|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Code | Definition | Situation | Code | Status | Documentation Needed:DRAFT |
| 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 |
| 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 fail to provide documentation of excused absence. | Absent | Unexcused | Student Release Log |
| 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 Admission Office, and other documentation as outlined by Board Policy 5200c |
| 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 |
| IPW | IPASS Enrollment Wait Period | Students Assigned to IPASS  | Absent | Excused | Hearing Resolution, Hearing Details |
| ISS | In School Suspension | This code applies to student assigned to In-School Suspension status.  | Present | Exempt | Behavior Resolution, ISS Attendance Roster |
| 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, Students are under physician care and have disabilities documented by physician. | Absent | Exempt | Documentation from Medical Professional, IEP, Medical and Homework Assignment Form |
| 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 |
| OSS | Out-of-school suspension with homework | Student 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 |
| PAA | Parent Authorized Absence | Parent provides absence note for excused activity but does not provide supporting documentation. | Absent | Excused | Parent Note\*A parent is only allotted to excuse 9 attendance days using code: PAA. After 9, additional documentation is required. |
| 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. |
| PK | Staggered Start Pre-K | Beginning of the Year Staggered Start | Absent | Exempt | Official District Calendar, Letter from School |
| RMV | Disciplinary Removal | Student is removed from school pending a parent guardian hearing. | Absent | Excused | Hearing Resolution, Behavior Letter |
| 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 5200c. | Absent | Excused | Student Late Arrival Log\*see documentation for EXC |
| TIC | Truancy Intervention Center | Code applies to students assigned to Truancy Intervention Center | Absent | Exempt | Documentation from Truancy Intervention Center’ |
| TTC | Tardy to Class | This documents a student that was present in the building but tardy to class. | 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 excusal as per Board Policy 5200c. | Absent | Unexcused | N/A |