

## Absence Code Table

Counts as ADA? Indicates that the student was present a full or partial school day and generates average daily attendance (ADA)

Code Table	Title	Abbrev	Type	Counts for ADA?	Show on Letters?	Send to Dialer?	Show on Grades?	Show on other?	Susp Code?	30+ Truant?
<b>A</b>	<b>Absent</b> (EC 48260-48273)	ABS	<b>Unverified Absence</b>	<b>NO</b>	NO	YES	YES	YES	NO	NO
<b>P</b>	<b>Present</b> (Positive Attendance)	PRE	<b>Present in class, Verified</b>	<b>YES</b>	NO	NO	NO	NO	NO	NO
Code Table	Title	Abbrev	Type	Counts for ADA?	Show on Letters?	Send to Dialer?	Show on Grades?	Show on other?	Susp Code?	30+ Truant?
	<b>Excused Absence - EC 48205</b>	Call in from parent/guardian								
<b>D</b>	<b>Medical</b> (EC 49602) Medical, Dental, Optometric, Chiropractic (with a doctors note)	MED	<b>Excused</b> absence, Verified	<b>NO</b>	NO	NO	YES	YES	NO	NO
<b>F</b>	<b>Funeral Immediate Family member</b> (1 day in CA; 3 days outside CA)	FNL	<b>Excused</b> absence, Verified	<b>NO</b>	NO	NO	YES	YES	NO	NO
<b>I</b>	<b>Illness</b> - Use this code if out ill without doctors note.	ILL	<b>Excused</b> absence, Verified	<b>NO</b>	NO	NO	YES	YES	NO	NO
<b>Q</b>	<b>Quarantine</b> - Exclusion from school for contagious disease.	QUR	<b>Excused</b> absence, Verified	<b>NO</b>	NO	NO	YES	YES	NO	NO
Code Table	Title	Abbrev	Type	Counts for ADA?	Show on Letters?	Send to Dialer?	Show on Grades?	Show on other?	Susp Code?	30+ Truant?
<b>Justifiable Personal Reasons including, not limited to:</b>				<b>Parent/Guardian must submit a written request and get principal approval</b>						
				CCR Title 5, Section 306 EC 48205 Board Policy 5113, 7.						
<b>V</b>	<b>Valid Absence (with Principal Approval)</b> Justifiable Personal Reasons. Examples: College Visits, 'Take your child to work day', Family Emergency, Vacations, Attend a Funeral (not immediate family member), Students working an election	JPR	<b>Excused</b> absence, Verified	<b>NO</b>	NO	NO	YES	YES	NO	NO
		JPR	<b>Excused</b> absence, Verified	<b>NO</b>	NO	NO	YES	YES	NO	NO
<b>V</b>	<b>Military</b> (EC 49701) Active military duty in combat zone (immediate family member).	JPR	<b>Excused</b> absence, Verified	<b>NO</b>	NO	NO	YES	YES	NO	NO
<b>V</b>	<b>Jury Duty</b>	JPR	<b>Excused</b> absence, Verified	<b>NO</b>	NO	NO	YES	YES	NO	NO
<b>V</b>	<b>Court Appearance &amp; Legal issues</b> - Student <b>required</b> to appear in court or legal appointment	JPR	<b>Excused</b> absence, Verified	<b>NO</b>	NO	NO	YES	YES	NO	NO
<b>V</b>	<b>Religious Holiday/ Instruction/ Retreat</b> (EC 48205,46014,48980) Religious Holiday's or Ceremony, Religious Retreat (student must attend school min day) limited to 4 hours per semester. Religious Instruction must also receive verification from person authorized by institution conducting the religious instruction to include; date(s), beginning and ending time See Board Policy(5113.1).	JPR	<b>Excused</b> absence, Verified	<b>NO</b>	NO	NO	YES	YES	NO	NO
<b>M</b>	<b>Modif Day/Schedule</b> IEP governs modified schedule or medical doctor note.	MOD	<b>Excused</b> absence, Verified	<b>NO</b>	NO	NO	NO	YES	NO	NO
<b>N</b>	<b>Maximum</b> (Instructional Days over 180) Track Jumpers (Year Rd to Traditional schools)	MAX	<b>Excused</b> absence, Verified	<b>NO</b>	NO	NO	NO	YES	NO	NO
<b>1</b>	<b>Entertainment w/Tchr</b> Movie/Commercial work (Std must have work permit)	Ent1	<b>Excused</b> absence, Verified	<b>NO</b>	NO	NO	YES	YES	NO	NO
<b>2</b>	<b>Entertainment w/o Tchr</b> (Std's with work permit, limited '5' absences per year) Also used for std that participate in a <i>Not for profit performance</i>	Ent2	<b>Excused</b> absence, Verified	<b>NO</b>	NO	NO	YES	YES	NO	NO
Code Table	Title	Abbrev	Type	Counts for ADA?	Show on Letters?	Send to Dialer?	Show on Grades?	Show on other?	Susp Code?	30+ Truant?
	<b>Non-Absence</b>									
<b>G</b>	<b>Scheduling error</b>	SCE	<b>Non-absence</b> , Verified	<b>YES</b>	NO	NO	NO	YES	NO	NO
<b>H</b>	<b>Study Hall</b>	SHL	<b>Non-absence</b> , Verified	<b>YES</b>	NO	NO	NO	YES	NO	NO
<b>B</b>	<b>Schl Business</b> (EC 35320) Field trips and other school activities that take students out of regular classroom, must be supervised by a certificated teacher.	SBS	<b>Non-absence</b> , Verified	<b>YES</b>	NO	NO	NO	YES	NO	NO
<b>K</b>	<b>In-house Sus</b> (EC 48911.1) Supervised by administrator	I H S	<b>Non-absence</b> , Verified	<b>YES</b>	NO	NO	YES	YES	NO	NO
<b>5</b>	<b>Temporarily Not Enrolled</b> - Stds temporarily in Juvenile Hall/Orangewood	TNE	<b>Non-absence</b> , Verified	<b>NO</b>	NO	NO	NO	YES	NO	NO
<b>6</b>	<b>Early Out - Elem schools only- All Day code field</b> - Stds who leave school early, (over 30 minutes) <b>Unexcused</b> reason.	EOT	<b>Non-absence</b> , Verified	<b>YES</b>	YES	NO	YES	YES	NO	<b>YES</b>
<b>7</b>	<b>Alternative to Suspension</b> - In house suspension located at CHS Campus	ATS	<b>Non-absence</b> , Verified	<b>YES</b>	NO	NO	NO	YES	NO	NO
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	<b>Unexcused</b>									
<b>C</b>	<b>Cut/Truant - Secondary High School only</b>	CUT	<b>Unexcused</b> absence, Verified	<b>NO</b>	YES	NO	YES	YES	NO	NO
<b>S</b>	<b>Suspended</b>	SUS	<b>Unexcused</b> absence, Verified	<b>NO</b>	YES	NO	YES	YES	YES	NO
<b>U</b>	<b>Unexcused</b>	UNX	<b>Unexcused</b> absence, Verified	<b>NO</b>	YES	NO	YES	YES	NO	NO
<b>3</b>	<b>Cut /Truancy Addressed - High School Only</b>	VER	<b>Unexcused</b> absence, Verified	<b>NO</b>	YES	NO	YES	YES	NO	NO
Code Table	Title	Abbrev	Type	Counts for ADA?	Show on Letters?	Send to Dialer?	Show on Grades?	Show on other?	Susp Code?	30+ Truant?
	<b>Independent Study</b>	<b>No Sarb allowed w/Ind Sty Contract</b>								
<b>Z</b>	<b>Ind Sty Complete</b> - Ind Sty Teacher grade, values work and signed. With homework sample attached. Clerk reviews contract and changes to work complete Z.	WCO	<b>Non-absence</b> , Verified	<b>YES</b>	NO	NO	YES	YES	NO	NO
<b>W</b>	<b>Ind Sty Not Complete</b> - Ind Sty Contract signed by parent, std, principal. Teacher meets with std, assigns work, signs IS contract. Student out ! <i>1st day they return</i> must turn in all homework or contract 'Voided'! Leave coded W. Considered Incomplete. If student turns in on time...wait until teacher(s) returns completed IS contract before changing code to Z.	WNC	<b>Non-absence</b> , Verified	<b>NO</b>	NO	NO	YES	YES	NO	NO
Code Table	Title	Abbrev	Type	Counts for ADA?	Show on Letters?	Send to Dialer?	Show on Grades?	Show on other?	Susp Code?	30+ Truant?
	<b>Tardy codes</b>									
<b>T</b>	<b>UnxTDY - 30</b>	TDY	<b>Unexcused Tardy</b> (less 30min), Verified	<b>YES</b>	NO	NO	YES	YES	NO	NO
<b>X</b>	<b>UnxTDY + 30</b>	T30	<b>Unexcused Tardy</b> (over 30min), Verified	<b>YES</b>	YES	NO	YES	YES	NO	<b>YES</b>
<b>L</b>	<b>ExcTardy</b>	EXT	<b>Excused Tardy</b> (no time limit), Verified	<b>YES</b>	NO	NO	NO	YES	NO	NO

## ED CODE 48205 - Justifiable Personal Reasons

For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is **requested in writing by the parent or guardian and approved by the principal or a designated representative** pursuant to uniform standards established by the governing board.

For the purpose of serving as a member of a precinct board for an **election** pursuant to Section 12302 of the Elections Code.

For the purpose of spending time with a member of the pupil's **immediate family who is an active duty member** of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

For the purpose of attending the pupil's **naturalization ceremony** to become a United States citizen.

(11) **Authorized at the discretion of a school administrator**, as described in subdivision (c) of Section **48260**.

**Immediate family** shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194)

## Ed Code 48260

(a) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the schoolday without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

(b) Notwithstanding subdivision (a), it is the intent of the Legislature that school districts shall not change the method of attendance accounting provided for in existing law and shall not be required to employ period-by-period attendance accounting.

(c) **For purposes of this article, a valid excuse includes, but is not limited to, the reasons for which a pupil shall be excused from school pursuant to Sections 48205 and 48225.5 and may include other reasons that are within the discretion of school administrators and, based on the facts of the pupil's circumstances, are deemed to constitute a valid excuse.**