Elementary Attendance Codes

Code	Description	Status	Excuse	Time Frame	Short Definition	Long Definition
A	Absent Teacher Code	Absent	Unknown		Absent Teacher Code	When a teacher marks a student Absent in their class, a status of Absent is set in Yellow in the Daily Attendance. An attendance code still needs to be set with this status.
T	Tardy Teacher Code	Tardy	Unknown		Tardy Teacher Code	When a teacher marks a student Tardy in their class, a status of Tardy is set in Yellow in the Daily Attendance. An attendance code still needs to be set with this status.

Code	Description	Status	Excuse	Time Frame	Short Definition	Long Definition
SI	Sign In	Tardy	Excused	Less than half of a class missed	Signs in after school starts - Comments Required	To be used in the period a student arrives when a student arrives after school starts. **(Format of Comments: 08:15 am Sign In …., 12:23 pm Sign Out ...)**
SO	Sign Out	Early Release	Excused	Less than half of a class missed	Signs out after school starts - Comments Required	To be used in the period a student leaves when a student leaves before school is over. **(Format of Comments: 08:15 am Sign In …., 12:23 pm Sign Out ...)**
AUP	Absent Unexcused Part of Class	Absent	Unexcused	Half or more of class missed	Absent Part of Class not verified - Comments Required	Absence cannot be verified or when a parent says that the student should be at school. Place time arrived/left in the comments. **(Format of Comments: *08:15 am Sign In …. , 12:23 pm Sign Out ...*)**
AEDP	Absent Excused Documented Part of Class	Absent	Excused	Half or more of class missed	Absent Part of Class - Documentation provided - Comments required	Documentation is provided as to why the student was absent. Place time arrived/left in the comments. Place time arrived/left in the comments. (Format of Comments: **08:15 am Sign In …., 12:23 pm Sign Out ...**)
AENP	Absent Excused Not Documented Part of Class	Absent	Excused	Half or more of class missed	Absent Part of Class - No documentation provided - Comments required	No documentation is provided as to why the student was absent. Place time arrived/left in the comments. (Format of Comments: **08:15 am Sign In …., 12:23 pm Sign Out ...**)

Code	Description	Status	Excuse	Time Frame	Short Definition	Long Definition
AU	Absent Unexcused	Absent	Unexcused	Full period/day absence	Absence not verified	Used when an absence cannot be verified or when a parent says the student should be at school.
AED	Absent Excused Documented	Absent	Excused	Full period/day absence	Absence verified - Documentation provided - Comments required	Used when a parent notifies the school that the student will be absent. Documentation or note would need to be provided to use this code. Enter the reason for the request in the comments (ex. Funeral, Legal, College Visit, etc.).
AEN	Absent Excused Not Documented	Absent	Excused	Full period/day absence	Absence verified - No documentation provided - Comments required	Used when a parent notifies the school that the student will be absent with no documentation. Enter reason for request in the comments (ex. Personal, Vacation, etc.).
AEDr	Absent Excused Documented Doctor/Dentist	Absent	Excused	Full period/day absence	Absence due to Doctor/Dentist - Documentation provided	Used when a parent notifies the school that the student will be absent due to a Doctor, Dentist, or LPC appointment. Documentation or note would need to be provided to use this code.
AEDI	Absent Excused Documented Illness	Absent	Excused	Full period/day absence	Absence due to Illness - Documentation provided	Used when a parent notifies the school that the student will be absent due to an Illness, Injury, Hospitalization or if a student is sent home by the nurse. Documentation or note would need to be provided to use this code. **NOTE:** If the student is out due to head lice, please put "Head Lice" in the comments section.
AENI	Absent Excused Not Documented Illness	Absent	Excused	Full period/day absence	Absence due to Illness - Documentation not provided	Used when a parent notifies the school that the student will be absent due to an Illness or Injury and no documentation is provided.
ISS	In School Suspension	Present	Excused	Full period/day absence	In School Suspension	Used when a student is assigned to In School Suspension.
CA+	Contracted Agency with Services	Present	Excused	Full period/day absence	Contracted Agency with Services	**Prior approval from the Office of Student Information, Planning and Assessment must be given before using this code.** Used for students who are receiving services from a contracted agency.

Code	Description	Status	Excuse	Time Frame	Short Definition	Long Definition
S	School Activity	Present	Excused	Part of Class/Full period/day absence	School Activity - Comments required	Used when a student is away from their regularly scheduled class due to a school activity. Enter school activity in the comments (ex. Field trip, Music, Football).
TC	Transition Classroom	Present	Excused	Full day absence	Attending the Transiiton Classroom	Used when a student is placed in the transition classroom and is present.
TCA	Transition Classroom Absent	Absent	Excused	Full day absence	Absent from the Transition Classroom	Used when a student is placed in the transition classroom and is absent.
H	Homebound	Present	Excused	Full day absence	Receiving homebound services	Used when a student is receiving homebound services provided by our own district staff.
J	JAC (Cole Co)	Present	Excused	Full day absence	At Prenger	Used for a student attending class at Prenger. Only use for full day absences.
R	Res Care/Rehab	Absent	Excused	Full day absence	In-patient treatment without services	Used for in-patient treatment (Residential Care, Rehab, etc.).
R+	Res Care/Rehab with Services	Present	Excused	Full day absence	In-patient treatment with services	**Prior approval from the Office of Student Information, Planning and Assessment must be given before using this code.** Used for in-patient treatment where the student is receiving services provided by the treatment facility and not claimed by another district. (Residential Care, Rehab, etc.).
OSS	Out of School Suspension	Absent	Excused	Full day absence	Out of School Suspension - Any amount of time	Used when a student is suspended from school for any amount of time.
OSS+	Out of School Suspension with Services	Present	Excused	Full day absence	Out of School Suspension with services - Any amount of time	Used when a student is suspended from school for any amount of time and is receiving services while out of school.
INC	Incarcerated	Absent	Excused	Full day absence	Incarcerated without services	Used for students who are incarcerated.
INC+	Incarcerated with Services	Present	Excused	Full day absence	Incarcerated with services	Used for IEP students who are receiving services while incarcerated.