



**CPS ENCOURAGES STUDENTS TO BE PRESENT FOR THEIR FULL INSTRUCTIONAL TIME, AND ASKS THAT EVERY CONSIDERATION BE MADE TO AVOID TARDIES AND MISSED INSTRUCTIONAL TIME.**

**STUDENT TARDY LOG  
OFFICIAL LOG OF CHICAGO PUBLIC SCHOOLS**

- Schools are required to have a school tardy policy.
- Schools are required to record student's who are late to school. It is a safety measure.
- Students who enter late must sign a Tardy Log that captures the student's name and time of entry. A student marked "Tardy" (T) receives credit for a full attendance day - unless they are so tardy that they receive fewer than 300 minutes of instruction.

	Date	Time In	Student Name	Room	Reason for Tardy	(For School Use Only) Does the tardy record match the submission of the student's teacher/1st period teacher?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						



## PROCEDURAL GUIDE ON RECORDING TARDY STUDENTS

### LAW AND POLICY:

- **THE TARDY LOG OF STUDENTS MAY BE USED FOR LEGAL PROCEEDINGS.**
- All tardies must be recorded accurately for the safety of the child and the purpose of legal preservation.
- Any tampering or misrepresentation on the TARDY LOG OF STUDENTS is a violation of State law and CPS Policy.

### SCHOOL RESPONSIBILITIES:

- Schools are required to have a school tardy policy.
- The tardy policy must be posted and communicated publicly.
- The policy must be fair.
- Tardy logs must be managed by designated personnel.
- Tardy logs must have a designated area of use; the location should always be in sight of school personnel since it contains student information.
- All required fields of information must be completed on the TARDY LOG.
- For elementary schools, the tardy is to be properly recorded in the student's attendance recorded in a timely manner (same day).
- For high school, the tardy is recorded by the period teacher; the school should monitor accuracy of 1st period teacher attendance and students who are recorded or swiped in as tardy.
- **Understanding how INSTRUCTIONAL MINUTES are impacted by a tardy is required for every school.**
  - Each school has a different start and end time, so each school must know when a student's tardy will result in the child falling below the required 300 instructional minutes, subsequently, causing a full day of absence.
  - Each school must know when a child's tardy will result in a child falling below 150 instructional minutes, subsequently, causing a half day of absence.
  - **Elementary Schools:** The school designee will calculate total minutes when a child arrives late, and manually enter the appropriate attendance code for that child.
  - **High Schools:** A "Tardy" (T) entry in the official system of record by a teacher will not result in an absence accrual.
  - Elementary and High School: All tardies must be recorded in the official system for attendance. Even if the student's tardy does not result in a half day or full day of absence, the tardy time must be notated in the student's record.
- Students are not to be sent home or refused admission to school due to tardiness.
- Students who arrive late for any class period must be allowed to proceed to their classes after obtaining any required documentation of their tardiness. Schools must ensure their admittance to class.
- Out-of school suspension for persistent tardiness is prohibited.
- After entering the school building, tardy students shall be processed in a manner that minimizes any additional loss of instructional time, causes the least disruption to instruction when the student arrives at the assigned classroom, and results in the most accurate and timely attendance recording/updating.

### BEST PRACTICE:

- Schools should have clear and consistent routines in place to respond to tardies.
- Processing tardy students should be an efficient and quick process to ensure the least amount of instructional time is lost.
- Oftentimes, students who come in tardy do not control the reason they are late, and are really upset that they are late, so people greeting students should be mindful not to start the child's day off negatively.
- Tardy issues should be addressed through root cause discussions and redirection with the aim of a sustained change in behavior.
- There is often a risk in being overly punitive when responding to tardy behavior; students can react by deciding not to come to school at all, rather than deal with the consequence of a tardy.
- Tardy Log managers should monitor the log and inform the proper team or administrator if there is a pattern of tardies developing.

- Oftentime a student might be tardy due to some unknown cause (i.e., parent separation anxiety, inability to sleep, no one to wake them up, taking care of other siblings) . Asking clarifying questions to understand the possible cause of tardiness is a good mitigation strategy.

#### FREQUENTLY ASKED QUESTIONS:

- ***Can a school refuse admission to school due to tardiness?***  
No, students who arrive late for any class period must be allowed to proceed to their classes after obtaining any required documentation of their tardiness. Schools must ensure their admittance to class.
- ***Do tardies accumulate into an absence?***  
No, a student who is tardy is tardy for that day only; a student cannot accrue minutes lost that result in an absence.
- ***Can a late student be held back from a class?***  
No, a student must be sent to class regardless of their tardiness.
- ***Can a student caught in a hall sweep be held back from a class?***  
No, a student can be recorded for the hall sweep, but must be sent back to class?

#### PROPER STORAGE:

- Tardy logs are an official school record and have a legal retention requirement of 5 years.
- If the child brings a note explaining the reason for the tardiness, that note should be filed in a folder labeled “Daily Attendance Notes” with the applicable school year, semester, or quarter.
- Maintain the logs in a designated, secure location, ideally in the same location as the Daily Attendance Notes folders, Early Dismissal Log, and CPS Call Collection Log.
- If you have been entering information electronically, you must print this log at the end of each quarter, semester, or school year. Do not retain these logs only in electronic format.
- Please do not save these logs on any laptop, thumb drive or other removable media, or in an electronic location that is only accessible to one school employee (such as a local hard drive).