

Absenteeism and Truancy Policy Submission Guide

Overview

Please review this step-by-step picture guide for entities required to submit an Absenteeism and Truancy Policy as specified by 105 ILCS 5/22-92.

This document is focused on the technical process of submitting your Absenteeism and Truancy Policy only. ISBE has also <u>created an FAQ</u> with additional information on the required content of your Absenteeism and Truancy Policies. We recommend reviewing the FAQ before beginning the submission process if you are unsure about what must be included in your policy.

User Guide

RCDT ► 150162990AB

Access Level ► District Admin

19:03

Welcome to the Absenteeism and Truancy Policy Submission System

Public Act 102-0157, effective July 1, 2022, requires every school district, charter school, and any other school receiving public funds to develop an absenteeism and truancy policy that is communicated to students and their families on an annual basis. In addition, these policies must be updated and submitted to the Illinois State Board of Education every two years.

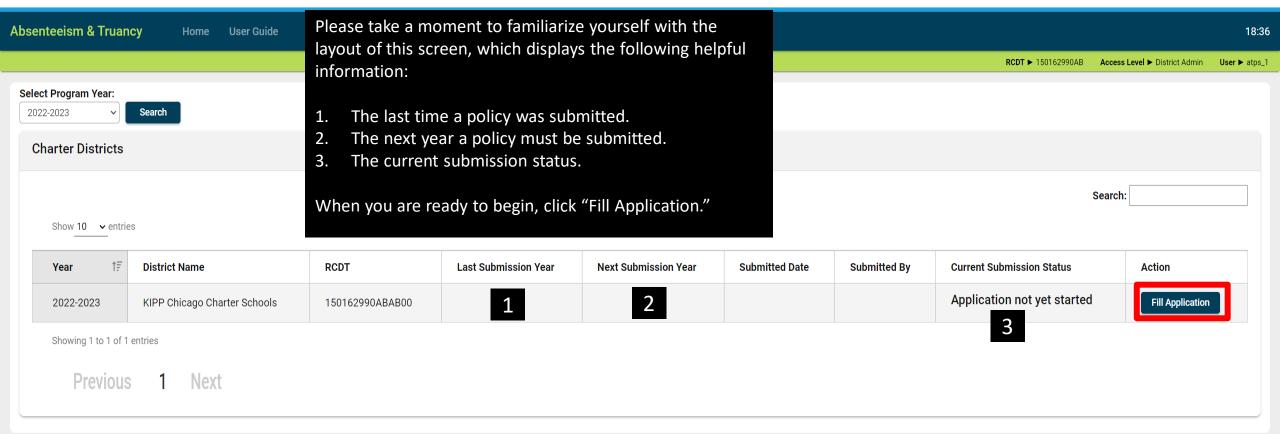
If you are ready to submit your policy (or wish to review your policy) then please click on the "Continue" button in the bottom right to begin. If you need assistance with submitting, please click "User Guide" above for step-by-step instructions for submitting.

Updates, News, and Other Information

This is the welcome page displayed after entering the system.

This page will display any current information users need to know about the system, in addition to sending email reminders about important updates.

Click "Continue" in the bottom right or "Home" at the top when you are ready to proceed.



Absenteeism & Truancy Home User Guide 18:58

Home ▶ / KIPP Chicago Charter Schools

Entity Information

Policy Item 1 - Not Started

Policy Item 2 - Not Started

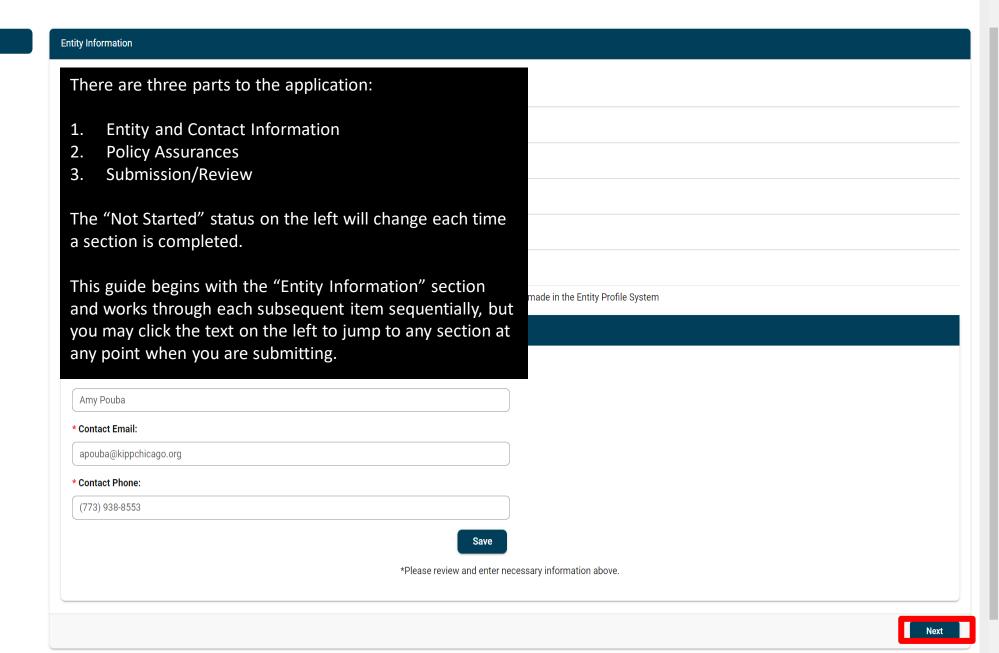
Policy Item 3 - Not Started

Policy Item 4 - Not Started

Policy Item - Not Started

Policy Upload - Not Started

Submit/Review



Absenteeism & Truancy Home User Guide 18:58

Home ▶ / KIPP Chicago Charter Schools

Entity Information

Policy Item 1 - Not Started

Policy Item 2 - Not Started

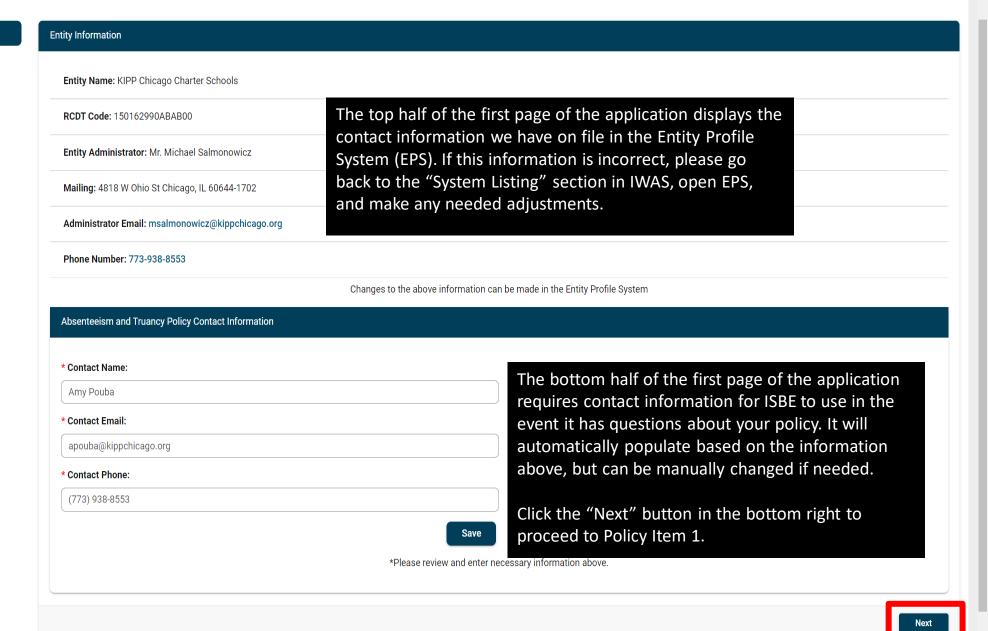
Policy Item 3 - Not Started

Policy Item 4 - Not Started

Policy Item 5 - Not Started

Policy Upload - Not Started

Submit/Review



Absenteeism & Truancy User Guide 19:55

Access Level ➤ District Admin User ➤ atps_1

Home ▶ / KIPP Chicago Charter Schools

Entity Information

Policy Item 1 - Not Started

Policy Item 2 - Not Started

Policy Item 3 - Not Started

Policy Item 4 - Not Started

Policy Item 5 - Not Started

Policy Upload - Not Started

Submit/Review

Policy Item 1 Requirements

A definition of a valid cause for absence in accordance with Section 26-2a of this Code.

"Valid cause" for absence shall be illness, including the mental or behavioral health of the student, observance of a religious holiday, death in the immediate family, or family emergency and shall include such other situations beyond the control of the student, as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student

Assurance

absenteeism and truancy policy includes language that satisfies the requirement above.

Previous

The system breaks down the requirements for an absenteeism and truancy policy into five components. Items 1 – 4 explain each requirement and require you to check the box as an assurance that your policy is compliant with the specific requirement.

If you need more information on what the policy should contain, please see our Absenteeism and Truancy Policy FAQ.

Please proceed through Items 1 – 4 and check each associated assurance box. Once the box is checked for a policy item, click "Save and Next" to proceed to the next policy item.

Absenteeism & Truancy Home Oser Guide			19.03
	RCDT ► 150162990AB	Access Level ► District Admin	User ► atps_1
Home ▶ / KIPP Chicago Charter Schools			
Entity Information	Policy Item 5 Requirements		
Policy Item 1 - Draft	A school or district shall most its absorbtainment transportation and transport into its attrict its attrict to attrict the relationship and transport into its attrict its attrict to attrict the relationship.		
Policy Item 2 - Draft	A school or district shall post its absenteeism and truancy policy on its Internet website, if any, and incorporate into its student handbook.		
Policy Item 3 - Draft			
Policy Item 4 - Draft	Assurance		
Policy Item 5 - Not Started	Our absenteeism and truancy policy is incorporated into our handbook and is posted on our website:		
Policy Upload - Not Started	Our absenteeism and truancy policy is incorporated into our handbook, but we do not have a website.		
Submit/Review			

Policy Item 5 addresses how you communicate your Absenteeism and Truancy Policy to your school community.

In addition to incorporating your Absenteeism and Truancy Policy into your handbook, you are also required to post the policy on your website, if you have one.

If your school or district has a website, upload your policy on it and check the first box. It will then ask you for the URL where the policy can be accessed.

If your school or district does not have a website, check the second box.

Absenteeism & Truancy Home User Guide

RCDT ► 150162990AB Access Level ► District Admin User ► atps_1

Entity Information
Policy Item 1 - Draft

Home ▶ / KIPP Chicago Charter Schools

Policy Item 2 - Draft

Policy Item 3 - Draft

Policy Item 4 - Draft

Policy Item 5 - Draft

Policy Upload

Submit/Review



The "Policy Upload" section requires you to upload a copy of your Absenteeism and Truancy Policy. Please note that only .PDF or .DOCX document types under 3MB can be accepted.

Previous

Click the "Choose File" button and select the document from your computer. <u>You will</u> need to press "Save and Next" for the document to finish uploading.

If you need to change your submission, simply press "Choose File" again and select the correct file.

Please do not upload your entire handbook. We only require the section that includes your Absenteeism and Truancy Policy.

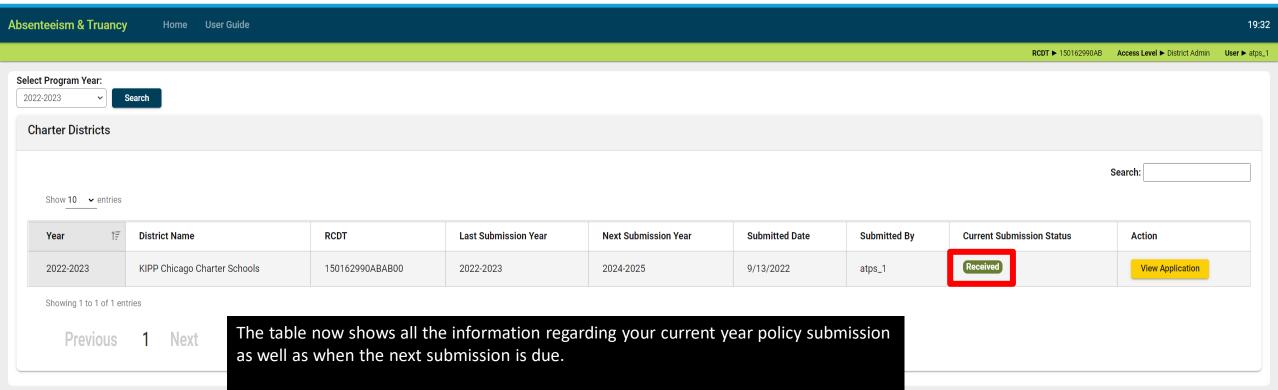
Policy Item 5 - Draft
Policy Upload - Draft
Submit/Review

Absenteeism & Truancy User Guide 19:57 Home RCDT ► 150162990AB Access Level ► District Admin User ▶ atps_1 **Home** ▶ / KIPP Chicago Charter Schools **Entity Information** Submit/Review Policy Item 1 - Draft **Application Status: Not Submitted** Policy Item 2 - Draft Policy Item 3 - Draft Previous Policy Item 4 - Draft

This is the final step of the submission process.

Note that the messages on the left have all changed to "Draft" to indicate that the section has been completed but not yet submitted.

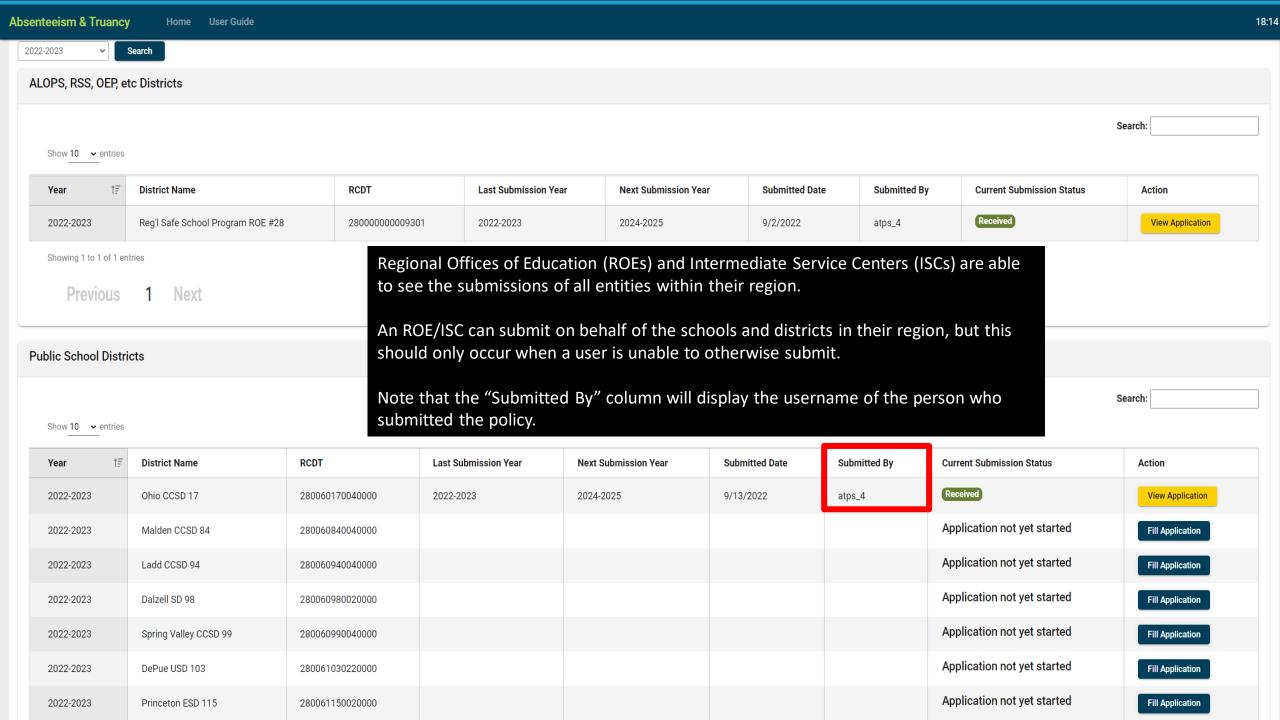
You should click "Submit Application" once all sections have been completed to finalize your submission. You will get a popup box asking you to confirm your submission. After hitting "Submit," you will be returned to the overview screen shown on the next page.



If the "Current Submission Status" displays "Received," this means that your absenteeism and truancy policy has been successfully submitted and no further action is required. However, you may click "View Application" to review your submission at any time.

"Received" once again.

Absenteeism & Truancy Home User Guide 19:56 RCDT ► 150162990AB Access Level ► District Admin User ► atps 1 Select Program Year: 2022-2023 Search **Charter Districts** Search: Show 10 ✓ entries Year **District Name** RCDT **Last Submission Year Next Submission Year Submitted Date** Submitted By **Current Submission Status** Action Needs Resubmission **Edit Application** 2022-2023 KIPP Chicago Charter Schools 150162990ABAB00 9/13/2022 atps_1 Showing 1 to 1 of 1 entries If you request that your application be returned for changes or if ISBE staff disapprove Next your application, the "Current Submission Status" box will update to "Needs Resubmission" and you will be able to enter the application, make any needed changes, and then resubmit by following the steps on the previous pages. Note that your submission for the year is incomplete until the status reflects as



Conclusion

Additional information is provided in the <u>Absenteeism and Truancy Policy FAQ</u>. If the FAQ does not address your question, please contact us at <u>ROEISC@isbe.net</u> for assistance.