Attendance Codes

In order to standardize the attendance codes and procedures across the school district, the following codes have been created by committee.

Code	Title	Abbr	Type
A	Court	CRT	Excused
B	Family	FAM	Excused
C	Approved Activity	APR	Excused
D	Hospital/Homebound	HHB	Excused
E	Doctor Excused - Medical	MED/D	Excused
F	Truant	CUT	Unexcused
G	Parent Authorized	PAU	Unexcused
H	Suspended	SUS	Unexcused
I	Parent Excused - Medical	MED/P	Excused
J	Tardy/Early Dismissal Excused	ETY	Excused Tardy
K	Tardy/Early Dismissal Unexcused	TDY	Unexcused Tardy

This list was comprised taking into consideration the limitation of the Student Information System in reporting only 11 total reasons for absences and input from each school based on their current absence reasons table.

Court
The Court code is an excused absence code that should be used if the student is summonsed to any local, state, or federal court in any capacity and has the appropriate documentation to such.

Family
The Family code is an excused absence code that should be used for all excused family matters including death or serious illness of family members, religious reasons, etc.

Approved Activity
The Approved Activity code is an excused absence code that should be used when a student is not in the classroom, but attending an academic activity such as a field trip, school sponsored competition, senate page duties, or any other activities with the principal's approval.

Hospital / Homebound
The Hospital / Homebound code is an excused code that should be used if the student is absent due to confinement to a medical facility or to home for any reason beyond his or her control and is receiving services from the school.

Doctor Excused - Medical
The Medical code is an excused code that should be used if the student is absent and brings a written excuse from a doctor or a doctor's appointment (includes medical doctor, dentist, etc.).

Truant
The Truant code is an unexcused code that should be used to indicate that a student is simply skipping class and can provide no legitimate excuse as to why he or she was absent

Parent Authorized
The Parent Authorized code is an unexcused code that should be used when the parent is aware that the student will not be in attendance, for no excusable reason, such as vacation.

Suspended
The suspended code is an unexcused code that should be used to note that a student has been suspended from attending school by the local school's or the district's administration.

Parental Excused - Medical
This Medical code is an excused code that should be used if the students is absent and brings a note from the parent/guardian verifying illness.

Tardy/Early Dismissal Excused
The Tardy Excused code is an excused code that should be used to indicate a late arrival or an early dismissal of any student from class or school for reasons that would constitute an excused absence following the guidelines above.

Tardy/Early Dismissal Unexcused
The Tardy Unexcused code is an unexcused code that should be used to indicate a late arrival or an early dismissal of any student from class or school for reasons that would constitute an unexcused absence.

Check Out
The Check Out code is an excused code that should be used when a student is "checked out" by a parent from class or school.

In-School Suspension
The In-School Suspension code is an excused code that should be used when a student is placed in In-School Suspension or Time-Out.

Unexcused
The Unexcused code should be used by the teachers using the Classxp Attendance. It is to be used when a student simply does not show up for school until the reason can be clarified and marked appropriately. All unexcused Absences should be cleared up as soon as possible, and no later than the completion of the 20-day verification process.