

## 23-24 Middle School Attendance Codes

Code	Code Description	Status	Excuse	ADA Earned	Chronic	When to Use
<b>ADAR</b>	ADA Recovery	Present	Exempt	YES	NO	<b>NOT FOR USE BY SCHOOL STAFF.</b> Used by District Office ONLY for schools participating in Saturday School with approved District Partner
<b>ADMN</b>	Principal/Vice Principal	Present	Exempt	YES	NO	Student on campus with the school administrator (Principal, VP) during school hours, NOT on suspension
<b>COUN</b>	Counselor	Present	Exempt	YES	NO	Student on campus with School Counselor, private counselor or therapist, other mental/behavioral health on campus meeting, for an entire class period
<b>CSUS</b>	On Campus Suspension	Present	Exempt	YES	NO	On Campus Suspension is used with the behavior resolution: In House Suspension <u>ONLY ADMIN Assigned NOT TEACHER Assigned &gt; half a day</u>
<b>CVDR</b>	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.
<b>GOVT</b>	Government or Civic Activity	Absent	Excused	NO	YES	Engagement in a civic or political event: a civic or political event as including, but not limited to: · voting · poll working · strikes · public commenting · candidate speeches · political forums · civic forums · town halls. Student must provide notification to the school ahead of the absence. 1 per student per year (Admin can approve more)
<b>HHC</b>	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
<b>HHI</b>	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

## 23-24 Middle School Attendance Codes

Code	Code Description	Status	Excuse	ADA Earned	Chronic	When to Use
<b>HLTH</b>	Health	Absent	Excused	NO	YES	EC 4610 and 48205: Illness: mental, physical or behavioral of the student, quarantine, exclusion for medical reasons or for the benefit of mental or behavioral 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.
<b>ISC</b>	Independent Study - Complete	Present	Exempt	YES	NO	Completed Work IS (Independent Study Only)
<b>ISN</b>	Independent Study - Incomplete	Absent	Unexcused	NO	NO	Incomplete Work IS (Independent Study Only)
<b>LATE</b>	Excused Tardy > 30 m	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.)
<b>MEDV</b>	Medical Verification	Absent	Excused	NO	YES	Absent with medical verification.
<b>NATP</b>	Non-Attendance Period	Present	Exempt	YES	NO	<a href="#">Non-attendance period (PLACE HOLDER for creating Block Schedule for majority of student body ie. Finals, Testing, etc.) *</a> <a href="#">Please Reconcile absences the following day see Quick Reference #003</a>
<b>NURS</b>	Nurse	Present	Exempt	YES	NO	Student on campus with school nurse
<b>OTHR</b>	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)

## 23-24 Middle School Attendance Codes

Code	Code Description	Status	Excuse	ADA Earned	Chronic	When to Use
<b>PERS</b>	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.
<b>PROM</b>	8th Grade Promotion	Absent	Exempt	YES	NO	Used for 8th grade students after their promotion ceremony when they are engaged in promotion related activities, on or off campus
<b>SUS</b>	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
<b>SVST</b>	School Visit	Absent	Excused	NO	YES	Used when student visits a school campus other than their enrolled school (any grade level including college) with parent/guardian NOT School Staff. Verification Required: Note from School Staff, event flier, etc. (parent takes 8th grade student to sPrivate High School visitation day)
<b>T&gt;30</b>	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)
<b>TEST</b>	School Testing	Present	Exempt	YES	NO	To be used for on campus school testing when class schedule has not been altered for Testing. SAT, PSAT, SBAC, ASVAB, etc.
<b>TRDY</b>	Tardy < 30 min	Tardy	Excused	YES	NO	Used when a student arrives LESS than 30 minutes after class period start time
<b>TRNT</b>	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

## 23-24 Middle School Attendance Codes

Code	Code Description	Status	Excuse	ADA Earned	Chronic	When to Use
<b>TSUS</b>	Teacher/Class Period Suspension	Present	Exempt	YES	NO	Used when the behavior resolution of Teacher/Class Suspension is assigned. When teacher NOT Admin suspends student for period and student remains on campus
<b>UNV</b>	Unverified - Incomplete	Absent	Unexcused	NO	YES	Absences, which have NOT been verified by any means (contributes to Truancy).
<b>VP</b>	Verified Present	Present	Exempt	YES	NO	Verified Present: Student who has been verified present by teacher; used to clear out the attendance mark that was made in error by Attendance Tech - with the <u>Single Period Attendance</u> report <u>ONLY</u>
<b>VT</b>	Verified Tardy	Tardy	Excused	YES	NO	Verified Tardy: Student verified tardy by teacher- Attendance Tech verifies to correct erroneous mark used on the <u>Single Period Attendance</u> report. <u>ONLY</u>
<b>XTRA</b>	Extracurricular	Present	Exempt	YES	NO	School Related and Supervised Extracurricular Activity - i.e. debate team, football game prep, field trips, other school related activity (counts as present) DO NOT USE FOR TESTING or SCHOOL VISITS see TEST or SVST

**EXCUSED ABSENCE MAKE-UP WORK:** Education Code section 48205, students with an excused absence must be given reasonable time to complete, for full credit, all assignments and tests missed during the absence period. REVISED 08/22/2023