

Polischools Attendance Codes

Polischools will tally attendance according to our handbook, but you must use the correct codes to ensure the system operates properly.

Attendance Sheet : Chairside Assisting & Expanded Fundamentals (DA-01)			
Week Beginning: September 2nd, 2024 (Monday Date)			
Sheet/Week #: 1.0		Topic / Class: Week 1.	
Attendance Key: Hours Per Day: 6.00			
A = Absent	P = Present	L = Late (2/3 day credit)	LE = Left Early (2/3 day credit) E = Excused
T = Tardy (90% day credit)		L-2 = (1/2 day credit)	LE-2 = (1/2 day credit)

A- This code should be used when a student is absent.

P- The student is present for the whole day or the hours you have assigned them to be there. They are present if you start class late or end early, and they follow your directions. They are present if they are assigned to work from home and complete the requirements.

E—This can be used if they earned a bonus day by attending a weekend activity or something similar. This would be when the rest of the class is present, but they are approved to use flex time.

L- If they arrive late, up to 30 minutes. (Three times equals an absence. This combines with LE.)

LE- If they leave early, up to 30 minutes. (Three times equals an absence. This combines with LE.)

L-2- This is used if a student arrives more than 30 minutes late before hitting the half-day mark.

LE-2- This is used if a student leaves more than 30 minutes early but after hitting the half-day mark.

T- This code should not be used! I understand that the Handbook uses the term Tardy, but in Polischools, that is Late. I will try to have this code deleted.