**MINIMUM TIME REQUIREMENT FOR CREDITABLE PUPIL ATTENDANCE DAYS**

**What constitutes a full-day of student attendance?**

A full-day of attendance for students in full-day Kindergarten or 1st grade must be four clock hours (240 minutes) of instruction or more.

A full-day of attendance for students in grades 2nd through 12, must be a minimum of five clock hours (300 minutes) of instruction under the direct supervision of:

(i) a certified teacher, or

(ii) non-teaching/volunteer personnel when engaging in non-teaching duties and supervising those instances specified in Section 10-22.34(a) and Section 34-18.

Statutory Citations: 105 ILCS 5/18-8.05(F)(1), (F)(2)(b), 5/18-12 and 5/10-22.34

Administrative Rule: 23 Ill. Admin. Code Part 1.420(f)(4)(B)

**What constitutes a half-day of student attendance?**

On a regular school day, students in grades 2nd through 12 that receive less than 300 minutes of instruction but at least 150 minutes of instruction can be claimed for a half-day of attendance. Students in grades 2nd through 12 that are not in attendance for at least 150 minutes of instruction cannot be claimed.

On a regular school day, students in full-day Kindergarten or 1st grade that receive less than 240 minutes of instruction but at least 120 minutes of instruction can be claimed for a half-day of attendance. Students who are in Kindergarten or 1st grade and are not in attendance for at least 120 minutes of instruction cannot be claimed.

Statutory Citations: 105 ILCS 5/18-8.05(F)(2)(f),(g) and (h)

Administrative Rule: 23 Ill. Admin. Code Part 1.420(f)(4)(A)

**Can study halls count toward the 300 minute requirement?**

Yes. The study hall must be supervised by a certified or non-certified personnel in order to be counted toward the required 300 minutes.

Statutory Citations: 105 ILCS 5/10-22.34(a)(2) and 5/34-18(10)(ii)

**Can lunch hours count toward the 300 minute requirement?**

No. Lunch hours are considered non-instructional time.

Statutory Citations: 105 ILCS 5/18-8.05 (F)(1)

**Can recess count toward the 300 minute requirement?**

For purposes of yearly school recognition, recess is not considered instruction and cannot be counted to meet the requirement of a five clock hour day (300 minutes). However, for *GSA attendance purposes*, separate morning or afternoon recess can be included towards a student’s instruction for either a half-day (150 minutes) or full-day (300 minutes) of attendance. Recess that is linked to lunch cannot be counted.

Statutory Citations: 105 ILCS 5/18-8.05 (F)(1) and 5/10-22.34(a)

**Excused or Unexcused attendance reasons both count against the number of minutes the student is in school.**