

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |
| 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). |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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.