

## General Attendance Posting Procedures - Secondary Schools

<b>Title</b>	<b>Abbr.</b>	<b>Description</b>	<b>Type(Used in determining class credit)</b>
Field Trip	FLD	Present. A student list that has a field trip date and teacher signature must be on file to support the field trip absence reason. The teacher should take attendance on the list just before leaving and mark as absent any student on the list who is not present for the field trip. A copy of the list should be given to the attendance specialist before the group leaves the school. The teacher should retain the list to take attendance before returning back to school.	School Activity
UIL	UIL	Use same documentation requirements as Field Trip above in addition to UIL eligibility requirement.	School Activity
Board Ap.	BA	Present – board approval – do not use this reason unless the board approves a special activity during the school year.	School Activity
EPSDT(MedA)	MDC	Present – Medicaid – eligible for Early and Periodic Screening, Diagnosis and Treatment Programs. Note from medical appointment will have EPSDT on the documentation. The attendance requirements are the same as MED below.	School Activity
Holy Day	HD	Present – absence may be excused as a holy day with a note signed and dated by the parent explaining the religious observance with the dates involved. Religious holy days (including travel limited to not more than one day of travel to and one day of travel from the observance site.)	School Activity
ISS	ISS	Present – In School Suspension Attendance Specialist must have an attendance slip from the ISS monitor every period listing those present in ISS. In addition, the Attendance Specialist should receive a copy of the ISS referral for each student for the attendance file.	School Activity
Med Appt	MED	Present – student must be in school for some portion of the day (either before <u>or</u> after the appointment) and bring documentation from the medical professional. In addition to the medical note, there must be proof the student was in attendance at he some point during the day. Using a sign-in/sign-out log (signed by parents or student) and/ or permit to enter and permit to leave slips. The permits can be stapled to the medical notes for efficiency.	School Activity
Mentorship	MNT	The student may be in mentorship as part of the requirement of the Distinguished Achievement Program.	School Activity
School Office	SCH	Present – student in office/other campus location with a responsible campus official. Each school office should have a sign-in log in the office to track students as they enter and leave. The documentation supports the SCH absence reason that is used whenever the classroom teacher posts students who are present in the building as absent or tardy.	School Activity

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Testing	TST	Present – group testing Attendance Specialists must be given attendance student lists from each testing proctor. The attendance taken by the test proctor is posted in SASI. If a group of students is sent to an area to finish the test after the main group has finished, there should be an attendance roster for the late finishing group. Roster should contain name, student number, time in, time out and signature of test proctor in room. The attendance on this roster can be used to correct the attendance posted by teachers.	School Activity
College Visit	VST	Invitation Letter (on school Letterhead) or signed confirmation on school Letterhead that student visited the campus with dates included. Submit within (2) days of each college visit. College visits will be limited to <u>three days per school year.</u>	Excused
Court	CRT	Required court appearance, including travel days limited to not more than one day for travel to and one day for travel from the site where students is required to appear in court. Documentation from court must be retained to verify whereabouts of student.	Excused
Documented Illness	DI	Documented illness (note from parent, guardian, physician that the child was ill or copy of nurse's log) This absence reason is used if a student is absent for the day and has a doctor's note or a parent's note. The note must specify the student's full name and date of birth (require enough information to ensure the note is accredited to the correct student,) the exact day or days the student has been ill, the type of illness, the signature of the parent.	Excused
Home Supervised Study	HSS	This is used during home suspension. A signed and dated copy of the referral must be given to the Attendance Specialist for the student's attendance file. The referral should include the number of days suspended and the date the suspension begins.	Excused
Made Up	MU	Students attend Saturday School, do community service assigned by an administrator, etc., to make up days lost due to unexcused absences. The proportion of make-up time to equal unexcused absences is a site-based decision. MU changes an unexcused absence to an excused absence. This helps with compulsory attendance. The student may still need to appeal to the campus attendance committee to receive credit for classes.	Excused
Other Circumstances	OTH	Any other absences the school administration chooses to excuse. This may include but not be limited to funerals and family emergencies.	Excused

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IMMnonComp	IM	<p>Immunizations Non Compliant</p> <p>Students not in compliance with immunizations may be excluded from classes until they are able to present an updated immunization record. Students should be posted as IM every day until they return to school.</p> <p>(Office Use Only) -If sent home the first day of school for non-compliance, post the attendance record as IM. Students should not be No Showed on the 5<sup>th</sup> day of school if absent as IM every day. Instead, when the student does return with the updated record, change the day of enrollment to the first day the student attends classes.</p>	Unexcused
Homebound	HB	<p>Active at home school and receiving homebound services</p> <p>If the Homebound Program accepts a student for services, the student remains actively enrolled at the home school and is concurrently enrolled by the Homebound Program. The home-school teachers post the student as absent every day. The Attendance Specialist posts the student as HB every day. If the Attendance Specialist receives attendance notes from the Homebound office, the attendance would then be changed to reflect the absence reason on the note from the Homebound teacher.</p>	School Activity
Student Services	SSS	<p>Entered by the Attendance Specialist at Seton Academy. This is a funded code and should not be changed by the home school. The eligibility (enter code) for the student will be changed from (1) full-time to (2) half-time for the time period involved.</p>	School Activity
Unexcused	UNX	<p>Not present at attendance taking time. Teachers post attendance in GradeSpeed. Options in GradeSpeed are present, "UNX," "UT." Secondary attendance is taken 20 minutes into each period. The significant period for establishing enrollment an for funding is second period or its equivalent at each school.</p>	Unexcused
Excused Tardy	T	<p>Secondary students late to class excused.</p>	Excused Tardy
Unexcused Tardy	UT	<p>Secondary student not present at beginning of class.</p>	Unexcused Tardy