

Students

Student Attendance, Truancy and Chronic Absenteeism

I. Attendance and Truancy

A. Definitions for Section I

1. "Absence" - any day during which a student is not considered "in attendance" as defined in these regulations.
2. "Disciplinary absence" - Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent, except for each day that the student receives alternative education programming for at least half of the instructional school day. A disciplinary absence is not considered excused or unexcused for attendance and truancy purposes.
3. "Educational evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
4. "Excused absence" - a student is considered excused from school if the school has received oral or written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:
 - a. Any absence before the student's tenth (10th) absence, is considered excused when the student's parent/guardian approves such absence orally or submits appropriate written documentation; and in accordance with this regulation.
 - b. For the student's tenth (10th) absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
 - i. Student illness (verified by an appropriately licensed medical professional);
 - ii. religious holidays;
 - iii. mandated court appearances (documentation required);
 - iv. funeral or death in the family, or other emergency beyond the control of the student's family;
 - v. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;

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- vi. lack of transportation that is normally provided by a district other than the one the student attends.
 - c. A student, age five (5) to eighteen (18), whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.
5. "In attendance" - any day during which a student is present at the student's assigned school, and/ or participating in from an activity sponsored by the school (e.g. field trip) , for at least half of the regular school day. and/or participating in statutorily authorized remote learning as determined through a combination of: synchronous virtual classes, synchronous virtual meetings, activities on time-logged electronic systems, and/or the completion and submission of assignments for at least half of the instructional school day.
- 6. "Mental health wellness day" - a school day during which a student attends to such student's emotional and psychological well-being in lieu of attending school.
 - 7. "Remote learning" means instruction by means of one or more Internet-based software platforms as part of a remote learning model as may be authorized by the [Waterford] Board of Education (the "Board") in accordance with applicable law.
 - 8. "Student" - a student enrolled in the Waterford Public Schools (the "District").
 - 9. "Truant" - any student five (5) to eighteen (18) years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.
 - 10. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

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Student Attendance (continued)

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

B. Oral and/or Written Documentation Requirements for Absences

1. Oral or written documentation must be submitted for **each** incidence of absence within ten (10) school days of the student's return to school. Consecutive days of absence are considered one incidence of absence.
2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.
3. For the student's tenth (10th) absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
 - a. student illness:
 - i. signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
 - ii. signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.
 - b. religious holidays: none.
 - c. mandated court appearances:
 - i. a police summons;
 - ii. a subpoena;
 - iii. a notice to appear;
 - iv. a signed note from a court official; or
 - v. any other official, written documentation of the legal requirement to appear in court.
 - d. funeral or death in the family, or other emergency beyond the control of the student's family: a written document explaining the nature of the emergency.

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- e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
 - f. lack of transportation that is normally provided by a district other than the one the student attends: none.
4. Email messages to appropriate school personnel notifying of a student's absence will be accepted. Such emails may also contain scanned copies or forwarded emails that satisfy the requirements of written documentation listed in #3 above. Oral approval may be given via phone to the school's main office. Text messages will not serve to satisfy the requirement of written documentation.
5. The Waterford Public Schools reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.
6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.
7. Retention / Summer School
- a. Students who are absent from school for 28 to 44 days for any reason (excused or unexcused) will be retained in grade but shall have the opportunity to attend Waterford Public Schools Summer School Program. With all other academic requirements met and the successful completion of the Summer School Program, promotion shall occur.
 - b. Students who are absent from school for 45 days or more for any reason (excused or unexcused) shall be retained.
8. Make-up Work: Teachers are not obligated to give assignments in advance of a student's school absence. It will be the responsibility of the student to complete all assignments within five (5) school days of his/her return from school absence.

C. Extraordinary Educational Opportunities

1. To qualify as an extraordinary educational opportunity, the opportunity must:

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- a. be educational in nature and must have a learning objective related to the student's course work or plan of study;
 - b. be an opportunity not ordinarily available to the student;
 - c. be grade and developmentally appropriate; and
 - d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.
2. Family vacations **do not** qualify as extraordinary educational opportunities.
 3. All requests for approval of extraordinary educational opportunities must:
 - a. be submitted to the building principal **in writing** prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional circumstances at the discretion of the building administrator;
 - b. contain the signatures of both the parent/guardian and the student;
 - c. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study; and
 - d. include additional documentation, where available, about the opportunity.
 4. The building principal shall provide a response in writing and include the following:
 - a. either approval or denial of the request;
 - b. brief reason for any denial;
 - c. any requirements placed upon the student as a condition of approval;
 - d. the specific days approved as excused absences for the opportunity;
 - e. the understanding that the building administrator may withdraw approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.

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5. All decisions of the building principal relating to extraordinary educational opportunities shall be final.
6. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.
7. Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.

D. Truancy Exceptions

1. A student five (5) or six (6) years of age shall not be considered truant if the parent or person having control over such student has appeared personally at the District office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
2. A student seventeen (17) years of age shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the District and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.
3. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

E. Readmission to School Following Voluntary Withdrawal

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section D.2, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.
2. If a student who has voluntarily withdrawn from school (in accordance with Section D.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

F. Determination of Whether a Student is "In Attendance"

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1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least half of the instructional school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered “in attendance.”
3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being “in attendance” for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate in accordance with applicable law.

G. Procedures for students in grades K-8*

1. Notification
 - a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to ensure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Waterford Public Schools.
 - b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student a telephone number or other means of contacting such parent or other person during the school day.
2. Monitoring
 - a. Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal, or his/her designee, shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. (Reasonable efforts shall

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include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person.) Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

H. Procedures applicable to students ages five (5) to eighteen (18)

1. Intervention

- a. When a student is truant (4 unexcused absences in a month or 10 unexcused absences in a school year), the building principal or his/her designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than **ten (10) days** after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non-responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.
- b. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate, with parental consent and release of information. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.
- c. On or before August 15, 2018, if the Commissioner of Education determines that any school under the jurisdiction of Waterford Board of Education has a disproportionately high rate of truancy, the district shall implement a truancy intervention model identified by the Department Education pursuant to Conn. Gen. Stat. § 10-198e.
- d. In addition to the procedures specified in subsections (a) through (c) above, a regular education student who is experiencing attendance problems should be referred to the building Student Teacher Assistance Team (STAT) to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team ("PPT") meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a

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PPT meeting for program review.

I. Attendance Records

All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).

II. Chronic Absenteeism

A. Definitions for Section II

1. "Chronically absent child" - a child who is enrolled in a school under the jurisdiction of the Waterford Board of Education and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year.
2. "Absence" - an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to section 10-198b of the General Statutes and these administrative regulations, or
3. "District chronic absenteeism rate" - the total number of chronically absent children under the jurisdiction of the Waterford Board of Education in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.
4. "School chronic absenteeism rate" - the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

B. Establishment of Attendance Review Teams

If the Waterford Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher, it shall establish an attendance review team for the school district.

If a school under the jurisdiction of the Waterford Board of Educations has a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for that school.

If the Waterford Board of Education has more than one school with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish and attendance review team for the school district or at each such school.

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If the Waterford Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher and one or more schools with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

C. Composition and Role of Attendance Review Teams

Any attendance review team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address issues related to student attendance by providing programs and services to truants, as defined under I.A.7., and chronically absent children and their parents or guardians.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

D. State Chronic Absenteeism Prevention and Intervention Plan

The Waterford Board of Education and its attendance review teams, if any, will consider any chronic absenteeism prevention and intervention plan developed by the State Department of Education.

III. Reports to the State Regarding Truancy and Chronic Absenteeism Data

Annually, each local and regional board of education shall include information regarding the number of truants and chronically absent children in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the Board of Education to reduce truancy in the school district.

IV. Attendance and Course Credit for Students in Grades 9-12

No student may receive course credit for a semester course upon being absent from the course seven (7) or more class periods during the semester.

No student may receive credit for a full-year course upon being absent from the course thirteen (13) or more class periods during the school year.

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The grade earned will appear on the transcript/report card with a comment that no credit is earned (due to poor attendance).

Notification will be given when a student reaches the half, and final loss of credit stages during the school year. Parents are encouraged to check the PowerSchool portal to monitor their children's attendance.

Any class missed due to an early dismissal or tardiness will count as an absence if the student was not present for at least 60 minutes of the block. Being called from class by an administrator, school counselor, or nurse, will not be counted as an absence.

Excused absences will not penalize the student because they represent school-sponsored activities. Excused activities include the following:

- School-sponsored activities
- Field trips (50% teacher recommendation or teacher approval) (alternative assignments are offered to students who choose not to attend a field trip)
- Present at an approved meeting, activity, conference, or college interview (approved by administration)
- An early dismissal for interscholastic sports, extra-curricular or school-sponsored activity
- Military activity
- Documented court date
- Religious observances
- School suspensions
- or at the recommendation of a student's PPT

Extra-Curricular Participation

Students must be in attendance for at least four (4) hours of the regular school day in order to participate in extra-curricular activities.

For weekend extra-curricular activities, Friday attendance will be used to determine eligibility to participate.

Exceptions to the rule must be approved at least a day in advance by an administrator.

Credit Appeals Process

Appeals are heard at the end of the first and second semesters. Any student wishing to

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explain unusual circumstances affecting his or her absence record may, upon notification of loss of credit, appeal the loss of credit under the following process:

1. The student obtains an attendance appeal form which is located in the school counseling office or the main office.
2. Once the student has completed the form, the student will meet with his or her counselor to explain why credit should be restored.
3. The counselors meet with the CARE Team to make the case for credit restoration. The CARE Team consists of administrators, counselor, and teachers. The team reviews documentation and may affirm loss of credit, restore credit, or hold credit in abeyance pending an improvement of attendance over the course of the school year.

This policy shall not exclude administration discretion on issues of attendance.

Legal References:

Public Act 17-14, An Act Implementing the Recommendations of the Department of Education

Public Act 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

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Connecticut General Statutes § 10-198d
Connecticut General Statutes § 10-198e

Guidelines for Reporting Student Attendance in the Public School Information System
(Connecticut State Department of Education, January 2008)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

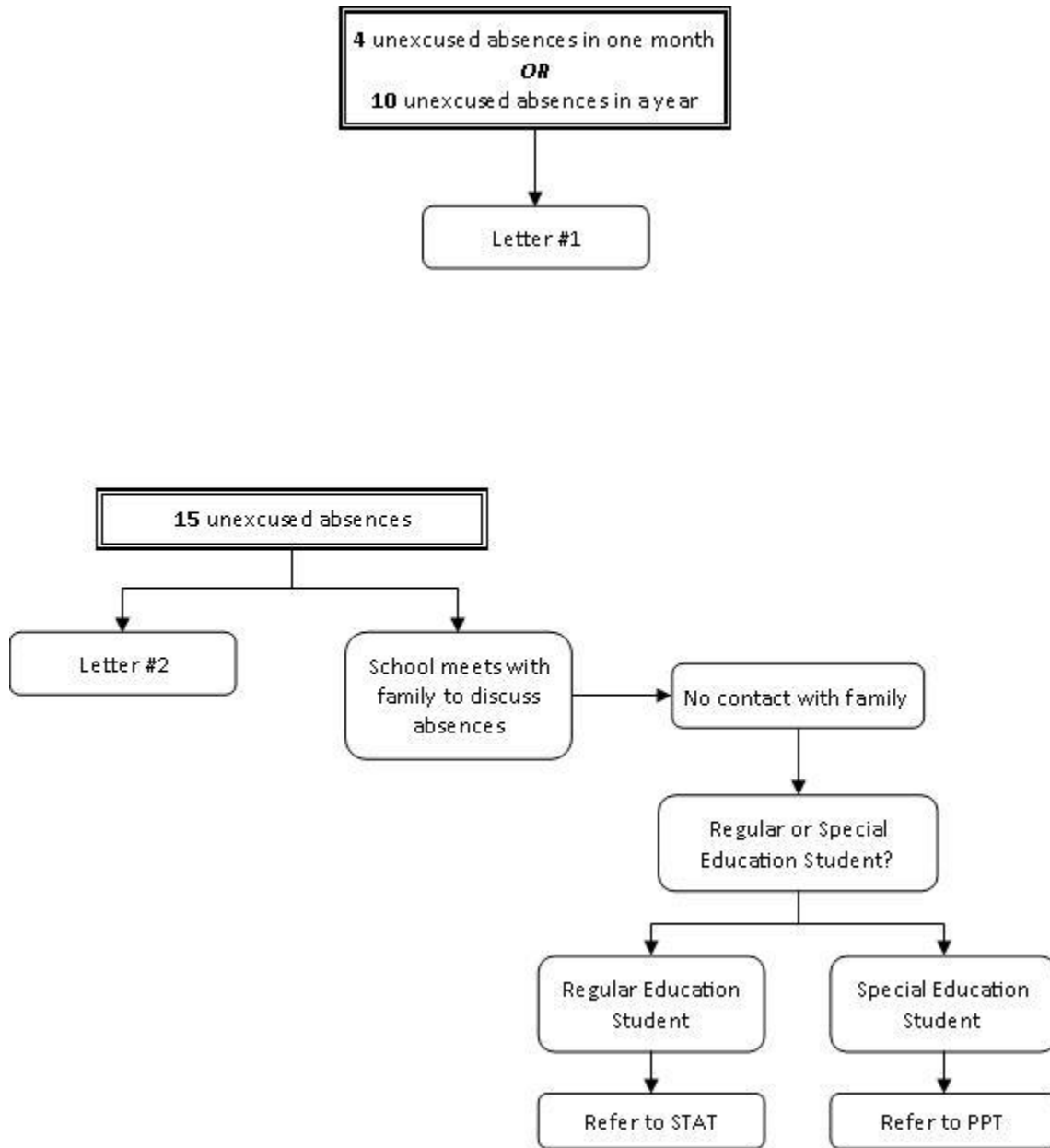
Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

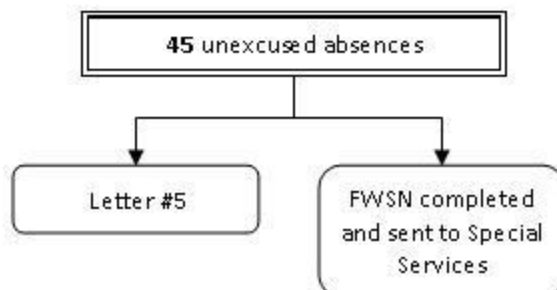
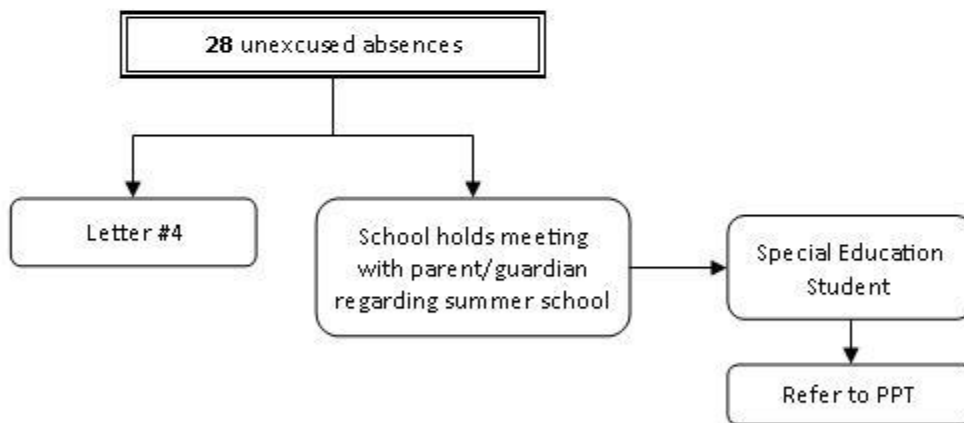
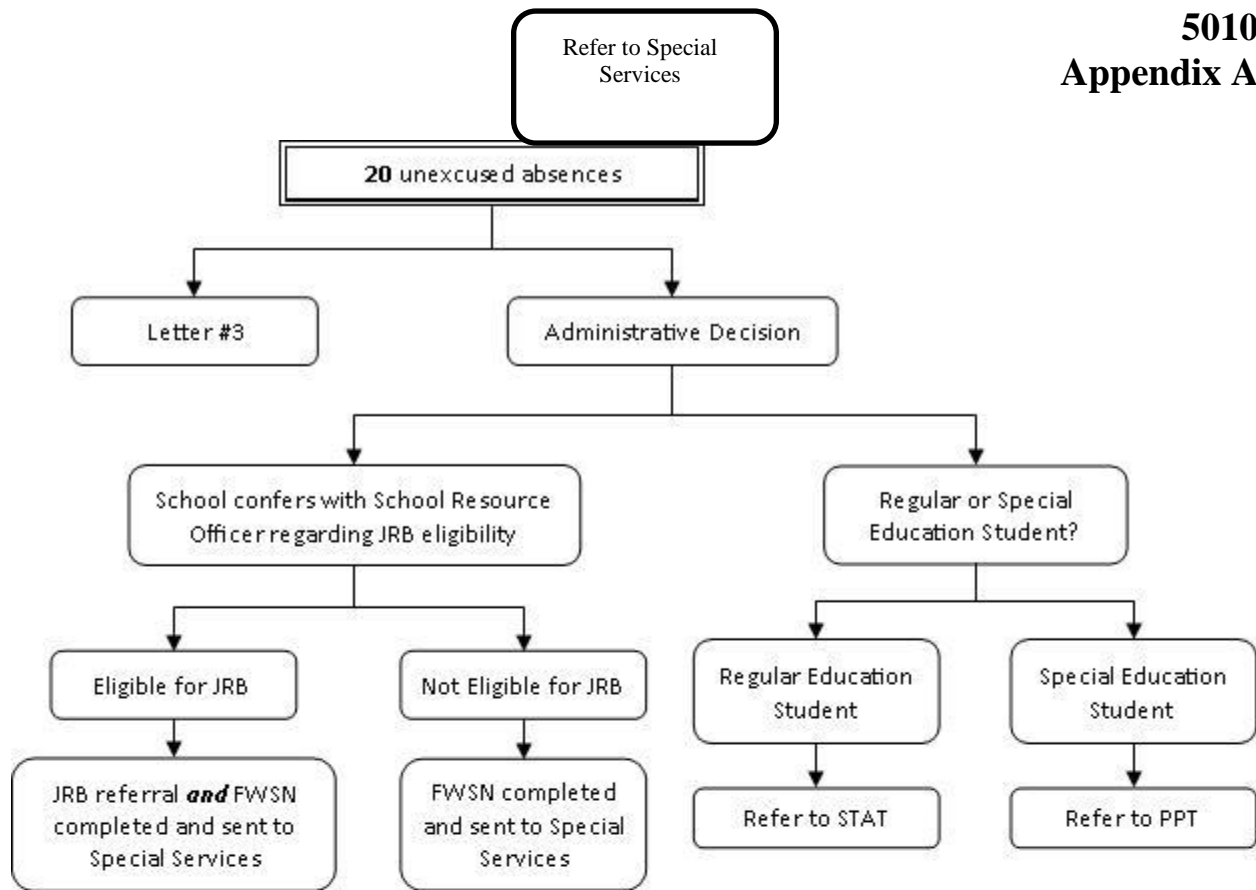
Connecticut State Department of Education, Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts (April 2017)

Connecticut State Department of Education Memorandum, *Adoption of Definition of Remote Absence* (September 7, 2022)

Connecticut State Board of Education Resolution (September 7, 2022)

Regulation issued:	October 16, 2003		
Regulation revised:	August 28, 2014		
Regulation revised:	September 24, 2015		
Regulation revised:	June 23, 2016		
Regulation revised:	August 24, 2017	WATERFORD	PUBLIC SCHOOLS
Regulation revised:	March 22, 2018		Waterford, Connecticut
First reading:	May 24, 2018		
Regulation revised:	May 24, 2018		
Regulation revised:	February 27, 2020		
Regulation revised:	October 26, 2023		





WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut

4 UNEXCUSED ABSENCES IN ONE MONTH
OR 10 UNEXCUSED ABSENCES
(“TRUANT”)

Dear [Parent/Guardian(s) Name(s)]:

As you know, children must attend school on a regular basis in order to be successful. There is a compulsory school attendance law in Connecticut and parents and guardians are legally responsible for keeping their children in school. I’m sure that you want your child to do well in school and therefore, I’m writing to ask for your help. [Student Name] has [4 / 10] unexcused absences [this month / this school year].

You have already received the Waterford Public Schools Annual Notification Manual, which outlines the attendance policy. You are reminded that students who are absent from school for 28 to 44 days for any reason (excused or unexcused) will be retained but shall have the opportunity to attend Waterford Public Schools Summer School Program. With all other academic requirements met and the successful completion of the Summer School Program, promotion shall occur. Students who are absent from school for 45 days or more for any reason (excused or unexcused) shall be retained. This is a serious problem and we all need to work together to solve it.

Sincerely,

Principal

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut

15 UNEXCUSED ABSENCES

Dear [Parent/Guardian(s) Name(s)]:

All previous interventions have been unsuccessful in improving [Student Name]'s attendance. Our records show that [Student Name] has 15 unexcused absences as of [Date]. We request your presence at a meeting which has been scheduled for [Date] [Time] [Location]. At that meeting, we will discuss your child's absences and determine a way to improve attendance.

You have already received the Waterford Public Schools Annual Notification Manual, which outlines the attendance policy. You are reminded that students who are absent from school for 28 to 44 days for any reason (excused or unexcused) will be retained but shall have the opportunity to attend Waterford Public Schools Summer School Program. With all other academic requirements met and the successful completion of the Summer School Program, promotion shall occur. Students who are absent from school for 45 days or more for any reason (excused or unexcused) shall be retained.

Please contact me immediately at [Phone Number] to confirm your attendance at the meeting. If this is not convenient we will work to reschedule to a date and time when you are able to attend.

Sincerely,

Principal

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut

20 UNEXCUSED ABSENCES

Dear [Parent/Guardian(s) Name(s)]:

Our records show that [Student Name] has reached 20 days of unexcused absences. This qualifies your son/daughter as truant, as per Connecticut Statute.

You have already received the Waterford Public Schools Annual Notification Manual, which outlines the attendance policy. You are reminded that students who are absent from school for 28 to 44 days for any reason (excused or unexcused) will be retained but shall have the opportunity to attend Waterford Public Schools Summer School Program. With all other academic requirements met and the successful completion of the Summer School Program, promotion shall occur. Students who are absent from school for 45 days or more for any reason (excused or unexcused) shall be retained.

Please contact me immediately at [Phone Number].

Sincerely,

Principal

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut

28 UNEXCUSED ABSENCES

Dear [Parent/Guardian(s) Name(s)]:

All previous interventions have been unsuccessful in improving [Student Name]'s attendance. Our records show that [Student Name] has 28 unexcused absences as of [Date]. In accordance with the attendance policy, students who are absent from school for 28 to 44 days for any reason (excused or unexcused) will be retained but shall have the opportunity to attend Waterford Public Schools Summer School Program. With all other academic requirements met and the successful completion of the Summer School Program, promotion shall occur. Students who are absent from school for 45 days or more for any reason (excused or unexcused) shall be retained.

We request your presence at a meeting to discuss summer school which has been scheduled for [Date] [Time] [Location]. If this is not convenient please let me know as soon as possible by calling me at [Phone Number]. This is a serious problem and we all need to work together to solve it.

Sincerely,

Principal

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut

45 UNEXCUSED ABSENCES

Dear [Parent/Guardian(s) Name(s)]:

All previous interventions have been unsuccessful in improving [Student Name]'s attendance. Our records show that [Student Name] has 45 excused or total combined excused and unexcused absences as of [Date]. In accordance with the attendance policy, [Student Name] must be retained at the present grade level for the next academic year.

We are obligated to file a written complaint with the Superior Court pursuant to Connecticut Statute 46b-149 alleging the belief that the acts of omissions of the child are such that the family will be referred to Special Services.

Sincerely,

Principal

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Appendix B
Attendance Codes

High School Attendance Codes				
Code	Description	Presence	Excused vs Unexcused	Tracking
Present	Present	Present		
NRA	Not Required to Attend	Present	Excused	
TE	Tardy Excused	Present	Excused	
T	Tardy	Present	Unexcused	Tardy Tracking
AE	Absent Excused	Absent	Excused	
A	Absent	Absent	Unexcused	Absent Unexcused Tracking
AM	Absent Medical * Doctor approved	Absent	Excused	Medical Tracking
DP	Dismissal Present	Present	Excused	
DAE	Dismissal Absent Excused	Absent	Excused	
DA	Dismissal Absent	Absent	Unexcused	
HBT	Homebound with Tutoring	Present	Excused	
SSA	School Activity	Present	Excused	
CV	College Visit	Present	Excused	
FT	Field Trip	Present	Excused	
RH	Religious Holiday	Absent	Excused	
VT	Vocational Training	Present	Excused	
SI	Suspended Internal	Present	Excused	Disciplinary Tracking
SE	Suspended External	Absent	Excused	Disciplinary Tracking
EX	Expelled	Absent	Excused	Disciplinary Tracking
TR	Truant	Absent	Unexcused	Absent Unexcused/ Disciplinary Tracking

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Appendix B
Attendance Codes

Middle School Attendance Codes				
Code	Description	Presence	Excused vs Unexcused	Tracking
Present	Present	Present		
TE	Tardy Excused	Present	Excused	
T	Tardy	Present	Unexcused	Tardy Tracking
AE	Absent Excused	Absent	Excused	
A	Absent	Absent	Unexcused	Absent Unexcused Tracking
AM	Absent Medical * Doctor approved	Absent	Excused	Medical Tracking
DP	Dismissal Present	Present	Excused	
DAE	Dismissal Absent Excused	Absent	Excused	
DA	Dismissal Absent	Absent	Unexcused	
HBT	Homebound with Tutoring	Present	Excused	
FT	Field Trip	Present	Excused	
RH	Religious Holiday	Absent	Excused	
SI	Suspended Internal	Present	Excused	Disciplinary Tracking
SE	Suspended External	Absent	Excused	Disciplinary Tracking
EX	Expelled	Absent	Excused	Disciplinary Tracking

Elementary Attendance Codes				
Code	Description	Presence	Excused vs Unexcused	Tracking
Present	Present	Present		
TE	Tardy Excused	Present	Excused	
T	Tardy	Present	Unexcused	Tardy Tracking
AE	Absent Excused	Absent	Excused	
A	Absent	Absent	Unexcused	Absent Unexcused Tracking
AM	Absent Medical * Doctor approved	Absent	Excused	Medical Tracking
DP	Dismissal Present	Present	Excused	
DAE	Dismissal Absent Excused	Absent	Excused	
DA	Dismissal Absent	Absent	Unexcused	
HBT	Homebound with Tutoring	Present	Excused	
RH	Religious Holiday	Absent	Excused	
SI	Suspended Internal	Present	Excused	Disciplinary Tracking
SE	Suspended External	Absent	Excused	Disciplinary Tracking
EX	Expelled	Absent	Excused	Disciplinary Tracking