

# ATTENDANCE CODES

Students are **COUNTED ABSENT BY THEIR TEACHER!!!** The Attendance Office only **CODES** absences. If a student questions an absence, they should contact the teacher who marked them absent.

- P - Present
- SA – School Activity (not academic related)
- C – Conference (in an office or with a teacher)
- D – Death/Immediate Family (must bring memorial card from services)
- E – Excused Absence (excused by parent phone call/note)
- F – Family Emergency (documented by letter from parent stating situation and asking Principal to excuse as family emergency)
- H – Homebound (extensive illness or disability designated by Counselor)
- J – Judicial (must be documented by letter from judge or court)
- M – Medical (date specific documented by a note from doctor – **must be original or may be faxed to us directly from doctor office**)
- N – Inschool Activity (academic related)
- R – Religious (documented by letter from church/minister and approved by principal)
- S – AISP (Alternative In-School Placement)
- T – Unexcused tardy (3= unexcused absence)
- U – Unexcused absence
- V – College Visit (parent calls to excuse; documented by our form completed by student/parent/university visited)
- X – State School Activity (for State finals; sports, academics, band, choir, etc.)
- Y – Excused tardy

Students are allowed 9 absences per hour per semester. The following absences **DO NOT** count toward those 9 absences:

Medical	State School Activity	College Visit
Family Emergency	In School Activity	AISP
Judicial	Religious	Conference
School Activity	Death immediate family	

The following absences **DO COUNT** against those 9 absences:

Excused Absence	Unexcused Absence	Unexcused Tardy
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Students with no more than three (3) absences (6 for 2009-2010 due to flu epidemic) and no more than three (3) tardies in ALL classes are eligible to **exempt** from one semester exam of their choice. Students must have at least a “B” average in the class of exemption to be eligible. Students who have been suspended or have one unexcused absence during the semester are not eligible for test exemptions.

The following absences **COUNT AGAINST** the exemption:

Excused	Unexcused	Medical	Family Emergency	Judicial
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The following absences **DO NOT COUNT AGAINST** the exemption:

School Activity	Religious
State School Activity	AISP
In School Activity	Death immediate family
College Visits	Conference

## School Activity Absences (Policy #4225)

Students are allowed **ten (10)** days per year for school activity absences. If a student is to be absent for a school-sponsored activity, it is his/her responsibility to have all work handed in **PRIOR** to the scheduled activity date or at least to have made arrangements with the teacher regarding the work. Failure to do so could result in the student staying at school to attend classes and missing the scheduled activity. Students who need more than ten (10) activity absences for the year must file a written petition with the principal. **STUDENTS CANNOT EXCEED FIFTEEN (15) ACTIVITY ABSENCES. Any activity absence after fifteen will be an excused absence.**