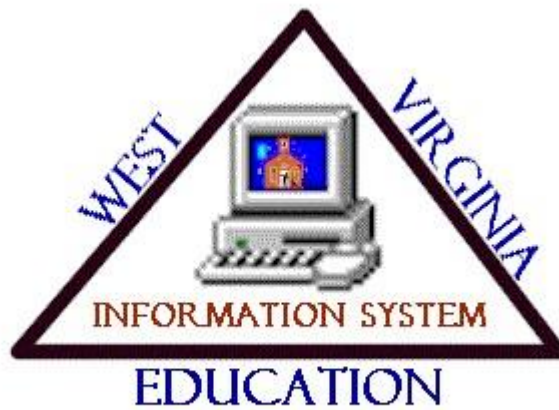


Standards Codes for Maintaining Student Attendance



STUDENT ATTENDANCE/ENROLLMENT SYSTEM

The following absence reason codes became state standards effective FY 2004-2005. Modifications have occurred with the Attendance and Interpretation chart as of 8-01-16. The state attendance director will be the only person defining new reason codes.

Attendance Code Interpretations by the state attendance director.

Absence Type	Codes (Full, Half)		Title/Description	Interpretation
E	A1 Full	A2 Half	In Alternative Setting	Absences that could be due to in school suspension or an out of school placement
E	B1 Full	B2 Half	Bus, Failure to Run	Failure of the bus to run in hazardous conditions
A	C1 Full	C2 Half	Calamity (Fire, Flood, etc.)	Calamity, such as fire in the home, flood, or family emergency
A	C3 Full	C4 Half	Health Exclusion	Contagious conditions posing a risk to other students or school staff
A	D1 Full	D2 Half	Death in Family	Death in the student's family; "family" must be defined by local guidelines
E	H1 Full	H2 Half	Homebound Instruction	Student participation in home/hospital instruction due to an illness/injury or other extraordinary circumstance that warrants home or hospital confinement
A	I1 Full	I2 Half	Illness in Family	Illness or injury in the student's family; may require student absence to be verified according to local guidelines
A	I3 Full	I4 Half	Illness verified by Clinician	Illness verified by a clinician
A	I5 Full	I6 Half	Illness Verified by Parent/Guardian	Illness verified by parent or guardian according to local guidelines
A	L1 Full	L2 Half	Leave of Educational Value	Student is absent from the school due to a leave of educational value as determined by local guidelines, which may include college visits, other sites of learning, family educational trips, other educational programs or activities, etc. These absences may require specific stipulations from the individual school or county based on local guidelines.
A	L3 Full	L4 Half	Verified Judicial Obligation	Verified judicial obligation or court appearance involving the student
A	M1 Full	M2 Half	Medical or Dental Appointment	Medical or dental appointment with written excuse from a clinician
A	M3 Full	M4 Half	Military	Military absences could include verified requirements for students enlisting into the military; military absence could also include student visitation with parents/guardians on leave from duty

A	M5 Full	M6 Half	Chronic Medical Condition	Absence due to a documented chronic medical condition. "Documented chronic medical condition" means any physical or mental condition that may require multiple or regular absences. This condition must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance. The necessity for the absences must be approved and reviewed quarterly by the SAT, IEP, or 504 team (See §5.3.3.d).
A	R1 Full	R2 Half	Religious Holiday	Student observance of religious holidays which may include verification according to local guidelines
E	X1 Full	X2 Half	School Approved Curricular/Extracurricular Activity	Student participation in school, county or state approved curricular or extra-curricular activities
A	U1 Full	U2 Half	Unexcused	Any absence not meeting the excused absence reason codes
E	S1 Full	S2 Half	Out of School Suspension (Other than Safe Schools Violation)	Student absence due to out of school suspension that is not a Safe School violation
E	S3 Full	S4 Half	Suspension for Safe Schools Violation	Student absence due to due to out of school suspension resulting from a Safe School violations
A	P1 Full	P2 Half	Parent Notes in Excess of Policy	Absence excuses presented by parent/guardian that exceed the allotted amount permissible according to local guidelines
A	P3 Full	P4 Half	Pursuing Judicial Remedies	Absences after the attendance director has pursued judicial remedies
T	TE		Tardy, Excused	Student was tardy for school or class and it was excused.
T	TU		Tardy, Unexcused	Student was tardy for school or class and it was unexcused.
T	EE		Early Dismissal, Excused	Student checked out early for school or class and it was excused.
T	EU		Early Dismissal, Unexcused	Student checked out early for school or class and it was unexcused.

**Attendance Type and Interpretation chart updated 08/01/2016

DEFINING/MAINTAINING ABSENCE REASONS

All absence reason codes are defined by the State Attendance Director. This program is used to maintain county accountability status.

Use ATT.260, Absence Reasons, to record the reason for absences. At least one reason code must be defined, and it should match the reason specified for the *Default Daily Reason for Absence* field in ATT.101, Attendance Options. If absence is variable by reason, all absence reason codes must be defined to identify deduction values.

```
3/19/04  FY 04          KANAWHA COUNTY SCHOOLS          08:15:47 MALINDA1
SAS              Absence Reasons          Ref: ATT.260 .11

Reason B1      School 511      District 039
Description:  SCHOOL APPROVED/CURRICULAR/CO-CURRICULAR
Excused:  2
           1
           3
Non-deduct for accountability only (Y/N) Y

If this is a District reported absence:
What code is printed on the District report? B1
Description:  SCHOOL ACTIVITY
           7
Does this reduce ADA? N      Exact Amount is: 1.000
                             (If absence varies by reason)

Mode: Change          F3=Exit  F4=Index  F5=Reset  F12=Cancel
```

1. In the *Reason* field, type a 2 character unique identifier.
2. In the *Description* field, type a detailed description of the absence reason.
3. Review the default (**Y**) in the *Excused* field. Change the default if necessary.

Y indicates an excused absence; **N** is an unexcused absence.

The system uses this distinction when reporting Ae and Au absences.

4. In the *Non-deduct for accountability only* field, review the default (**N**). **Y** indicates that the reason does not count against accountability; **N** indicates that the reason does count against accountability.

5. In the *What code is printed on the District report* field, type a valid absence reason code for district-reported absences.

The system prints this code on official attendance reports. It should be the same as the absence reason code.

6. In the *Description* field, type a description of the district-reported absence reason code.
7. If this absence reason reduces Average Daily Attendance (ADA), select the *Reduces ADA* option. The system reduces the student's attendance by the amount specified in the *Exact Amount is* field in Step 8.

Leave the field blank if this absence reason does not reduce ADA.

||| At least one absence reason should be selected to reduce ADA.

8. If you selected the *Reduces ADA* option, type the amount that the absence reason reduces ADA. This field accepts 2 digits with 3 decimal positions. A value of .5 indicates a half-day absence.

This program creates/maintains three files.

PATT260/SMSFILESXX	Basic Absence Reason Definition
PATT260L/SMSFILESXX	Excused/Unexcused Field PACT260/WVEISSMS Accountability