



Illinois State Board of Education

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 [created an FAQ](#) 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.



Welcome to the Absenteeism and Truancy Policy Submission System

Public Act 102-0157, effective July 1, 2022, requires every school district, charter school, alternative 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.

[Continue](#)

Please take a moment to familiarize yourself with the layout of this screen, which displays the following helpful information:

- 1. The last time a policy was submitted.
- 2. The next year a policy must be submitted.
- 3. The current submission status.

When you are ready to begin, click “Fill Application.”

Select Program Year:
2022-2023 Search

Charter Districts

Show 10 entries

Search:

Year	District Name	RCDT	Last Submission Year	Next Submission Year	Submitted Date	Submitted By	Current Submission Status	Action
2022-2023	KIPP Chicago Charter Schools	150162990ABAB00	1	2			Application not yet started	Fill Application

Showing 1 to 1 of 1 entries

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

Entity Information

There are three parts to the application:

- 1. Entity and Contact Information
- 2. Policy Assurances
- 3. Submission/Review

The “Not Started” status on the left will change each time a section is completed.

This guide begins with the “Entity Information” section and works through each subsequent item sequentially, but you may click the text on the left to jump to any section at any point when you are submitting.

Amy Pouba

* Contact Email:

apouba@kippchicago.org

* Contact Phone:

(773) 938-8553

Save

*Please review and enter necessary information above.

Next

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

Entity Information

Entity Name: KIPP Chicago Charter Schools

RCDT Code: 150162990ABAB00

Entity Administrator: Mr. Michael Salmonowicz

Mailing: 4818 W Ohio St Chicago, IL 60644-1702

Administrator Email: msalmonowicz@kippchicago.org

Phone Number: 773-938-8553

The top half of the first page of the application displays the contact information we have on file in the Entity Profile System (EPS). If this information is incorrect, please go back to the “System Listing” section in IWAS, open EPS, and make any needed adjustments.

Changes to the above information can be made in the Entity Profile System

Absenteeism and Truancy Policy Contact Information

* Contact Name:

Amy Pouba

* Contact Email:

apouba@kippchicago.org

* Contact Phone:

(773) 938-8553

Save

*Please review and enter necessary information above.

The bottom half of the first page of the application requires contact information for ISBE to use in the event it has questions about your policy. It will automatically populate based on the information above, but can be manually changed if needed.

Click the “Next” button in the bottom right to proceed to Policy Item 1.

Next

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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

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

Previous

Save and Next

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.

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[Entity Information](#)

[Policy Item 1 - Draft](#)

[Policy Item 2 - Draft](#)

[Policy Item 3 - Draft](#)

[Policy Item 4 - Draft](#)

[Policy Item 5 - Not Started](#)

[Policy Upload - Not Started](#)

[Submit/Review](#)

Policy Item 5 Requirements

A school or district shall post its absenteeism and truancy policy on its Internet website, if any, and incorporate into its student handbook.

Assurance

- ☐ Our absenteeism and truancy policy is incorporated into our handbook and is posted on our website:
- ☐ Our absenteeism and truancy policy is incorporated into our handbook, but we do not have a website.

[Previous](#)

[Save and Next](#)

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.



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Entity Information

Policy Item 1 - Draft

Policy Item 2 - Draft

Policy Item 3 - Draft

Policy Item 4 - Draft

Policy Item 5 - Draft

Policy Upload -

Submit/Review

Upload Policy Documents

Upload Document : No file chosen

Note: Only .pdf or .docx document types of max 3 MB are allowed to upload.

Previous

Save and Next

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.

Click the “Choose File” button and select the document from your computer. **You will 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.



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Entity Information

Policy Item 1 - Draft

Policy Item 2 - Draft

Policy Item 3 - Draft

Policy Item 4 - Draft

Policy Item 5 - Draft

Policy Upload - Draft

Submit/Review

Submit/Review

Application Status: Not Submitted

Previous

Submit Application

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.

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
2022-2023	KIPP Chicago Charter Schools	150162990ABAB00	2022-2023	2024-2025	9/13/2022	atps_1	Received	<div>View Application</div>

Showing 1 to 1 of 1 entries

The table now shows all the information regarding your current year policy submission as well as when the next submission is due.

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.

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
2022-2023	KIPP Chicago Charter Schools	150162990ABAB00			9/13/2022	atps_1	Needs Resubmission	Edit Application

Showing 1 to 1 of 1 entries

If you request that your application be returned for changes or if ISBE staff disapprove 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 “Received” once again.

2022-2023

Search

ALOPS, RSS, OEP, etc Districts

Search:

Show 10 entries

Year	District Name	RCDT	Last Submission Year	Next Submission Year	Submitted Date	Submitted By	Current Submission Status	Action
2022-2023	Reg'l Safe School Program ROE #28	280000000009301	2022-2023	2024-2025	9/2/2022	atps_4	Received	View Application

Showing 1 to 1 of 1 entries

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Regional Offices of Education (ROEs) and Intermediate Service Centers (ISCs) are able to see the submissions of all entities within their region.

An ROE/ISC can submit on behalf of the schools and districts in their region, but this should only occur when a user is unable to otherwise submit.

Note that the “Submitted By” column will display the username of the person who submitted the policy.

Public School Districts

Search:

Show 10 entries

Year	District Name	RCDT	Last Submission Year	Next Submission Year	Submitted Date	Submitted By	Current Submission Status	Action
2022-2023	Ohio CCSD 17	280060170040000	2022-2023	2024-2025	9/13/2022	atps_4	Received	View Application
2022-2023	Malden CCSD 84	280060840040000					Application not yet started	Fill Application
2022-2023	Ladd CCSD 94	280060940040000					Application not yet started	Fill Application
2022-2023	Dalzell SD 98	280060980020000					Application not yet started	Fill Application
2022-2023	Spring Valley CCSD 99	280060990040000					Application not yet started	Fill Application
2022-2023	DePue USD 103	280061030220000					Application not yet started	Fill Application
2022-2023	Princeton ESD 115	280061150020000					Application not yet started	Fill Application

Conclusion

Additional information is provided in the [Absenteeism and Truancy Policy FAQ](#). If the FAQ does not address your question, please contact us at ROEISC@isbe.net for assistance.

