

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.
- Make sure your child feels well.
- Have your child eat breakfast at home or at the school.
- Talk positively about school.
- Send your child off with encouraging words

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

SCHOOL IS IN PERSON, 5 DAYS A WEEK. STUDENTS ARE TO WEAR FACE MASKS THROUGHOUT THE DAY.

WHEN SHOULD I KEEP MY CHILD AT HOME?



Send me to school if...

- I am well.
- I haven't tested positive for COVID-19 or been around anyone who tested positive.
- I haven't taken any fever reducing medicine for 24 hours and I haven't had a fever in that time.



Keep me at home if...

- I don't feel well.
Examples:
- Symptoms of COVID-19 (fever, chills, congestion, runny nose, new loss of sense of taste and smell, sore throat, difficulty breathing, diarrhea, nausea, vomiting, diarrhea, stomachache, headache, tiredness, muscle or body aches, poor appetite)
- I have tested positive for COVID-19.
- Eyes are pink and crusty.



Call the doctor if...

- I have any symptoms of COVID-19.
- I have a fever higher than 100.4 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).

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.

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.

HOW CAN I REPORT MY REASON FOR ABSENCE?

To report absences you must either send a letter or note signed by the child's parent/guardian explaining the reason for the absence, or make a direct phone call to the school to speak with someone or leave a voicemail. In the call or message you must say the date of the absence, the reason for the absence, the absent student's name, your name, and your relationship to the student.

HOW CAN MY STUDENT STILL ATTEND SCHOOL IF MY FAMILY LOST HOUSING?

Yes. For information and support with enrollment, transportation, or other barriers to school attendance, please contact your school's STLS Liaison or the Office of Students in Temporary Living Situations at 773-553-2242 or STLSInformation@cps.edu

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.

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	Indigenous People's Day
School Improvement Day(s)	Veterans Day
Thanksgiving Break	Winter Break
Martin Luther King Jr's Birthday Holiday	President's Day
Spring Break	Memorial Day
Summer Vacation	