



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.

FOR QUESTIONS REGARDING:

Elementary Student Enrollment, call the CPS Office of School Coordination	773-553-2150
High School Student Enrollment, call the CPS Office of High School Programs.....	773-553-3540
Identifying where your child should attend school, call:	
• CPS Office of Elementary Areas & Schools for elementary students.....	773-553-2150
• CPS Office of High School Programs for high school students	773-553-3540
Dropout Re-entry, call the CPS Dropout Prevention and Recovery.....	773-553-5110
General Information and locations of Evening High Schools, call Evening High Schools	773-553-1430
Homeless Education Issues, call the Homeless Education Department.....	773-553-2242
Student Attendance and Truancy, call the Attendance & Truancy Initiative	773-553-2180
To anonymously report truants, call the Truancy Hotline.....	773-553-4000
Locating Pre-School Programs in your community, call Early Childhood Education	773-553-2010
Special Education Concerns, call CPS Office of Specialized Services	773-553-1800
After-School Programs (Tutoring Assistance), call CPS Office of Extended Learning.....	773-553-3590
Information on Year-Round Schools, call the Office of School Coordination/Year-Round Schools.....	773-553-2184
Student Health & Immunizations, call your local school nurse, or call Coordinated School Health.....	773-553-1830
Homework Assistance, call the Homework Hotline (Week Nights 5-8 P.M.).....	312-645-5555
Work Permits for children under the age of 16.....	773-553-2180
To anonymously report gang crime activity, call.....	312-746-GANG
Emergency assistance information for families, call.....	311

For general information, please visit the Chicago Public Schools website at www.cps.k12.il.us



CHICAGO PUBLIC SCHOOLS
CPS Attendance Improvement &
Truancy Intervention Initiative
125 S. Clark Street, 10th Floor
(773) 553-2180

Non-Attendance is Not an Option (NANO)