

ATTENDANCE CODES

Excused Codes

CODE	DESCRIPTION	MEANING	EXPLANATION OF ABSENCE/TARDY
ILL	Illness	Excused	Illness (Parent note or phone call) Excessive Illness may result in SART or SARB intervention
BER	Bereavement	Excused	Funeral/grieving of immediate family member or person determined by student's parent/guardian to be in such close association as to be considered the student's immediate family member. Not to exceed 5 days per incident.
CIV	Political / civic event	Excused	Student is allowed 1 day per school year for a political / civic event, which includes but is not limited to: voting, poll working, town hall. Must notify school before absence.
CRT	Court Appearance	Excused	When student is required to appear in court for the day or during class. (court document required)
REL	Religious	Excused	Observance of a holiday or ceremony of his/her religion. Religious Retreats (not to exceed 1 full school day per semester; must be approved in advance)
SUS	Suspension	Excused	Student serves a suspension assigned off campus. Student is allowed make-up work from teachers.
EXA	Excused Absence	Excused	-Excusable absence verified by medical professional -College Visits (must provide proof of visit) -Entertainment Work Permit (work permit: 5 consecutive days, up to 5 days per school year.) -Cultural ceremony / event
EXQ	Excused Absence - Quarantine	Excused	Excused due to quarantine
IND	Independent Study in Progress	Excused	To be used if a school approves an absence and student completes an "Independent Study Agreement." Must be for an absence of 5 days or more.
ISC	Independent Study Complete	Exempt	The student has completed all assigned work and it has been verified by the teacher(s).
ACT	Activity	Exempt	School Activities: -Athletic Teams -Required Testing -Field Trips (Teacher excusal provided in advance)
MED	Medical Appointment	Exempt	When a student arrives late or leaves early due to a medical or dental appointment (must provide medical documentation).
HOU	In-House Suspension	Exempt	Student completes suspension on school campus while supervised.

Unexcused Codes

CODE	DESCRIPTION	MEANING	EXPLANATION OF ABSENCE/TARDY
TDY	Unexcused Tardy	Unexcused	Arrived tardy within 30 minutes after class started.
31TD	Tardy 31 minutes or more	Unexcused	Student arrived to class 31 minutes after the class started.
FPN	Family Personal Necessity	Unexcused	When the parent/guardian notifies the school their child will be absent due to an unexcused reason: -Family emergency/vacation -Transportation Problems -Inclement weather -Errands or personal reasons -Extended Funeral Absences Excessive personal/family vacation may result in SART or SARB intervention
UNA	Unexcused Absence	Unexcused	Student absence from school without notification or school permission.
CUT	Truant	Unexcused	Student is out of class and not authorized by parent/guardian or school official AND absence has not been cleared.

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