Attendance Office


Students are expected to log in to each of their classes (Google Classroom and/or Google Meet, as directed by teacher) and stay logged in during duration of the class.

- Students logging in late to class will be marked tardy and will not receive a full attendance credit
- Students are expected to take their breaks between classes only and stay engaged and active during the entire portion of the synchronous learning.
- In rare situations when a student needs to leave early, he or she must inform the teacher. The teacher will then inform the Attendance Office and the student will be deducted a part of their attendance credit for that class
- Daily attendance is marked by the District based on the number of instructional minutes in class. Based on the requirement of 300 minutes, a student who will miss instructional minutes during the day is at risk of not receiving a full day attendance credit for the day. Students marked present during 150-299 minutes a day will be marked half day absent. Students marked present for fewer than 150 minutes will be marked absent by the District in their Daily Attendance Count.
- Students having emergencies or technical issues need to report that to their teachers ASAP.

During the remote learning the only way of excusing student’s absence, approved by the District is a direct phone call to the school by a parent or legal guardian.

To excuse your student’s absence

Call WY Attendance Office at 773 534 7500, option 2 and leave a message including

1. Students name (first and last – please spell), and division number
2. The date of your child’s absence
3. The reason for the absence. CPS recognizes the following valid reasons for absence:
   a. Student’s illness
   b. Observance of a religious holiday
   c. Death in the immediate family
   d. Family emergency
   e. Circumstances which cause reasonable concern to the parent/guardian for child’s safety as determined by the principal or a designee (please, explain)
   f. Other situations beyond the control of the student as determined by the principal or a designee (please, explain)
4. Your full name (you must be listed as a parent or a legal guardian in the student’s records)
5. Your contact number in case there are follow up questions

Please, note that emails are not approved by the CPS as a way of excusing student’s absence.