

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
ATTENDANCE ACCOUNTING ABSENCE REASON CODES**

ELEM/ SEC	Att. Nts Code	File	ATTN. CODE	ADA Eligibility	ABSENCE REASON
E & S	N/A	N/A	A	No	<b>Absent</b> - Unresolved absence; no ADA. <u>EC 48260</u>
E & S	Yes	No	N	No	<b>Non Verified</b> - To be used when contact has been attempted with the parent or guardian, i.e., message left on phone machine, call placed by automated dialing system, absence verification form sent home with student, home visit form left at house requesting parent/guardian to call the school to clear absences, etc. Use this code while you are waiting for a response from the parent/guardian; no ADA.
E	Yes	No	W	Yes	<b>Tardy Unexcused 31 Plus</b> - Code used when a student is late to school or class <b>31 minutes or more</b> due to an unexcused reason; considered present and ADA is claimed for the day. <u>EC 48260</u>
E & S	Yes	*No	X	No	<b>Truant</b> - A student initiated absence when a parent, teacher or school administrator verified that the student was truant; no ADA Exit Code:140 or 400 if student is 18+- Only use if directed by Positive Youth Development <u>EC 48260</u>
E & S	Yes	*No	U	No	<b>Unexcused</b> - Parent initiated absences not verified as excusable (shopping, missed bus, no transportation, overslept, babysitting, out of town, no clean clothes, inclement weather, parent will not give reason for an absence, etc.); no ADA. <u>EC 48260</u>
E & S	No	Yes	D	No	<b>Doctor/Dental Verified</b> - Absence due to a doctor or dental appointment that is verified by a document from the doctor and/or dentist office; <b>No ADA.</b> <u>EC 48205</u>
E & S	Yes	Yes	B	Yes	<b>Early Dismissal-Excused</b> - Code used when a student leaves school prior to regular dismissal time due to an excused reason, as per "excused" and "personal needs" reason; ADA approved.
E & S	Yes	Yes	C	Yes	<b>Early Dismissal-Unexcused</b> - Code used when a student leaves school prior to regular dismissal time due to an unexcused reason; ADA approved. <u>EC 48260</u>
E	Yes	Yes	5	Yes	<b>Student Left and Returned</b> - Code used when a students leaves school "Early Dismissal" and returns in the same day. Attendance note must be entered to indicate time of "Early Dismissal" and the time that the student returned.
E & S	Yes	*No	E	No	<b>Excused</b> - Absence due to illness; quarantine under the direction of a county or city health officer; medical, dental, optometric, or chiropractic services (when reported by the parent/guardian); attending the funeral services of a member of his or her immediate family (mother, father, grandmother, grandfather, caregiver, spouse, son, daughter, brother, sister, or any relative living in the immediate household of the student) (one day in California and three days outside California); maximum of five (5) days for head lice (per incident); jury duty; illness or medical appointment during school hours of a child of whom the pupil is the custodial parent; serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code; exclusion from school because the student is either the carrier of a contagious disease or not immunized for a contagious disease; maximum of five (5) days for the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position; no ADA. <u>EC 48205</u>
E & S	No	No	I	No	<b>Immunization</b> - An excused absence for <i>up to five days</i> following district notification of the parent or guardian to obtain immunization for any student who has not been immunized; exclusion for failure to present evidence of immunization; no ADA.
S	No	Yes	G	Yes	<b>In-House Detention</b> - Code used when a student is placed in an on campus detention class/room with a certificated teacher; considered present and ADA is claimed.
E & S	No	No	F	Yes	<b>Independent Study Funded</b> - Absences for a student while on independent study, after the sample homework has been approved by the Independent Study office and a determination has been made as to the number of days approved (these absences should have been coded "independent study unfunded" prior to changing them to "independent study funded"); ADA approved, which is counted as a day of attendance. <u>EC 51747 CCR Title 5, Sec. 11701 Must Meet Requirements</u>
E & S	No	No	H	No	<b>Independent Study Unfunded</b> - Absences for a student while on independent study for which no credit is given and/or prior to homework being turned in and/or evaluated for credit; no ADA. <u>EC 51747 CCR Title 5, Sec. 11701 Must Meet Requirements</u>
E & S	Yes	*No	J	No	<b>Juvenile Hall</b> - Absence due to the student being in Juvenile Hall and verified by a reliable source. No ADA. <b>Exit Code: 160</b>
S	No	No	O	No	<b>Office</b> - Absence due to student being in the office and not in his/her assigned class; no ADA.
E & S	Yes	Yes	K	No	<b>Personal Needs</b> - For justifiable personal reasons, a written communication, signed by the parent/guardian or email, shall be submitted to the principal or principal's designee for approval. The communication must include a request that the student's absence on a specific date be excused and a statement explaining the reason for the absence. A parent initiated absence due to justifiable personal reasons include, but are not limited to: bereavement in the event of a death of members of his or her immediate family (mother, father, grandmother, grandfather, caregiver, spouse, son, daughter, brother, sister, or any relative living in the immediate household of the student); critical illness in the family which has direct impact on family members in the home (family is defined as mother, father, grandmother, grandfather,

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					caregiver, spouse, son, daughter, brother, sister, or any relative living in the immediate household of the student); appearances at SART and SARB meetings; attendance at events sponsored by certain organizations or groups as approved by the principal or principal's designee; family emergency; other exceptional circumstances to be approved by the school principal including, but not limited to an appearance in court, attendance at a funeral service (other than the immediate family as described above), observance of a holiday or ceremony of his or her religion, attendance at religious retreats (not to exceed four hours per semester), family retreats (family vacations), or attendance at an employment conference; student holding a work permit to work for a period of not more than five consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working. <b>Maximum of up to five absences per school year; no ADA.</b> <u>EC 48205</u>
S	No	N/A	3	No	<b>Class Did Not Meet "DS NT MEET"</b> - Absence due to 0 or 8th period class not meeting due to main teacher absence. Students are not affected negatively by this code in their attendance. No ADA.
E & S	Yes	*No	4	*No	<b>Child and Family Services/ Incarceration "CFS"</b> - Absence due to a student being placed elsewhere by child and family services and/or incarcerated (Not juvenile hall). Does not effect ADA negativley. <b>Exit Code: 160</b>
E & S VA only	No	No	7	Yes	<b>Aysnchronous "Async"</b> - Student did not engage at scheduled meeting time, but participated in course work. Considered present and ADA is claimed.
E & S VA only	No	No	8	Yes	<b>Synchronous "Sync"</b> - Student engaged at scheduled meeting time. Considered present and ADA is claimed.
E & S VA only	No	No	9	No	<b>Distance Learning, Not Engaged "DL NT ENGD"</b> Student did not engage at scheduled meeting time, and did not participate in course work. No ADA.
E & S	N/A	N/A	P	Yes	<b>Present</b> - Present in class; ADA claimed.
E & S	Yes	*No	R	No	<b>Runaway</b> - Absence due to the student being reported as a runaway by the parent or guardian; no ADA. Police report case number is <b>required</b> in order to use this code. <i>If no police report case number provided, then follow Unexcused absence procedure</i> <b>Exit Code:140 or 400 if student is 18+. Do not use unless directed by Positive Youth Development</b>
E & S N/A	Yes	No	M	Yes	<b>Saturday School</b> - Code used to change day(s) that were previously considered "excused" or "unexcused" when a student attends Saturday School, provided the school site adheres to all Saturday "makeup" school procedures as outlined by the California Education code; considered present and ADA is claimed. <b>Not in use at this time</b>
E & S	No	No	S	No	<b>Suspended</b> - School initiated absence due to a suspension, not to exceed five days at a time (limited to 20 days per school year), unless Positive Youth Development <b>approved</b> an "Extension of the Suspension". If a parent states that student is staying at home past the allowed five day maximum until he/she can have a conference with the administrator and/or teacher, those days should be coded as "unexcused"; no ADA.
E & S	No	No	L	Yes	<b>Suspended ADA</b> - First day of suspension, provided that the student attended at least <b>240 INSTRUCTIONAL MINUTES</b> prior to being suspended. Recess and lunch are not to be counted as instructional minutes. This counts as the first day in the five (5) days allowed for the suspension; ADA approved.
E & S	Yes	*No	Q	Yes	<b>Tardy Excused</b> - Code used when student is late due to an excusable reason, as per "excused" reason or "personal needs" reason. Additionally, this code is to be used for a tardy due to a late school bus. Record "late bus" in the attendance notes; ADA approved. <u>EC 48205</u>
E & S	Yes	*No	T	Yes	<b>Tardy Unexcused</b> - Code used when a student is late to school or class <b>30 minutes or less</b> due to an unexcused reason; ADA is claimed. <u>EC 48260</u>
E & S	Yes	Yes	Y	Yes	<b>Verified Present</b> - Code used when teacher marks a student absent and then verifies that a student was actually present and on time in class per the <i>Student Present/Absent Verification (BU-40)</i> form. Considered present and ADA is claimed.
E & S	Yes	Yes	V	Yes	<b>Verified School Activity</b> - Absence due to a student being on a school approved field trip under the supervision of a certificated employee in an instructional setting; considered present and ADA is claimed.
E & S	Yes	Yes	Z	Yes	<b>Verified Teacher Activity</b> - Absence due to a student being with a certificated teacher who he/she is not scheduled with, instead of attending their scheduled class; or due to testing. Considered present and ADA is claimed.

\*Any written communication received for purposes of clearing an absence(s), regardless if it is an excused or unexcused, **YOU MUST FILE.**

\*\*Any "YES" under attendance notes code, a specific note from the drop down menu **must be selected.**

	Attendance Note Code	File
Yes	You must select a note in the drop down code	Must have a note in the file
No	No note in the drop down needs to be selected	No note needs to be filed
*No	N/A	Must file written communication if received. See above explanation