

ACT (Activity)

Reason Code	Reason Description	Notes	All Day Field Use	Included in Attendance Call Out
ACT	School Activity	Participation in VHSL activity, assembly, school level (non-instructional) student activity.	NO	NO
AIA	Alternative Instructional arrangement	Removal from regular classroom for less than 50% of the school day and provided a different location for school work.	NO	NO
CIN	Check In		NO	NO
CLN	Clinic Visit		NO	NO
COU	Check Out		NO	NO
FTR	Field Trip	Approved off campus school activity, such as class field trip or VHSL activity	NO	NO
HBD	Homebound	<b>Homebound (medical)</b> Provided when the student is unable to regularly attend school due to significant medical or mental health needs. Requires case review and approval memorandum from Out-of-School Support (OSS). <u>See Regulation 2140</u>	YES	NO
HBI	Home-based	<b>Students are assigned to Out of School Support (OSS)/home-based instruction because of disciplinary and/or IEP placement needs.</b> Requires approval memorandum from Out-Of-School Support Office. If students do not participate as expected, OSS will notify school staff regarding all related attendance data entry changes. <u>See Regulation 2140</u>	YES	NO
ISS	In School Suspension	Assigned to in-school suspension setting for more than 50% of the school day.	YES	NO
SEM	Intervention Seminar	Intervention session with substance abuse prevention specialist or other specialist at school	YES	NO
SSO	SOSA	Student met with System of Support Advisor (secondary only)	NO	NO
STS	Student Services	Student met with member of student services team	NO	NO
TST	Testing	Students are participating in standardized testing during school hours.	NO	NO
USD	Unscheduled Day	Student's course schedule does not require daily attendance <b>NOTE:</b> This code applies to High Schools only, typically to graduating seniors or to students taking less than a full course load. USD is approved by administrators.	YES	NO

EXC (Excused)

Reason Code	Reason Description	Notes	All Day Field Use	Included in Attendance Call Out
EXC	Excused	Examples: student illness; death in family; court appearance; difficulty logging in to online classes; temporary student or family hardship <u>See Regulation 2234</u>	YES	NO
MED	Medical	Student absence for medical, dental, or therapy appointment; or hospitalization; or communicable diseases (e.g. COVID-19).  NOTE: Monitoring is required for lengthy periods of absence.	YES	NO
PRE	Prearranged Absence <u>Elementary Form</u> <u>Secondary Form</u>	Parent must notify school in advance of absence. If the student will be absent more than one day, parents should submit a pre-arranged absence form, so that teachers and administrators are alerted to the absence reasons, and a plan to handle missed work is developed. <u>See Regulation 2234</u>	YES	NO
REL	<u>Religious Holiday</u>	Absence for religious holiday or cultural observance -parent notification required <u>See Regulation 2234</u>	YES	NO
SCE	Student Civic Engagement	Full day absence for Civic Engagement activity (grades 7-12).	NO	NO
SPD	Suspended	Student is removed from classroom attendance for disciplinary reasons.	YES	NO

TDY (Tardy)

Reason Code	Reason Description	Notes	All Day Field Use	Included in Attendance Call Out
UNT	Unexcused Tardy	Student was not present at the start of the school day for an acceptable reason	YES	NO
EXT	Excused Tardy	Student was not present at the start of the school day or class period when attendance was taken, but had a valid reason for being late	YES	NO

UNV (Unverified)

Reason Code	Reason Description	Notes	All Day Field Use	Included in Attendance Call Out
UNV	Unverified	<p>Student absent with no school contact by parent (Must be updated to appropriate code within 72 hours)_</p> <p><u>See Regulation 2234 page 3, definition N (UNV)</u></p> <p><b>Unless an identified Religious or Cultural Observance Day</b></p>	YES	Y

UNX (Unexcused)

Reason Code	Reason Description	Notes	All Day Field Use	Included in Attendance Call Out
CUT	Left No Permission	Left the classroom without approval from the teacher.	NO	YES
UNL	Unexcused Local	Absences where student whereabouts are known or supported by parent but administration or local policy still deems the absence unexcused. Examples: student shopping with parent; student and family away for vacation; student participating in other non-school activities during school hours.	YES	NO
UNX	Unexcused	<p>Absences in which student whereabouts are unknown and are not supported by the parent, e.g. student is "skipping school." This is reported as truancy, requiring related plans, conferences, etc.</p> <p><u>See Regulation 2234 page 3, definition M (UNX)</u></p>	YES	YES