

ATTENDANCE CODES

Tardy “T”: This code is used when a student arrives to class after the bell rings, without a pass, less than 30 minutes late.

Late After Tardy “LAT”: This code is used when a student arrives to class more than 30 minutes late. The LAT code *may* trigger a truancy notification.

Illness “ILL”: This code is used when a parent informs the attendance office that the student is out sick.

Medical “MED”: This code is used when a medical note is provided to the attendance office.

Unexcused Illness “UXI”: This code is used when a student has excessive illness absences within the school year (has missed more than 10% of school) and medical note has not been provided.

Excuse “EXC”: This code is used for death in immediate family, doctor appointments without a medical note, college visits (*refer to attendance policy for more information*), religious holidays, court, jury duty, etc.

Activity “ACT”: This code is used for school activities, such as field trips, assemblies, standardized testing, etc.

Unverified Absence “UNV”: This code is used by teachers to mark a student absent from class. The code stays if there is no contact from home to clear such absence. The UNV code will trigger a truancy notification.

Unexcused Absence “UNX”: This code is used when a parent/guardian contacts the attendance office, but the reason does not fall within one of the ‘excused’ categories. *For example:* vacation, DMV appointments, unspecified “personal reason” or “family emergency”, transportation problems (bus was late, car broke down, etc.). The UNX code will trigger a truancy notification.

Cutting class “CUT”: Student was observed leaving school without permission by a teacher, staff or administrator. This code cannot be changed.

Saturday School “SAT”: This code is used *only* when a student attends Saturday School to make up an absence that wasn’t previously cleared by a parent or guardian. *Students must sign up for Saturday School in advance with the attendance office. Saturday School is on a first come, first serve basis.*

After school Tutoring “MAK”: This code is used *only* when a student attends after school tutorial in the college and career center to make up an absence that wasn’t previously cleared. *Students must notify the teacher in charge of the after school tutorial that they are there to make up unverified absences.*