



COLUMBUS CITY SCHOOLS ATTENDANCE CODES 2017-2018

Code	Definition	Situation	Status Type	Excuse Type	Documentation Needed:
CLS	Class Excused	Student not physically present, but is participating in a school-approved activity, or has been prevented from attending class due to district provided transportation delays	Present	Exempt	Attendance Roster of School Structured Activity (Field Trip, Extra Curricular Club, Off Campus Event), Bus Route Roster of Late Busses, Attendance Roster of Athletic Team
DR	Death of Relative	Death of immediate family member or relative. The absence arising from this event is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.	Absent	Excused	Copy of Obituary, Memorial Card or Copy of Death Certificate.
EXC	Excused Absence	Code is for verified student absences. Student excuse notes required to document absence.	Absent	Excused	Medical Professional Appointment Card or Excuse Note, Court Notice, Observation of Religious Holiday documentation, College Visit Excuse Note from Admissions Office, and other documentation as outlined by Board Policy 5200.01.
ELV	Early Leave	Parent/Guardian is signing out a student and can provide documentation of excuse.	Absent	Excused	Student Release Log *see documentation for EXC.
EUX	Early Leave Unexcused	Parent/Guardian is signing a student out of school and fails to provide documentation of excused absence.	Absent	Unexcused	Student Release Log
FCE	Foster Care Excused	Student recently had a change in Foster Care Guardianship that has resulted in an absence or student was absent due to a Foster Care related court appearance.		Excused	Addendum D of the ICCA (Individual Childcare Agreement) or court documentation.
HOM	Home Instruction	This code applies to students absent from school and assigned home instruction by the Home Instruction Office.	Absent	Exempt	Home Instruction Approval Letter
INS	Institutionalized	Code applies to those students admitted to a psychiatric hospital, treatment center, juvenile detention center or substance abuse facility.	Absent	Exempt	Court Documents, Facility Document
KDG	Staggered Start Kindergarten	Beginning of the Year Staggered Start	Absent	Exempt	Official District Calendar, Letter from School
MAH	Medical with Class Work	Code applies to students determined as medically fragile or chronically ill. These students are under physician care and have disabilities documented by a physician.	Absent	Exempt	Documentation from Medical Professional, IEP, Documentation from teacher that work was completed.
NCH	Nationwide Children's Hospital	Students that are admitted to Nationwide Children's Hospital and being taught by CCS teachers onsite at Nationwide Children's Hospital.	Absent	Exempt	Nationwide Children's Hospital ADM Report or Notification letter/email from CCS teachers at NCH.
PAA	Parent Authorized Absence	Parent provides absence note for excused activity but does not provide supporting documentation. To be used for full-day absences only.	Absent	Excused	Parent Note *A parent is only allotted to excuse 9 attendance days using code: PAA, PALA, PAEL. After 9, additional documentation is required.
PAEL	Parent Authorized Early Leave	Parent provides dismissal note for excused activity but does not provide the supporting documentation for the ELV code. Parent signature is required on the documentation.	Absent	Excused	Parent Note, Student Release Log *A parent is only allotted to excuse 9 attendance days using code: PAA, PALA, PAEL. After 9, additional documentation is required.
PALA	Parent Authorized Late Arrival	Parent provides tardy note for excused activity but does not provide the supporting documentation for the ELV code. Parent signature is required on the documentation.	Absent	Excused	Parent Note, Student Late Arrival Log *A parent is only allotted to excuse 9 attendance days using code: PAA, PALA, PAEL. After 9, additional documentation is required.
PCE	Project Connect Excused	Student is homeless or in transition and has been identified by Project Connect.	Absent	Excused	Student must be flagged as Project Connect for the date associated with the absence.
PK	Staggered Start Pre-K	Beginning of the Year Staggered Start	Absent	Exempt	Official District Calendar, Letter from School
TEX	Tardy Excused	This is used when a student is reporting to school after the official start of the school day and can provide documentation of an excused absence as outlined by Board Policy 5200.01.	Absent	Excused	Student Late Arrival Log *see documentation for EXC
TIC	Truancy Intervention Center	Code applies to students assigned to the Truancy Intervention Center.	Absent	Exempt	Documentation from Truancy Intervention Center

*see documentation for EXC



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TWP	Transportation Wait Period	This is used when there is an absence due to a scheduling delay in district provided transportation.	Present	Exempt	Documentation verifying delay (such as an email or written documentation of verbal conversation confirming delay).
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Code	Definition	Situation	Status Type	Excuse Type	Documentation Needed:
TTC	Tardy To Class	This documents a student that was present in the building, but tardy to class. Not to be used when student is late to building and signed in tardy.	Present	Unexcused	Teacher Attendance Entry
TUX	Tardy Unexcused	This is used when a student is reporting to school after the official start of the school day.	Absent	Unexcused	Student Late Arrival Log
UNX	Unexcused Absence	School absences that have not been verified. School office has not received parent excuse note, documentation or notification as to the reason for absence or the reason for absence is not excusable as per Board Policy 5200.01.	Absent	Unexcused	N/A

Attendance Codes Associated with Behavior Resolutions

ISS	In School Suspension	This code applies to a student assigned to In-School Suspension status.	Present	Exempt	Behavior Resolution, ISS Attendance Roster
OSS	Out-of-school suspension with homework	Student is absent from class because of an out-of-school suspension. Homework is assigned during the length of suspension.	Absent	Exempt	Out of School Suspension Assignment Form
OSW	Out-of-school suspension without homework.	Out-of-school suspension code that results in an absence from the classroom.	Absent	Unexcused	OSW Resolution, Behavior Letter
PALS	Positive Alternative for Students	This code applies to students assigned to PALS Center as a result of discipline infraction.	Absent	Exempt	Assignment to PALS Centers in agreement with school administrator and parent.
RMV	Disciplinary Removal	Student is removed from school pending a parent/guardian hearing.	Absent	Excused	Hearing Resolution, Behavior Letter

Frequently Asked Coding Questions

- **Family Emergency** – Initially coded as UNX (Unexcused); A Request for Principal Approval Form can be submitted for approval. If approved by Principal the absence coding can be changed to EXC* (Excused).
- **Family Vacation** - See Administrative Guidelines On Coding For Family Vacations (5200.01). A Request for Principal Approval Form **must** be submitted for approval.
- **Early Dismissal for Doctor's Appointment** – Parent has signed the Student Release Log and indicated the reason of Doctor's Appointment, written note from Doctor was not provided. This should be coded as PAEL (Parent Authorized Early Leave). This code should be changed to ELV once documentation is received from the Doctor.
- **Nationwide Children's Hospital** – This code is only to be used for students that are **admitted** to Nationwide Children's Hospital **AND BEING TAUGHT** by CCS teachers onsite at Nationwide Children's Hospital. This code is NOT to be used for regular doctor appointments at Nationwide Children's Hospital facilities. These regular appointments should be coded as EXC, TEX or ELV provided proper documentation is received.
- **Late Arrival for Car Trouble** – This is not an excusable reason and is to be coded as TUX (Tardy Unexcused).
- **Late Arrival because CCS Transportation did not come** - See Administrative Guidelines for Coding Attendance Due to Transportation Issues (5200f).
- **Field Trips** – When students participate in a field trip, it is important that all parties understand their role in the attendance taking procedures. On the day of the trip, the supervising individual should provide a roster indicating who is actually attending the field trip. This list must be provided to the attendance office prior to leaving the building. The attendance office will use the provided roster to edit the attendance code to CLS (class excused) for the period of time that the students were out of the building. Teachers that are not participating in the field trip should take electronic attendance. If the teacher has students absent, due to their participation in a field trip, the teacher should mark those students absent.

*see documentation for EXC