Attendance Types:

E = Excused | **U** = Unexcused | **S** = Suspended | **D** = Doctor | **N** = Extenuating | **P** = Present under school control

Calcasieu Attendance Codes

01	E Received contact from parent	Office
02	D Dr. Note Verified*	Office
03	P In School Suspension	Office/Discipline
04	P School Business/Ed Trip	Office
06	N Extenuating Circumstances	Office
08	U Skipped	Teacher
09	S Out of School Suspension	Office
14	U Tardy to class	Teacher (HS and MS)
17	N Harvey	Office
18	E Religious Holiday	Office
19	U Late to school/Early Dismissal	Office
27	U Parent Communication Recieved	Office
30	**U Unexcused**	**Teacher (Default)**
31	P Timeout Room	Office
37	P Staff Check out	Office
45	P Staff Check in	Office

For Perfect Attendance and Report Cards/IPRs

Skip Codes:

ALL "P" Codes

For Most Other Attendance Reports

Skip Codes:

D Doctor Note Verified

All P Codes

All N Codes

18 E Religious Holiday

48 E Late Bus

Elementary School Teachers	Column	Code	Description
Student is not in class at the beginning of the day (1st hour)	1st	30	U Unexcused

Middle/High School Teachers	Column	Code	Description
Student is not in class at the beginning of the day (1st hour)	1st	30	U Unexcused
Student is not in class any hour **after** 1st hour, and there is nothing in the OUT column of attendance	Out	08	U Skipped
Student is late getting to class (after 1st hour)	Out	14	U Tardy to Class
Student is in class and his last attendance entry is in the OUT column	Send student to the office to check in		

All Attendance Offices	Column	Code	Description
Student checks in at the office after the tardy bell but before 9:30 without Dr. note.	In	19	U Late to school/Early Dismissal
Student checks out through the office after 1:30	Out	19	U Late to school/Early Dismissal
Parent checks student out through the office (before 1:30)	Out	01	E Received Contact from Parent
Parent checks student in through the office with no Dr. note (after 9:30 and before 1:30)	In	01	E Received Contact from Parent
Student checks in through the office without parent contact	In	30	U Unexcused
Parent or student checks in with Dr. note any time of day	In	02	D Dr. Note Verified
Bus is late to school (if students have already been marked absent)	In	48	E Late Bus
Extenuating circumstances for check in	In	06	N Extenuating Circumstances
Extenuating circumstances for check out	Out	06	N Extenuating Circumstances
Student is on approved school field trip	Out	04	P School Business/Ed Trip
Staff member removes student from class for conference	Out	37	P Staff Check Out
Staff member sends student back to class after conference	In	45	P Staff Check In
Office receives Dr. Note for prior day's absence(s)	Excuse	02	D Dr. Note Verified
Office receives parent note for prior day's absence(s) (Check with your principal when in doubt about 01 E or 27 U)	Excuse **OR** Excuse	01 / 27	E Received Contact from Parent / U Unexcused Note (Type *Unexcused Note* in Dr Reason)

Automatic Attendance Codes	Column	Code	Description
Student is placed in ISS through disciplinary action	Out	03	P In School Suspension
Student is suspended through disciplinary action	Out	09	S Out of School Suspension

Attendance in Calcasieu Parish – Revised 9/3/2025

The attached attendance information explains which JCampus attendance codes are available for use in Calcasieu Parish. The abbreviated list came as a result of the administration's goal for consistency across the district. Obviously, there will be scenarios that this document will not cover. If you have any questions, please feel free to contact MIS/your data clerk.

Please note the following:

o   If you do not like the description of one of the JCampus attendance codes that are available you may change the description by doing one of the following:
   o Click in the Out Reason from Post Attendance for checkouts.
   o Click in the In Reason from Post Attendance for checkins.
   o Click in the Dr Reason when entering a parent/dr note for a previous absence.
o   There is no attendance code for Homebound. This is taken care of on the programs tab by using Program Code 17 Hosp./Homebound.
      o   Using this code on the Programs tab will highlight the student in red to alert the office or teacher.
o   If an attendance code is entered for a student with Program 17 or Special Code HB, a warning will let the user know that the student is homebound