23-24 Elementary School Attendance Codes

Code	Code Description	Status	Excuse	ADA Earned	Chronic	When to Use
ADAR	ADA Recovery	Present	Exempt	YES	NO	**NOT FOR USE BY SCHOOL SITE STAFF.** Used by District Office ONLY for schools participating in Saturday School via District partner
CSUS	On Campus Suspension	Present	Exempt	YES	NO	Used when student is on campus under the supervision of staff as a disciplinary measure. Must be used in conjunction with the behavior resolution: In House Suspension. Administrator assigned suspension NOT for teacher suspension. Must be > half a day
CVDR	COVID POSITIVE	Absent	Excused	NO	YES	Used when student has tested positive for COVID. Must have positive test result: medical note, photo of result, screenshot, etc. Not to be used for exposure, symptoms only or any other COVID related absence.
HHC	Home Hospital Complete	Present	Exempt	YES	NO	For Students in Assigned Home Hospital Program via Health Services Department. TBD via Health Services Staff who will contact each site to update student attendance. SPECIFIC INSTRUCTIONS TO FOLLOW FROM HEALTH SERVICES
HHI	Home Hospital Incomplete	Absent	Excused	NO	YES	For Students in Assigned Home Hospital Program via Health Services Department. TBD via Health Services Staff who will contact each site to update student attendance . SPECIFIC INSTRUCTIONS TO FOLLOW FROM HEALTH SERVICES
HLTH	Health	Absent	Excused	NO	YES	EC 4610 and 48205: llness: mental, physical or behavioral of the student, quarantine, exclusion for medical reasons or for the benefit of mental or behaviorial health (proactive mental health day.) No positive COVID test. MAXIMUM of 10 per year then OTHR (11+ health related without medical note) or MEDV w/medical note.
ISC	Independent Study - Complete	Present	Exempt	YES	NO	Completed Work IS (Independent Study Only)
ISN	Independent Study - Incomplete	Absent	Unexcused	NO	NO	Incomplete Work IS (Independent Study Only)

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LATE	Excused Tardy > 30 min	Tardy	Excused	YES	NO	Used for students who arrive 31 minutes or more after the school start time with verification from medical, dental, or other approvable provider or parent/guardian verifies the late arrival is due to reasons considered an excusable absence per Ed code Section 48205 - All Excused absences from school. Parents must verify (Funeral, Civic duties, religious event, etc.)
MEDV	Medical Verification	Absent	Excused	NO	YES	Used when student is absent with medical verification (Doctors note, Hospital check-in form, etc.)
OTHR	Other - Personal Unexcused	Absent	Unexcused	NO	YES	Used when parent/guardian verifies absence for unexcusable reason per Ed code 48205 {counts towards truancy} -going to work with parent, vacation, babysitting, personal problems, parties, shopping, parent illness, 11+ HLTH absence w/o medical note, any other reason that parent verifies, but is NOT included in Education Code sections 48205 as excusable)
PART	Partial Day Present	Present	Exempt	YES	NO	Early dismissals more than 30 minutes in length, student does not return to campus. Do NOT use this code when suspending a student in the middle of a day
PERS	Personal	Absent	Excused	NO	YES	Personal Absence– EC 48205- student's court appearance (requires verification), funeral services (one day, in state, three days, out of state), cultural ceremony, parent's employment conference (requires prior principal approval), student parent of child who is ill or has a medical appointment, observance of a religious holiday or ceremony, cultural event, spending time with family who is an active duty military, student's naturalization ceremony, or at the discretion of principal.
PROM	6th Grade Promotion	Present	Exempt	YES	NO	Used for 6th grade students after their promotion ceremony when they are engaged in promotion related activities on or off campus.

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PSUS	Partial Day Suspension	Present	Excused	YES	NO	Used if a student is sent home before school ends by school administrator n order to improve his/her behavior, or for the protection of other students and/or school
PTRN	Partial Day Return	Present	Excused	YES	NO	Early dismissal more than 30 minutes in length AND the student returns to school
SUS	Suspension	Absent	Excused	NO	YES	Suspension – EC 48900-48925: Suspension absence is granted when school administrators suspend a student in order to improve his/her behavior, or for the protection of other students and or school
SVST	School Visit	Absent	Excused	NO	YES	Used when student visits a school campus other than their enrolled school with parent/guardian, NOT supervised by School Staff Verification Required: Note from School Staff, event flier, etc. (6th grade student visits middle schools with parents prior to 7th grade)
T>30	Tardy > 30 min	Tardy	Unexcused	YES	NO	Unexcused tardies – EC 48260: Tardies, in excess of 30 minutes, with or without verification from parent for reasons deemed unexcusable. 3 Unexcused tardies = 1 truant absence (examples: car troubles, over slept, traffic)
TRDY	Tardy < 30 min	Tardy	Excused	YES	NO	Used when a student arrives LESS than 30 minutes after school start time
TRNT	Truant	Absent	Unexcused	NO	YES	Truant absence – Absent without consent or knowledge of the parent(s)/guardians(s). Must be verified by contacting parent/guardian and documented communication
UNV	Unverified - Incomplete	Absent	Unexcused	NO	YES	Absences, which have NOT been verified by any means (contributes to Truancy).
XTRA	Extracurricular	Present	Exempt	YES	NO	School Related and Supervised Extracurricular Activity – (debate team, football game prep, field trips, other school related activity (counts as present)

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EXCUSED ABSENCE MAKE-UP WORK: Education Code section 48205, students with an excused absence must be given reasonable time to complete all assignments and tests for full credit, missed during the absence period.

REVISED 08/22/2023