

Secondary 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.

TU	Tardy Unexcused	Tardy	Unexcused	Less than half of a class missed	Tardy not verified - Comments Required	The student arrives late and it can not be verified or when a parent says that student should be at school or in class on time. (Format of Comments: 08:15 am Sign In)
TED	Tardy Excused Documented	Tardy	Excused	Less than half of a class missed	Tardy - Documentation provided - Comments required	The student arrives late and documentation is provided for the tardy. (Format of Comments: 08:15 am Sign In)
TEN	Tardy Excused Not Documented	Tardy	Excused	Less than half of a class missed	Tardy - No documentation provided - Comments required	The student arrives late and no documentation is provided for the tardy. (Format of Comments: 08:15 am Sign In)
ERU	Early Release Unexcused	Early Release	Unexcused	Less than half of a class missed	Leaves Class Early - Non verified - Comments Required	Student Leaves early from class and it can not be verified. (Format of Comments: 08:45 Sign Out...)
ERED	Early Release Excused Documented	Early Release	Excused	Less than half of a class missed	Leaves Class Early - Documentation Provided - Comments Required	Student Leaves early from class and documentation is provided. (Format of Comments: 08:45 Sign Out...)
EREN	Early Release Excused Not Documented	Early Release	Excused	Less than half of a class missed	Leaves Class Early - No documentation provided - Comments required	Student Leaves early from class and no documentation is provided. (Format of Comments: 08:45 Sign Out...)
AUP	Absent Unexcused Part of Class	Absent	Unexcused	Half or more of class missed	Absent Part of Class not verified	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. (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 ...)

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.

Code	Description	Status	Excuse	Time Frame	Short Definition	Long Definition
SSC	Suspended Student Classroom	Present	Excused	Full period/day absence	Suspended Student Classroom	Used when a student is attending the Suspended Student Classroom.
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.

F	Office	Present	Excused	Full period absence	Office during class	Used when a student is in the office during class time.
C	Counselor	Present	Excused	Full period absence	Counselor during class	Used when a student is in the counselor's office during class time.
N	Nurse	Present	Excused	Full period absence	Nurse during class	Used when a student is in the nurse's office during class time.

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).
----------	-----------------	---------	---------	---------------------------------------	-------------------------------------	---

H	Homebound	Present	Excused	Full day absence	Receiving homebound services	Used when a student is receiving homebound services provided by our own district staff.
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 an other district. (Residential Care, Rehab, etc.).
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.
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.

Nichols Career Center ONLY Codes

Code	Description	Status	Excuse	Time Frame	Short Definition	Long Definition
DHI	NCC_Discip at home for IN school susp	Absent	Excused	Full day absence	NCC ONLY	Used when a NCC sending-school student is absent due to In School Suspension.
DHO	NCC_Discip at home for OUT of school susp	Absent	Excused	Full day absence	NCC ONLY	Used when a NCC sending-school student is absent due to Out of School Suspension.