

Description of Attendance Codes

UNV - Unverified: This is a temporary code when a student is marked absent. It should change to another code when more information is gathered.

UNA - Unauthorized/ Unexcused: Student is absent for an unauthorized reason, or the student/parent did not follow the correct attendance procedure.

ADM - Administrative: The student is out of class, but with another staff member (eg; student services, administrator)

MED - Medical: Student was at a medical appointment or out of school with medical documentation. (doctor's note)

HBD - Home Bound: Student is at home or hospital and receiving authorized homebound instruction.

PEX - Parent Request: A parent called a student out of school for sickness or doctor's appointment.

EXC - Parent is excusing student for reason other than sickness or doctor's appointment.

VAC - Vacation: Student is on a pre-planned vacation AND the parent/guardian followed the proper procedure for approval.

CUT - Student was in school for part of the day, but cut one or more classes.

TRU - Student cut an entire day of classes.

RN - Nurse: Student was at the school nurse.

ISS - In school suspension

OSS - Out of school suspension

L - Tardy

FT - Field Trip