How to Read the Attendance Report

Type Code	Description	Category	Count in Truancy
A	Absent	Unexcused	Yes
E	Excused Absence	Excused	No
G	Tardy Excused	Tardy	No
K	Tardy- Kiosk	Tardy	No
L	Left Early	Other	No
O	School Related	Other	No
S	Testing	Other	No
T	Tardy	Tardy	No
U	Unexcused	Unexcused	Yes

Reason Code	Long Description
AR	Activities Related
CE	Classroom Exclusion
EI	Excluded- Immunization Status
ER	Emergency Removal
ET	Excessively Tardy (over 10 minutes late to class and counts as an unexcused absence. Must be excused with valid reason by a parent/guardian.)
FE	Family Emergency
FT	Field Trip
HH	Home/Hospital
HT	Home Tutored
ID	In House Detention
IF	Ill Family Member
IH	In House Appointment
IL	Illness
IS	In House Suspension
LA	Legal Appointment
MA	Medical Appointment
MH	Mental Health
NE	Nurse Excused
NN	No Note
OB	Student Obligation to Family
PC	Parent Call
PE	Pre-Excused
PN	Parent Note
RC	Religious/Cultural
SC	Student Call
SN	Student Note
SP	Special Permission
SU	Suspended
TC	Truant Confirmed
TI	Transportation Issue
TK	Tardy Kiosk (under 10 minutes late to class)
TS	Testing
WS	Parent's Work Schedule
XP	Expelled

Example

-00-	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-
	A-ET									
							T-	A-ET		
	E-MA									
					G-IH		K-TK	T-		
	A-ET			L-AR						
					E-MA	G-MA	T-			

The first letter is the attendance type (Table 1 above).

After the – is the Reason Code (Table 2 above).

Example	Code	Description
A-ET	Absent – Excessively Tardy	Student arrived to class more than 10 minutes into the class period, but they were there for part of it. Counts as an absence because it is over 10 minutes. Must be excused with valid reason by a parent/guardian.
T-	Tardy	Tardy. Reason for tardy unknown.
E-MA	Excused – Medical Appointment	
G-IH	Tardy Excused- In House Appointment	The student was tardy to class because they had an in-house appointment. That could be in the counseling office, main office, or meeting with a teacher after class resulting in them being late for the next class.
K-TK	Tardy Kiosk – Tardy Kiosk	The student came in through the main office and checked in to the tardy kiosk after arriving late to school.
L-AR	Left Early- Activities Related	The student left school or class early for a school related activity. For example, a team leaves early for a competition.