

High School Attendance Codes

Code	Code Description	Status	Excuse	ADA Earned	Chronic	When to Use
ADAR	ADA Recovery	Present	Excused	YES	NO	Used by District Office ONLY for schools participating in Saturday School with EdLink
ADMN	Principal/Vice Principal	Present	Exempt	YES	NO	Student with the school administration (Principal, VP)
COUN	Counselor	Present	Exempt	YES	NO	Student with school counselor or outside counselor (i.e., LaFamilia, CSUS, Interns, etc.)
CSUS	On Campus Suspension	Present	Excused	YES	NO	On Campus Suspension
GRAD	Senior Activities	Absent	Exempt	YES	NO	Used to indicate seniors have been excused from school prior to last day of school
HLTH	Health	Absent	Excused	NO	YES	Education Code section 4610 and 48205 (illness of the student, quarantine, student's medical appointment {requires doctor's note}, exclusion for medical reasons.
ISC	Independent Study - Complete	Present	Exempt	YES	NO	Completed Work IS (Independent Study Only)
ISN	Independent Study - Incomplete	Absent	Unexcused	NO	NO	Incomplete Work IS (Independent Study Only)
LATE	Excused Tardy > 30 min	Tardy	Excused	YES	NO	Excused Tardy > 30min- tardies greater than 30 minutes (i.e. student late with a doctor's/dentist appointment note). A note from a parent is NOT acceptable.
MEDV	Medical Verification	Absent	Excused	NO	YES	Absent with medical verification.
NATP	Non-Attendance Period	Present	Excused	YES	NO	Non-attendance period (student testing)
NSCH	In School	Present	Excused	YES	NO	For students when they are not in their assigned class, but are on campus.
NURS	Nurse	Present	Exempt	YES	NO	Student with school nurse
OTHR	Other - Personal Unexcused	Absent	Unexcused	NO	YES	Unacceptable reason with a note from the parent/guardian {considered a truancy by the state} – (going to work with parent or other family member, vacations, babysitting, under the influence of alcohol or drugs, personal problems, parties, shopping, waiting for the service or repair people to come, any other reasons NOT included in Education Code sections 460
PERS	Personal	Absent	Excused	NO	YES	Personal absence – Education Code section 46014 – student's court appearance {requires verification}, funeral services {one day, in state...three days, out of state}, parent's employment conference {requires prior principal approval}, college visit with non school personnel, student is the custodial parent of a child who is ill or has a medical appointment during school hours. Observance of a religious holiday or ceremony (recommend 3 days advance notice to school).

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SUS	Suspension	Absent	Unexcused	NO	NO	Suspension – Education Code Section 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 property.
T>30	Tardy > 30 min	Tardy	Unexcused	YES	NO	Truant tardies – Education Code section 48260: Tardies, in excess of 30 minutes, without valid excuse, on any three school days within a school year is considered a truancy.
TRDY	Tardy < 30 min	Tardy	Excused	YES	NO	Tardies which are LESS than 30 minutes on any given school day.
TRNT	Truant	Absent	Unexcused	NO	YES	Truant absences – Absent without consent or knowledge of the parent(s)/guardians(s).
UNV	Unverified - Incomplete	Absent	Unexcused	NO	YES	Unverified absence – Absences, which have NOT been cleared by any means (considered trancies by the courts).
VP	Verified Present	Present	Excused	YES	NO	Verified Present: Student who has been verified present; used to clear out the attendance mark that was made in error - used in conjunction with the <u>Single Period Attendance</u> report
VT	Verified Tardy	Tardy	Excused	YES	NO	Verified Tardy: Student verified tardy - used in conjunction with the <u>Single Period Attendance</u> report.
WBCV	College Visit	Present	Exempt	YES	NO	Used to document a college/school visit supervised by school personnel
WBLG	Guest Speaker	Present	Exempt	YES	NO	Used to document a guest speaker work-based learning experience supervised by school personnel
WBLI	Internship	Present	Exempt	YES	NO	Used to document an internship work-based learning experience by school personnel
WBSL	Job Shadow	Present	Exempt	YES	NO	Used to document a job shadow work-based learning experience supervised by school personnel
XTRA	Extracurricular	Present	Exempt	YES	NO	Extracurricular Activity – i.e. debate team, football game, field trips, school testing, other school related activity (counts as present)