CHICAGO PUBLIC SCHOOLS
Office of Instruction and School Management

Mandated Attendance Intervention Timeline

1st Absence

- Automated phone call sent to home using the Absentee Outcalling System to notify parent of the student's absence

2nd Absence

- Automated phone call sent to home using the Absentee Outcalling System
- Class teachers make phone calls to home to inquire of student's absence

3rd Absence

- Automated phone call sent to home using the Absentee Outcalling System
- Class teachers make phone calls to home to inquire of student's absence
- Attendance office makes phone call to home to inquire of student's absence
- A home visit is made by school staff

5th Absence

- Automated phone call sent to home using the Absentee Outcalling System
- 5-Day Letter is mailed
- Counselor makes phone call to home
- Schedule a conference with parent/guardian and student
- Student and parent sign contract to improve attendance
- Referrals made to appropriate social service and/or governmental agencies
- Monitor student's attendance
- Document all local interventions

10th Absence

- Automated phone call sent to home using the Absentee Outcalling System
- 10-Day Letter mailed via certified mail (return receipt requested)
- Parent conference reviewed
- A Truancy Intervention Case Plan completed to remediate truancy and improve attendance
- Monitor student's attendance
- Document all local interventions and outside referrals

18th Absence

- Automated phone call sent to home using the Absentee Outcalling System
- Principal initiates action to proceed with Truancy Adjudication
- Prepare and complete referral for Truancy Adjudication
- Send a school representative to Truancy Adjudication Hearing