

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?

When—and *When Not*—to Send Your Child to School*

How do you decide?

Use this **checklist** to determine if your child should stay home from school or not:



Send me to school if...

- I have a runny nose of 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 degrees 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).

Don't forget to send in a note when your child returns to school explaining the absence!

*Adapted from Baltimore City Public Schools

HOW DOES ATTENDANCE IMPACT MY CHILD'S SUCCESS?

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

Chronically Absent

Your child has 18 or more absences (*excused and/or unexcused*) in a school year

Chronically Truant

Your child has 9 or more *unexcused* absences in a school year

WHAT RESOURCES ARE AVAILABLE?

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

CPS Student Safety
773-553-6902

CPD Gang Hotline
312-746-4264

DCFS Missing Child Hotline
866-503-0184

School Phone: _____



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?

From age 6 until reaching age 17, a child who lives in Chicago must be enrolled in and attend school. Once a child enrolls in school—even before age 6-- they need to be in attendance.

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; anything fewer than 150 minutes of instruction is considered a full-day absence.

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 truancies or tardies. However, Board policy does not allow schools to withdraw students from enrollment due to excessive absences or tardies.

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 children do not miss school due to vacations or trips. Time for travel or other commitments is built into the schedule:

When is it Time for Vacation?	
September 7 th	Labor Day
October 12 th	Columbus Day
November 11 th	Veterans Day
November 13 th	School Improvement Day
November 25 th through 27 th	Thanksgiving Break
December 21 st through January 1 st	Winter Break
January 18 th	Martin Luther King Day
February 5 th	School Improvement Day
February 15 th	Presidents’ Day
April 8 th	School Improvement Day
April 18 th through April 22 nd	Spring Break
May 30 th	Memorial Day