

### EXC – Excused Absence Category

	Present	If no entry is made Powerschool automatically defaults to present. All other codes must be manually entered.
V	Verified Activity	Student is participating in school verified activity, i.e. field trip, etc.
S	Sick/Medical #1 #3	Student is ill or has medical priorities
I	In-School Suspension	Student is present but out of regular classroom
O	Suspension	Out of school suspension
K	Make up prior truancy or day	Student put in additional time to make up time lost to truancy
M	Independ. Studies (Complete)	Student is absent for 5 or more days however, the I.S. contract is complete
J	Incarcerated	Student has been placed in Juvenile Hall
E	Misc. absences excused by the State Ed. Code #2, #4, #5, #6, #7, #8	Reason for absence is compliant with Ed. Code, i.e. Attendance of funeral service for member of immediate family, jury duty, student is custodial parent of ill child, failure to present evidence of immunization, student is carrier of contagious disease or not immunized for contagious disease, quarantined under directions of health officials.
F	Prior Approval for Absence	Prior approval by Principal/designee for religious holiday, employment interview, non-family member funeral service, family emergency, court appearance, SARB/SART, or confidential services.

### UNX – Unexcused Absence Category (Truant)

A	Absent	Student is absent without verification from parent/guardian
P*	Parent Verification	Parent calls in absence but the absence does not meet the Ed. Code criteria (see below)
C	Cut	Student is absent without a verifiable reason
R	Registered/not attending	Student is registered but not attending school.
N	Independent Study (incomplete)	Student is absent for five or more days while on independent study contract and contract has not been completed.
W	Absent but perfect attendance	Student is participating in school sanctioned event, i.e. "Take Your Daughter to Work" day, <i>Note: this is an unexcused absence but will not be considered if student has otherwise perfect attendance</i>
U	Unexcused (optional)	Student is absent for unexcused activity or reason
X	All Day Truancy (Optional)	

### Tardy Category

T	Tardy 30 mins. or less (Present but unexcused)	Student is tardy <i>less than 30 minutes</i> – without valid excuse
L	Tardy 30 mins. or more (Present but unexcused)	Student is tardy <i>more than 30 minutes</i> – without valid excuse
Z	Tardy Exc. #3	Student is tardy with an acceptable explanation, i.e. Dr./Dental Appointment

*Excused absences are defined by the California Educational Code 48205 which is stated as follows*

1. Personal illness or injury
2. Quarantine under the direction of a city or county health official.
3. Medical, dental, optometric or chiropractic services in which the student can present a note from parent/guardian or evidence of appointment.
4. Attendance of funeral services for a member of the IMMEDIATE family.
5. Jury duty in the manner provided by law.
6. Pupil is custodial parent of a child who is ill or has a medical appointment.
7. Exclusion for failure to present evidence of immunization.
8. Exclusion from school because student is either the carrier of a contagious disease or not immunize for contagious disease.
9. Pupil in grade 7-12 who leave school with prior approval of the Principal or designee to obtain confidential medical services. The pupil is to return a copy of the medical professionals appointment verification form.
10. Upon written request of the parent/guardian and prior approval of the PRINCIPAL OR DESIGNEE and pursuant to board policy, a student's absence may be excused. Reasons may include but are not limited to:
  - a. Appearance in court.
  - b. Observance of a religious holiday/ceremony.
  - c. Attendance at religious retreats not to exceed 4 hours per semester.
  - d. Employment interview or conference.
  - e. Attendance at a funeral service for someone who is not a family member.
  - f. Family emergencies
  - g. Appearance at SARB or SART

*For an absence to be excused, it must meet the criteria specified in the Education Code 48205. All other absences are considered unexcused, i.e. car trouble, alarm didn't go off, missed bus/car pool, traffic, electricity went off, family vacations, etc. etc.*