


ATTENDANCE CODING -- Determine the Attendance Code, and then determine the Absence Reason

Attendance Code	1 st Code is <u>ATTENDANCE CODE</u>	2 nd Code is the <u>ABSENCE REASON</u>
Present	P	
<p>Absent (Excused)</p> <p>The parent told you the reason why the child is absent and it meets the definition of "Excused Absence"</p>	A	<p>A -- Health</p> <p>Anything health-related (enrolled child or parent); any health/disability related appointments; awaiting documentation to attend (Missing Immunization, special meals, medications, allergies)</p>
		<p>I</p> <p>Best Interest of Child (10 allowed)</p> <p>This is a parental choice-we do not assume they want to use it.</p> <p>family vacation; time with relatives/family friends; religious or cultural events; family celebrations; Minimum day (if not sick); family emergencies; ANY OTHER REASON THE PARENT WANTS TO UTILIZE this day</p>
		<p>J</p> <p>Family Court Order</p> <p><u>MUST HAVE APPROVAL</u> from CDE Program Advisor</p>
<p>Not Scheduled to Attend (S)</p> <p>City, Mesa, Grossmont-Not scheduled due to class schedule</p> <p>Miller, Walker, Alcott, Bethel ECSE collab – a child not scheduled to attend due to IEP/IFSP services</p> <p>CCTR sites- pre-determined by CDE Program</p>	S	<p><u>NO SECOND CODE IS NEEDED</u></p>
<p>Absent (Unexcused)</p> <p>No response from Parent</p> <p>Additional Examples: if parent does not want to use a BID-No transportation, bad weather, no one to bring/pick-up child, not willing to disclose, family situation with no additional information, no response from parent after attempts to contact.</p>	<p>U</p> <p>(up to 5)</p> <p>Before marking "U," an attempt to call or contact parent(s)/guardian(s) must be made</p> <p>IF you are <u>unable to contact family regarding the absence, code "K" – Unable to Contact</u> </p>	<p><u>NO SECOND CODE IS NEEDED</u></p> <p>Child returns to school after absence, and absence does not meet definition of "Excused"</p> <p>K -- Unable to Contact</p> <p>Called but was unable to speak to parent/guardian; child usually does not return to school</p>