

## 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.

**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.*