



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

**EARLY DISMISSAL LOG  
OFFICIAL LOG OF CHICAGO PUBLIC SCHOOLS**

- Early dismissal (ED) requests can only be made by a parent/guardian identified on the submitted school emergency form.
- For both elementary and high school students, if a student is picked up below the 300 instructional minutes, the student is coded as a "Half-Day Absent". If the student is picked up below the 150 instructional minutes, the student is coded as "Full Day Absent".
- **Excused vs Unexcused:** When proper documentation is provided with a valid reason for absence, or the reason provided at time of departure is a valid reason, the absence may be excused. By Illinois State law, if the reason for departure does not meet one of the State allowed valid reasons, the absence is "**Unexcused**".

**RELEASED TO THE FOLLOWING:**

	Date	Time	Student Name	Room	Printed Name of Adult at Pick Up	Signature	Relationship	Reason for ED*
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								



## PROCEDURAL GUIDE ON EARLY DISMISSAL OF STUDENTS

### LAW AND POLICY:

- **THE EARLY DISMISSAL LOG OF STUDENTS IS A LEGAL DOCUMENT.**
- All early dismissals must be recorded accurately for the safety of the child and the purpose of legal preservation.
- Any tampering or misrepresentation on the EARLY DISMISSAL LOG OF STUDENTS is a violation of State law and CPS Policy.
- It is critical that only designated adults, as identified on the student's emergency form are allowed to request and sign out a student.

### SCHOOL RESPONSIBILITIES:

- Early dismissal logs must be managed by designated personnel.
- Early dismissal 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 EARLY DISMISSAL LOG.
  - If the adult on record refuses to complete the log, the school designee must complete the fields as much as possible, and indicate that the adult refused to complete the document in the SIGNATURE box.
- For elementary school, the early dismissal is properly recorded in the student's attendance recorded in Aspen in a timely manner (same day).
- For high school, the early dismissal absences are recorded by the period teacher; the keeper of the Early Dismissal Log must ensure that absences are properly marked in periods missed by the students because of the early dismissal.
- **Understanding how INSTRUCTIONAL MINUTES are impacted by an early dismissal is required for every school.**
  - Each school has a different start and end time, so each school must know when a child's early dismissal 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 early dismissal will result in a child falling below 150 instructional minutes, subsequently, causing a half day of absence.
  - **Elementary Schools:** The school designee will manually enter the Early Dismissal into the official attendance system, indicating whether the student will be marked "Half Day Absent" or "Full Day Absent".
  - **High Schools:** The period teacher for each class missed marks the student "Absent"; the system will calculate whether the student has a half day or full day of attendance.
  - Elementary and High School: All Early Dismissals must be recorded in the official system for attendance. Even if the student's dismissal does not result in a half day or full day of absence, the early dismissal time and reason must be notated in the student's record; this is a legal requirement

### BEST PRACTICE:

- Schools should message that early dismissals are discouraged because it interrupts the child's instructional time and ability to learn with their peers.
- Ensuring that a parent/guardian understands that an early dismissal may result in enough instructional time lost to cause an absence is important. People often associate a half day with 12:00 noon; this is not the case in our schools. It is important that parents/ guardians know this.
- While schools cannot refuse an early dismissal request by a parent/guardian, they should make sure that the protocol for an early dismissal is followed thoroughly so the request is taken seriously.
- Schools should not get a child ready for pick up due to a phone call. This cuts into instructional time.
- Early Dismissal Log managers should monitor the log and inform the proper team or administrator if there is a pattern developing of early dismissals for a student.
- Children who request early dismissal due to sickness should be tended to by the nurse or appropriate school personnel. A parent/guardian should be called if a child communicates that they are ill, and the symptoms should be shared only with a properly authorized adult. If a temperature has been taken, the reading from the thermometer should be shared with the parent/guardian so they can make an informed decision as to whether they should pick up a child for early dismissal.
- Oftentimes a student might be experiencing anxiety from some unknown cause that is creating the need to go home. Asking clarifying questions to ensure the student's emotional health is ok is important.
- Communicating the necessity for regular full day attendance, and that the school is invested in the child's well-being has reduced requests for early dismissal.

#### FREQUENTLY ASKED QUESTIONS:

- ***Can a parent/guardian call the school and request the child be ready for pick up to expedite the process?***  
No, a parent/guardian must come in and request the pick up. This is a matter of safety. Additionally, we do not want to increase lost instructional time.
- ***Can a parent/guardian refuse to sign the child out for an early dismissal?***  
Yes, while not preferred, the school cannot refuse releasing the student because documentation was not completed.
- ***Can a school refuse to allow an early dismissal?***  
No, the parent/guardian has full rights to request their child to be released from school.
- ***Can a student sign themselves out for an early dismissal?***  
No, a student 17 and under must be released to the adult on record from the emergency form. Students who are 18 years of age are considered adults by the State of Illinois, and can sign themselves out. Schools are to call the parent of an 18 year old to ensure the parent/guardian is aware and to better ensure the safety of a student.

#### PROPER STORAGE:

- Early dismissal logs are an official school record and have a legal retention requirement of 5 years.
- Maintain the logs in a designated, secure location, ideally in the same location as the Daily Attendance Notes folders, Tardy Logs, Absence Call Logs and Absence Email Logs.
- If you have been entering information electronically in, 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).