

Attendance Codes

<i>Code</i>	<i>The Name</i>	<i>When to Use</i>	<i>Present or Absent</i>
P	Present	Student is present.	Present
A	Absent (Unexcused and counted for truancy)	Student is absent.	Unexcused Absence
N	No Clearance (Unexcused and counted for truancy)	Use when the office staff has tried all contact numbers on the E-card, sent out HSL, and has not been able to make any contact with parents/guardian and attendance period has closed.	Unexcused Absence
PR	Parent Request (Unexcused and counted for truancy)	Parent excuses the absence for other than an illness, funeral, court case, or an issue pertaining to the student's emotional well-being.	Unexcused Absence
I	Medical (Excused)	Parents notify the school that student is absent due to illness.	Excused Absence
H	Health Care Professional (Excused)	When parent brings in a doctor's note to excuse an absence. School nurse may excuse student leaving home early. A note in portfolio must be made as supporting documentation.	Excused Absence
T	Tardy	Unexcused tardy less than 30 minutes	Present
J	Tardy Excused	When medical professional, school official, or parent notifies school that student has a legitimate reason for being late or leaving early.	Present
L	Tardy and/or Absent for more than 30 Minutes of the class time (Unexcused and counted for truancy)	Unexcused tardy or leave early for 30 minutes or more. Three of these can generate a truancy letter (EC 48260).	Present (but counted for truancy)
C	Class Cut (Unexcused and counted for truancy)	Parent confirms that there is no reason for their student to be out of class, or when the student is physically caught cutting class.	Unexcused Absence
BR	Bereavement (Excused)	Parent notifies school that student is absent due to funeral service of immediate family member. Defined as: mother, father, grandmother, grandfather, brother, sister, or any relative living in the student's immediate household (EC 45194).	Excused Absence
E	School Business	Student is out with school permission.	Present
F	Saturday School	When student attended school on Saturday.	Present