



STUDENT ENTRY/EXIT LOG FOR ELIGIBLE CPS PROGRAMS : OFFICIAL LOG OF CHICAGO PUBLIC SCHOOLS

- The Illinois State Board of Education (ISBE) requires students to be programmed for a minimum of 300 instructional minutes. Schools are required to have a school entry/exit log for Chicago Public Schools (CPS) Eligible Programs that take students off school grounds during instructional hours.
- Students who are using the entry/exit log are students who have a *CPS Student Travel Plan for Eligible Program* on file. Students who do not have a travel plan on file cannot leave the school premises.

	Date	Time In/Out	Student Name	Program Name	(For School Use Only) Date Teacher of Record Entered Student's Attendance in Aspen
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

LAW AND POLICY:

- All entries/exits must be recorded accurately for the safety of the child and the purpose of records management and retention.
- Any tampering or misrepresentation on the **STUDENT ENTRY/EXIT LOG OF CPS ELIGIBLE PROGRAMS** is a violation of State law and CPS policies and procedures.
- **THE STUDENT ENTRY/EXIT LOG OF CPS MAY BE USED IN LEGAL PROCEEDINGS.**

SCHOOL RESPONSIBILITIES:

- Schools are required to have a **STUDENT ENTRY/EXIT LOG OF CPS ELIGIBLE PROGRAMS** procedure.
- The procedure must be codified and communicated publicly.
- The procedure must be executable.
- **STUDENT ENTRY/EXIT LOG OF CPS ELIGIBLE PROGRAMS** must be managed by designated personnel.
- **STUDENT ENTRY/EXIT LOG OF CPS ELIGIBLE PROGRAMS** 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 **STUDENT ENTRY/EXIT LOG OF CPS ELIGIBLE PROGRAMS**.
- Students who leave school grounds during school hours to attend an approved program must have a *CPS Student Travel Plan for Eligible Program* on file before they may be eligible to use the log.

BEST PRACTICE:

- Schools should have clear and consistent routines in place for students to utilize the **STUDENT ENTRY/EXIT LOG OF CPS ELIGIBLE PROGRAMS**.
- Student use of the **STUDENT ENTRY/EXIT LOG OF CPS ELIGIBLE PROGRAMS** should be efficient to minimize disruption.

PROPER STORAGE:

- **STUDENT ENTRY/EXIT LOG OF CPS ELIGIBLE PROGRAMS** 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, Early Dismissal Log, and CPS Call Collection Log.
- If you have been entering information electronically, 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).