

## 2019-2020 Elementary and Intermediate: Attendance Code Help Sheet

Scenario	Documentation	How to Code
<b>Tardies</b> Any student who arrives late within the 1 <sup>st</sup> 30 minutes of class, without a medical reason	*Tardy Log Completed by an Adult <i>or</i> Raptor Log <i>or</i> *Tardy Duplicate Slips *Tardy Note, if provided *Saved with the daily file	<b>Absence Type:</b> Y (Tardy-Office) <b>Absence Reason:</b> TD (Tardy)  <b>Comment Line:</b> Student Arrival Time and Reason for Tardy, if Note Provided
<b>Tardies</b> Any student who arrives late within the 1 <sup>st</sup> 30 minutes of class, with a medical reason	*Tardy Log Completed by an Adult <i>or</i> Raptor Log <i>or</i> *Tardy Duplicate Slips *Doctor's Note *Saved with the daily file	<b>Absence Type:</b> Y (Tardy-Office) <b>Absence Reason:</b> MA (Medical Absence-Dr's Excuse)  <b>Comment Line:</b> Student Arrival Time and Reason, if Note Provided
<b>Student Absence</b> Teacher Forgets to Mark a Student Absent	*Email or handwritten note from the teacher *Saved with the daily file	<b>Absence Type:</b> U (Unexcused) <b>Absence Reason:</b> TC (Office Corrects Tchr Att Entry)
<b>Student Attendance</b> Teacher Marks a Student Absent, But the Student is Present	*Email or handwritten note from the teacher *Saved with the daily file	Mark the "A" with a "P".  <b>Absence Type:</b> P (Pres/Abs) <b>Absence Reason:</b> TC (Office Corrects Tchr Att Entry)
<b>Substitute in the Class</b> The teacher is not present and a substitute provides student attendance.	*Attendance roster for the day *Saved with the daily file	Only mark absent students  <b>Absence Type:</b> U (Unexcused) <b>Absence Reason:</b> SU (Substitute Attendance)  If a student provides a note within 2 school days, then mark the absence type and absence reason that describes the reason for absence.
<b>Field Trips/School Sponsored Activity</b> The students are not attending scheduled classes, because they are on a school sponsored activity, such as a spelling bee, geography bee, or math mania:  *Fine Arts Activity *Field Trip *Extra-Curricular Activity	*Activity sponsor student list *Verification of student attendance list (Cannot accept a student sign in sheet) *Saved with the daily file	<b>Absence Type:</b> S (School Activity) <b>Absence Reason:</b> Choose the reason type code that best describes the activity such as  FA (Fine Arts Activity) FT (Field Trip) EX (Extra Curricular Activity)  Same codes can be used to mass assign a homeroom or grade level school sponsored activity.
<b>Student is with an Administrator/Counselor/Nurse</b> The student is with an administrator, counselor, or nurse	*Administrator or counselor log <i>or</i> *Email from administrator or counselor *Saved with the daily file	<b>Absence Type:</b> P (Pres/Abs) <b>Absence Reason:</b> Choose the reason type code that best describes the event such as  AD (Administrative) CN (With Counselor) NV (With Nurse)
<b>Student is Testing</b> The student is involved in a campus assessment such as GATE or SPED, etc.	*Assessment attendance log (Cannot accept a student sign in sheet) *Saved with the daily file	<b>Absence Type:</b> P (Pres/Abs) <b>Absence Reason:</b> TE (Testing)

Scenario	Documentation	How to Code
<b>Student is in ISS</b> The student will serve time in ISS as a disciplinary consequence.	*ISS student attendance log *Saved with the daily file	<b>Absence Type:</b> I (ISS) <b>Absence Reason:</b> IS (In School Suspension)
<b>Student is assigned OSS: Full Day Assignments</b> The student is served full days of OSS	*Skyward discipline record	<b>Absence Type:</b> O (OSS) <b>Absence Reason:</b> OS (Out of School Suspension)
<b>Student is assigned OSS: Partial Day and Full Day Combination Assignments</b> The student will serve partial + full days of OSS	*Skyward discipline record	<b>The partial day of OSS is coded as</b>  <b>Absence Type:</b> N (OSS after ADA) <b>Absence Reason:</b> OS (Out of School Suspension)  <b>The full day(s) of OSS is coded as</b>  <b>Absence Type:</b> O (OSS) <b>Absence Reason:</b> OS (Out of School Suspension)
<b>Early Pickups: Medical with a Dr. Note</b> A student is picked up from school for a doctor's visit. The student may or may not return back to school. A doctor note is provided.	*Student Sign Out Log Completed by an Adult <i>or</i> Raptor Log <b>and</b> *Doctor/clinic note *Saved with the daily file	<b>Absence Type:</b> P (Present/Absent) <b>Absence Reason:</b> MA (Medical Absence)
<b>Student Late Arrival: Medical with a Dr. Note</b> A student arrives late due to a doctor's visit. A doctor note is provided.	*Student Sign In Log Completed by an Adult <i>or</i> Raptor Log <b>and</b> *Doctor/clinic note *Saved with the daily file	<b>Absence Type:</b> P (Present/Absent) <b>Absence Reason:</b> MA (Medical Absence)
<b>Early Pickups: Other Reason</b> A student is picked up from school after ADA.	*Student Sign Out Log Completed by an Adult <i>or</i> Raptor Log <b>and</b> *Student Absence Note *Saved with the daily file	<b>Absence Type:</b> L (Left Early) <b>Absence Reason:</b> Choose the reason that describes the reason for leaving early, if possible <b>Comment Line:</b> Time Student Left for the Day
<b>Sent Home from the Clinic</b> A student is sent home ill	*Nurse/Clinic Pass *Saved with the daily file	<b>Before ADA:</b> <b>Absence Type:</b> E (Excused) <b>Reason:</b> NS (Nurse Sent Home) <b>Comment Line:</b> Time Student Went Home  <b>After ADA:</b> <b>Absence Type:</b> L (Left Early) <b>Reason:</b> NS (Nurse Sent Home) <b>Comment Line:</b> Time Student Went Home  <i>If the parent sends a doctor note, then will need to change the day's attendance to P-MA.</i>  If student goes home with a fever, add <i>fever</i> to the <b>comment line</b> . Excuse the absence for the following day and let the parent know.  <b>The Next Absent Day:</b> <b>Absence Type:</b> E (Excused) <b>Absence Reason:</b> NS (Nurse Sent Home) <b>Commit Line:</b> add "Student Cannot Attend per Nurse due to Fever"

Scenario	Documentation	How to Code
<p><b>Flu</b> The student is diagnosed with the flu.</p>	<p>*Dr. Note with Flu Diagnosis *Saved with the daily file</p>	<p><b>Absence Type:</b> E (Excused) <b>Absence Reason:</b> FL (Flu)</p>
<p><b>Student Ill: Guardian Note</b> The student is ill. The guardian sends an absence note stating the student is ill for a partial or whole day.</p>	<p>*Guardian Note *Saved with the daily file  Only 9 of these types of notes are permissible.</p>	<p><b>Absence Type:</b> E (Excused) <b>Absence Reason:</b> IL (Illness-Parent Note)</p>
<p><b>Religious Holy Day</b> The student will participate in observation of holy days including 1 day for travel to and 1 day for travel from the site where the student will observe the holy days.  Church retreats, camps, mission trips, baptisms, christenings, bar mitzvahs are not considered holy days.</p>	<p>*Guardian Note *Saved with the daily file</p>	<p><b>Absence Type:</b> P (Present/Absent) <b>Absence Reason:</b> RH (Religious Holy)</p>
<p><b>Playing "Taps" at a military funeral</b> The student (6<sup>th</sup>-12<sup>th</sup> grade) misses school for the purpose of playing "Taps" at a military honors funeral held in Texas for a deceased veteran.</p>	<p>*Guardian Note *Saved with the daily file</p>	<p><b>Absence Type:</b> P (Present/Absent) <b>Absence Reason:</b> TA (Sounding "Taps")</p>
<p><b>Required Court Appearance</b> The student will participate in a court appearance required if the law (federal or state) or the court mandates an appearance by the student in a criminal, civil, or traffic matter. Student may serve as a plaintiff, defendant, or as the subject of a court proceeding, such as adoption or custody proceeding.  Absences to meet with probation officers and other absences related to court-ordered activities outside the courtroom do not qualify as required court appearances.</p>	<p>*Jury summons in the name of the student <i>or</i> *Subpoena in the name of the student <i>or</i> *Traffic ticket marked "You Must Appear" or "Court Appearance Required" <i>or</i> *Copy of a pleading or other document filed with the court <i>or</i> *A notice from the court clerk regarding a hearing or trial date *Saved with the daily file</p>	<p><b>Absence Type:</b> P (Present/Absent) <b>Absence Reason:</b> CA (Required Court Appearance)</p>
<p><b>Student is in the Conservatorship of the DFPS and Misses School</b> The student participates in an activity ordered by a court under the Texas Family Code, provided that scheduling the activity outside of school hours is not practicable <i>or</i> to attend an activity under a service plan under the Texas Family Code.</p>	<p>**Student Sign Out Log Completed by an Adult <i>or</i> Raptor Log *Copy of the caseworker's ID badge with date and time *Saved with the daily file</p>	<p><b>Absence Type:</b> P (Present/Absent) <b>Absence Reason:</b> CP (CPS Student Appointment)</p>

Scenario	Documentation	How to Code
<p><b>Complete Application for US Citizenship</b> The student appears at a government office to complete paperwork for US citizenship, including 1 day for travel to and 1 day for travel from the government office.</p>	<p>*Guardian Note <i>or</i> *Proof of appointment *Saved with the daily file</p>	<p><b>Absence Type:</b> P (Present/Absent) <b>Absence Reason:</b> UC (Application for US Citizenship)</p>
<p><b>US Naturalization Oath Ceremony</b> The student participates in his/her US naturalization oath ceremony, including 1 day for travel to and 1 day for travel from the government office.</p>	<p>*Proof of naturalization oath ceremony <i>or</i> *Guardian Note *Saved with the daily file</p>	<p><b>Absence Type:</b> P (Present/Absent) <b>Absence Reason:</b> NO (Naturalization Oath)</p>
<p><b>Visits with Active Duty Member of Armed Services</b> The student visits with a parent, stepparent, or legal guardian who is an active duty of armed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least 4 months outside residence.</p> <p>Only 5 days can be excused each year and must be taken no earlier than 60 days before deployment or no later than 30 days after return from deployment.</p>	<p>*Guardian Note with Deployment Date *Saved with the daily file</p>	<p><b>Absence Type:</b> P (Present/Absent) <b>Absence Reason:</b> AM (Active Duty Visit Military)</p>
<p><b>Homebound Student</b> A student is served educationally through homebound services. The time served is equivalent to school days present as indicated on the homebound instruction long with total weekly days in attendance.</p>	<p>*Homebound Instruction Log with Total Weekly Days in Attendance *Saved with the daily file</p>	<p><b>Absence Type:</b> P (Present/Absent) <b>Absence Reason:</b> HB (Homebound)</p>

**Note:** Always add attendance details in the comment section. This is a way of providing documentation.