

MEMORANDUM #3

To: All Principals

From: Brendan Perry, Policy and Procedure Specialist
Policy and Procedures

Cc: Pedro Martinez, Chief Executive Officer
Bogdana Chkoumbova, Chief Education Officer
Felicia Sanders, Chief Schools Officer
Network Chiefs, Deputies and Teams
Jeff Broom, School Quality Measurement and Research
Megan Hougard, College & Career Success
Patrick Gallagher, Student Information Systems
Ali Muhammad, College & Career Success
Simone Moseley, Student Supports and Engagement
Zakieh Mohammed, Attendance & Truancy

Date: August 22, 2022

Re: Did Not Arrive (DNA) Code 99 Process for SY23

It is important that accurate attendance be taken on a daily basis. Attendance coordinators must work closely with teachers to ensure that attendance is submitted accurately for all students. Students who are not present on the first day of school, **Monday, August 22, 2022**, must be marked absent. Students who are marked "Absent Excused" are not DNA'ed. At the end of the day, Aspen will assign a *Code 99: Did Not Arrive* to all absent students. Success of the Did Not Arrive Process depends on the coordination amongst schedulers, teachers, attendance personnel and status coordinators.

Please refer to the [Did Not Arrive \(DNA\) Code 99 Process for SY23](#) guidance for more details.

Contact the CPS IT Service Desk at (773) 553-3925 if you need additional guidance.

Thank you.

Downloads:

Located on the Employee Intranet (intranet.cps.edu): Operations > Policies > Policy and Integrity Memos
Or click [here](#).

- [Did Not Arrive \(DNA\) Code 99 Process for SY23](#)
- [After Day 1: The Did Not Arrive \(DNA\) Code 99 Process and Clean-up for SY 2022-2023](#)