

ATTENDANCE CODES

To help you understand the codes on your child's attendance sheets

- A** Added to class (first day of school or other date)
- C** Reassigned to another class
- D** Dropped from class
- E** Excused absence (parent called)
- F** Field trip
- H** Here (Normally used upon return from a field trip or lunch off school grounds)
- HH** Homebound or Hospitalization
- I** In School Suspension (ISS)
- L** Left class early
- O** Exempt absence (see description below)
- P** Present in class
- R** Remove previous attendance code
- S** Suspended
- T** Tardy
- U** Unexcused absence (parent did not call with reason for absence)

Exempting Absences:

- **Doctor's Notes:** An absence for illness can be exempted by demonstrating the student is contagious (rash, vomiting, fever, and diarrhea) in some manner it must be documented with a doctor's note. The doctor's note must include the date they can return to school and a diagnosis.
- **Lice:** 3 days maximum per outbreak
- **Family funerals:** must have documentation from funeral director with date of funeral/visitation (number of days to be exempted to be determined by principal)
- **Religious holidays:** documented by letter from clergy
- **Court appearances:** must be documented