

## APPENDIX H

### ATTENDANCE CODES WITH CATEGORIES AND DESCRIPTIONS

Description	State Code Symbol	Presence Status In PowerSchool	Unexcused - Excused	Description
<b>Present</b>	(blank)	Present		On campus > 51% of the day
<b>504/IEP</b>	SP	Present	E	Absence specifically related to 504/Individualized Education Plan with documentation. (surgical, accident, other health, mental, behavioral issue as the plans dictate)
<b>Administrator Approved</b>	AA	Absent	E	Principal's discretion for excusing absences (be very cautious in this area because it is a Chronic Absenteeism Contributor). (Anticipated absence utilizing parent notes for documentation.)
<b>Alternative Placement</b>	AP	Present	E	Student being placed in alternative school/setting in the local LEA and documenting number of days anticipated for placement. (alternative to suspension, therapeutic, etc.)
<b>Doctor/Nurse Excused</b>	DE	Absent	E	An excuse provided by a medical professional, i.e., doctor/nurse, therapist, chiropractor, Teladoc, (Note from doctor, "please excuse the following days.")
<b>Delayed Start</b>	DS	Present	E	Delay the start of school as determined by the LEA/Superintendent. (Can involve safety, security, severe weather that the Governor has not already declared, water or electric outage at a school, etc.)
<b>Early Dismissal</b>	EDL	Present	E	Early dismissal as determined by the LEA/Superintendent. Can involve safety, security, severe weather that the Governor has not already declared, water or electric outage at a school, etc.
<b>Emergency School Closure</b>	X	Present	E	As determined by the Governor of Alabama. (Severe weather, tornadoes, snow, and ice, pandemic, etc.)
<b>Exemption</b>	EXE	Present	E	Day a student is not at school because they are exempt from exams or testing. (Semester Exams, etc.)
<b>Expulsion</b>	EX	Absent	E	When a student is officially expelled from school. Student no longer allowed on campus but due to Individualized Education Plan, services must be provided.

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<b>Field Trip</b>	FT	Present	E	A school event that is supervised by LEA for curriculum associated trip, school club, athletics, etc.
<b>Homebound</b>	HB	Present	E	Determined by 504, IEP, or supporting documentation. (Student has a medical condition that requires them to remain at home, IEP changes their LRE to be at home, etc.)
<b>Description</b>	<b>State Code Symbol</b>	<b>Presence Status In PowerSchool</b>	<b>Unexcused - Excused</b>	<b>Description</b>
<b>In School Suspension</b>	ISS	Present	E	Determined at local level by school administration and the district's student code of conduct. (Student is placed in assigned area in the assigned school to serve out their ISS.)
<b>Legal</b>	LG	Present	E	Required appearance as ordered by a government agency. (DHR documentation, court documentation, and immigration documentation.) Could be for absences associated with ALSDE-registered STC placement.
<b>Out of School Suspension</b>	OSS	Absent	E	The temporary removal of a student from the regular education setting for a violation of school policies or rules. (Students awaiting alternative placement could be placed OSS temporarily while waiting for expulsion hearing or alternative placement.)
<b>Parent/Guardian / Custodial Excuse, Written or Verbal</b>	PE	Absent	E	An excuse from a parent, guardian, or custodian falling within the LEA allowable number or other excusable reasons as defined by the LEA. Note: Reference Policies on Illness, Death Immediate Family, Legal, Quarantine, emergency conditions determined by principal/ superintendent, permission of principal and consent of parent, passport, DMV (documented), student required to attend legal event with a parent for translation services, etc.
<b>Religious Instruction</b>	RI	Present	E	Released time for student participation in religious instruction.
<b>School Activity</b>	SA	Present	E	School Event not supervised by a school employee. An activity that is school related, representing the school/district. (College visit, military

				induction, military funeral, etc.)
<b>Skipping</b>	SK	Absent	U	Student is not where they are scheduled to be. (For example, student present for all periods but 2nd period.)
<b>Unexcused Absence</b>	UA	Absent	U	Unexplained absence, not an excusable absence. (Exceeded parent notes, no note received, etc.)
<b>Tardy Excused</b>	TE	Present	E	Tardy creating a student check-in and out. A tardy is determined by a set percentage or number of minutes a student misses in the school day.
<b>Tardy Unexcused</b>	TU	Present	U	Tardy is used when creating a student check-in and out. A tardy is determined by a set percentage or number of minutes a student misses in the school day.
<b>Military Affiliate</b>	MA	Present	E	Absences associated with deployments of the military member-documentation required-as reflected in the Military Compact of Alabama.