO TO SUPPORT MY CHILD AND THEIR DAILY ATTENDANCE?

Before school every day:

- Wake up on time so that you will not have to rush
- Have your child eat breakfast at home or at the school
- Talk positively about school
- Ask that your child not go to the store until after school so he/she is not late
- Let your child know that you will be there to pick him/her up in the afternoon or that you will be waiting at home
- You know your child best. Only keep your child at home if he/she is really sick

After school every day:

- Ask about your child's day
- Find out what homework needs to be completed
- Find out if there are any notes that need to be signed

The night before:

- Prepare his/her school bag
- Prepare a lunch if needed
- Prepare the uniform and, if necessary, the gym uniform
- Have your child in bed at a reasonable hour every night
- Set the alarm on your mobile phone or the alarm clock

WHEN SHOULD I KEEP MY CHILD AT HOME?



Send me to school if...

- I have a runny nose or just a little cough, but no other symptoms.
- I haven't taken any fever reducing medicine for 24 hours, and I haven't had a fever in that time.
- I haven't thrown up or had any diarrhea for 24 hours.



Keep me at home if...

- I have a fever higher than 99.6 F.
- I'm throwing up or have diarrhea.
- My eyes are pink and crusty.
- I have a cough that keeps me awake.
- I have a sore throat.



Call the doctor if...

- I have a fever higher than 99.6 F longer than 2 days.
- I've been throwing up or have diarrhea longer than 2 days.
- I've had the sniffles for more than a week, and they aren't getting better.
- I still have asthma symptoms after using my regular asthma medication (call 911 if I'm having trouble breathing after using an inhaler).
- I have a sore throat.

HOW DOES ATTENDANCE IMPACT MY CHILD'S SUCCESS?



Students who are chronically absent or truant are more likely to have low test scores and less likely to be on track to graduate.



Attendance is necessary to engage in instruction. When your child misses, they fall behind.



Students who are absent often struggle to find a sense of community within the school.

YOU WILL BE...

Chronically Absent

If your child misses 10% of school (excused and/or unexcused); in a 180 day school year, that equals 18 days.

Chronically Truant

Your child misses 5% of school (unexcused); in a 180 day school year, that equals 9 days.

School phone number:

CPS Parent Support/Truancy
Hotline: 773-553-3223 (FACE)

CPS Safety and Security Main Office:
773-553-3030

For emergencies, please dial
911

Attendance and Truancy Department



Office of Student Support and Engagement

HOW CAN I STAY CONNECTED TO WHAT IS GOING ON WITH MY CHILD AT SCHOOL?

- 1. Parent Portal:**
 - Sign up at your school to get regular updates about your child’s attendance and grades through the CPS parent communication system
- 2. Parent Involvement**
 - Attend and participate in school sponsored parent activities and programs such as the Parent Advisory Council and Report Card Pick Up
 - Take the opportunity to meet with your child’s teachers
 - Participate in events that showcase what is happening at the school
- 3. Asking questions:**
 - Ask your child every day about what they did
 - Ask to see their work so you can make sure there is no homework or notes that need to be reviewed
 - Ask your school questions that will help us be better partners in your child’s education

FAQs

DOES MY CHILD HAVE TO GO TO SCHOOL?

Yes, from age 6 until reaching age 17, a child who lives in Chicago must be enrolled and attend school. Further, once a child enrolls—even if they are younger than 6 or older than 17—he/she must go to school regularly.

WHEN IS AN ABSENCE CONSIDERED HALF-DAY OR FULL-DAY?

Being present for fewer than 300 minutes of instruction but more than 150 minutes is considered a half-day absence; fewer than 150 minutes of instruction is considered a full-day absence.

IS AN EXCUSED ABSENCE STILL AN ABSENCE?

Yes, a note tells the school why your child was absent. This allows your son/daughter to avoid becoming truant. However, whenever a student is not in school, it does count as an absence.

IS CALLING THE SCHOOL AND EXPLAINING WHY MY CHILD IS ABSENT THE SAME AS SENDING A NOTE?

No, for an Unexcused Absence to become an Excused Absence, CPS Policy requires a student, upon return, to bring a paper note indicating a valid reason.

WHAT IF MY CHILD DOES NOT WANT TO COME TO SCHOOL?

Families should maintain that going to school is important, and they should communicate with the school about the anxiety a child is feeling. The school will work with the family to create a solution. Letting a child stay home without working together creates a bigger problem for the student.

WHAT ARE THE CONSEQUENCES FOR BEING LATE OR HAVING UNEXCUSED ABSENCES?

The “CPS Student Code of Conduct” allows assigning detention and/or in-school suspension (although NOT out-of-school suspension) for excessive truancy or tardiness. Board policy does not allow schools to drop students from enrollment due to excessive absence or tardiness. The larger consequence is that your child could fall off track.

IMPORTANT DATES

- Report Card Pickup and Report Card Distribution days are important times to connect and communicate with your child’s school.
- Make sure your child does not miss school due to vacations or trips. There is time for families to schedule travel or other commitments.

When is It Time for Vacation?	
Labor Day	Columbus Day
School Improvement Day(s)	Veterans Day
Thanksgiving Break	Winter Break
Martin Luther King Jr.’s Birthday Holiday	Presidents’ Day
Spring Break	Memorial Day
Summer Vacation	