

# **Beard Elementary School**

## **Attendance information for parents**

We are excited to see our students every day! Classes start at 7:30 for full day and AM half day, and at 11:55 for PM half day.

### **What if my student needs to miss school?**

CPS accepts 3 forms of communication to excuse absences:

1) Call the attendance line to submit an excuse for your student's absence as soon as you know your student will not be attending class. We will be calling families of students who are absent unless they have called the attendance line before 9 am.

2) If we don't make contact with you, please send a note when your child returns. CPS does not accept email.

3) Submit an E-absence request through Aspen Parent Portal (new 10/24/22). If you need access to the Parent Portal, submit this short [form](#) or send an email to [jknox10@cps.edu](mailto:jknox10@cps.edu). See below for details on how to submit in the Portal.

### **Attendance Hotline: 773-534-1228 ext. 3**

Please provide the following information:

- Your student's full name
- Your name and your relationship to the student
- Your phone number
- Valid reason why your student is absent (see below)
- Date your student was or will be absent

CPS Valid causes for Absence to be Excused (full and partial day):

- Student Illness (includes doctor visits and mental health days)
- Observance of religious holiday
- Death in the immediate family
- Family Emergency
- Circumstances which cause reasonable concern for your child's health or safety (please explain)

- A student's parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support posting.
- Sounding "Taps" at a military honors funeral held in this state for a deceased veteran
- Other situations beyond the control of the student (please explain)

### **Can I email or message the teacher?**

For the absence to be excused, please follow the instructions above. Teachers also appreciate knowing when your child won't be in class; messaging on SeeSaw is an easy way to also let them know.

### **We're going on vacation. Is that excused?**

CPS does not have a "vacation" excuse option, therefore it is unexcused. However we understand that sometimes students need to miss school for personal reasons. Let us know if your child will miss school, even if it is unexcused. You'll still receive an automatic robo-call from CPS because we don't control those calls.

### **Late Arrival**

If you arrive with your child after their classroom has gone inside, please bring your child to the main entrance of your child's building (Door 1 for the Main building, Door 13 for the Annex). Arrival time will be recorded and your child will be walked to his/her classroom by a staff member.

To ensure we keep accurate records, the attendance coordinator will enter arrival and dismissal times outside of the normal daily schedule. Your student will receive a tardy or half day absence depending on the amount of class time missed.

Please note that CPS policy requires a minimum number of instructional minutes for full and half day programs. If your full day student misses 50 minutes of class (due to late arrival or early dismissal), that is considered a half day absence. The absence can be excused with one of the CPS Valid Causes for Absence (above).

### **Early Dismissal**


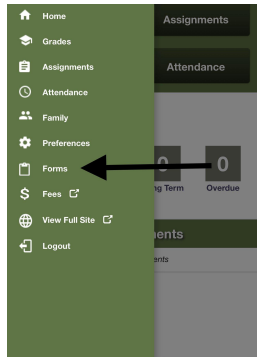
Students can be signed out in the main office of their class' building (Door 1 for the Main building, Door 13 for the Annex). A staff member will bring your student to the office for departure.

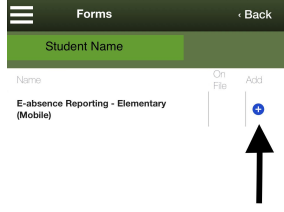
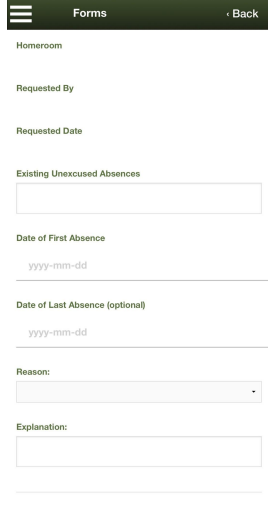
Please note that CPS policy requires a minimum number of instructional minutes for full and half day programs. If your full day student misses 50 minutes of class (due to late arrival or early dismissal), that is considered a half day absence. The absence can be excused with one of the CPS Valid Causes for Absence (above).

**I have questions about attendance; who should I talk to?**

You can contact our Attendance Coordinator, Jen Knox, at [jknox10@cps.edu](mailto:jknox10@cps.edu) or 773-534-1228 ext. 3.

**How to Submit an E-Absence on your *Mobile Device***

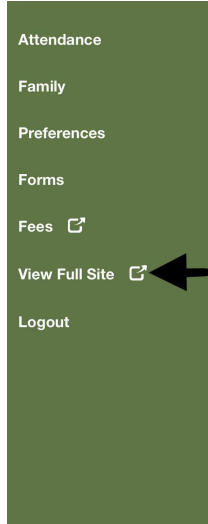
<b>Steps</b>	
1. Log Into Aspen	<a href="http://aspen.cps.edu">aspen.cps.edu</a>
2. Click on Top Right Corner	
3. Select Forms	

<p>4. Select the Add (+) to add date of absence</p>	
<p>5. Fill Out the Required Fields</p>	
<p>6. Select Send Form</p>	

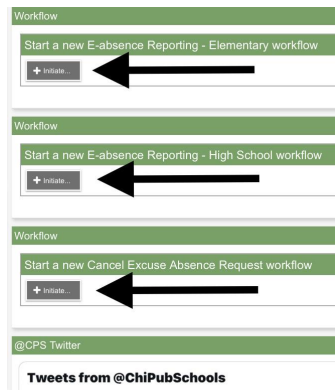
**How To Submit an E-absence on your Mobile device with the the *Full Site* function**

<p><b>Steps</b></p>	
<p>1. Log Into Aspen</p>	<p><a href="http://aspen.cps.edu">aspen.cps.edu</a></p>
<p>2. Click on Top Right Corner</p>	

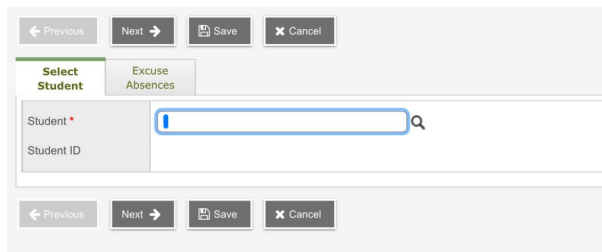
3. Select Full Site



4. On the Right side of your screen, Click on 'Start a new E-absence Reporting' under the Workflow category and select 'Initiate'



5. Select Your Student



## 6. Select Absence Dates

**Unexcused Absences**

Request excuse for past unexcused absences:

Date	Day Name	Current Attendance Code	Request Excused Absence
10/6/2022	Thursday	A HD	<input checked="" type="checkbox"/>
10/14/2022	Friday	A	<input checked="" type="checkbox"/>

**Future Dates**

Request excuse for future dates:

Date	Day Name	Current Attendance Code	Request Excused Absence
10/24/2022	Monday		<input type="checkbox"/>
10/25/2022	Tuesday		<input type="checkbox"/>
10/26/2022	Wednesday		<input type="checkbox"/>
10/27/2022	Thursday		<input type="checkbox"/>
10/28/2022	Friday		<input type="checkbox"/>
10/31/2022	Monday		<input type="checkbox"/>
11/1/2022	Tuesday		<input type="checkbox"/>
11/2/2022	Wednesday		<input type="checkbox"/>
11/3/2022	Thursday		<input type="checkbox"/>
11/4/2022	Friday		<input type="checkbox"/>
11/7/2022	Monday		<input type="checkbox"/>

**Reason:**

- Student illness
- Observance of religious holiday
- Death in the immediate family
- Family emergency
- Circumstances which cause reasonable concern to you for your child's safety or health
- Other situations beyond the control of the student

**Explanation:**

**Attachment:**

## 7. Follow the prompts, add explanation and save