

Attn Code Examples

Friday, June 4, 2021 8:17 AM

Proper Use of Coding

Type Code	Reason Code	Used When....
E	AD	Admin approves Note
O	AD	Student was with Admin.
O	CL	Student is looking at colleges has to be 11 or 12 grade. See SAAH.
O	CO	Student was with Counselor
O	CT	Student was at Court. See SAAH for further details
O	DR	Student was in class at some point during the day but left to Dr. Appt.
O	EL	Student serves as an election clerk
E/U	F	Student attended a funeral
E	HB	Student didn't receive services
O	HB	Student receives services
O	HE	Student is looking at colleges has to be 11 or 12 grade. See SAAH.
E	HS	Student didn't receive services
O	HS	Student receives services
E/U	IL	Student is out ill.
E	MD	Student was out all day for medical reasons
E	MI	Student is out for military purposes that are <u>not</u> listed in SAAH.
O	ML	Student is out for military leave listed in SAAH.
E	NO	Student was sent home by nurse <u>never</u> attended class
O	NO	Student was with nurse during instructional time.
O	RH	Student out for Religious Holiday needs District Approval
O	SR	Student was with Security
O	TP	Student out for TAPS Services
U	TR	Student caught truant
O	TS	Student is testing on campus
U	UP	Student has parent permission to leave campus.
O	US	Student is receiving U.S Citizenship

Examples of Proper Coding

Doctor's Notes

Example 1

A student arrives to school at 8:00 am and **leaves at 9:15am** (before the official designated attendance period) to go to a doctor's appointment. The student does not return for the remainder of the day.

Coding:

Since the student was not present in school at the official time, the teacher and the attendance clerk will mark the student absent in the grade book and in the SKYWARD software. Upon receiving the doctor's note, the attendance clerk will add the reason code "**DR**" and change the absence type to "**O**".

Example 2

A student **arrives to school at 11:00am** with a doctor's note and attends class part of the school day.

Coding:

Since the student was not present in school at the official attendance period, the teacher and the attendance clerk will mark the student absent in the grade book and in the SKYWARD software. Since the student brought the doctor's note, the attendance clerk will add the reason code "**DR**" and change the absent type to "**O**".

Example 3

A student **does not attend school** on a particular day. When he returns to school, he brings a doctor's note.

Coding:

Since the student was not present any part of the day, the teacher and the attendance clerk will mark the student absent in the grade book and in the SKYWARD software. The attendance clerk files the doctor's note and codes the absence excused. Type "**E**" reason code "**MD**".

School Activities

Example 1 (SAAH)

A student is absent for 3 days to attend the National Cheerleaders Association convention. The student is accompanied by a teacher with school board approval.

Coding:

OneNote

Since the student is accompanied by a professional staff member of the district and the school board has approved the activity, the attendance clerk will change the absence type to "S".

Example 2

A student is absent 1 day to attend Kids, Kows & More a 4-H activity in the supervision of a district staff member, an adjunct staff member, or by a county extension service agent who has been approved by the school board.

Coding:

Since 4-H is a board approved activity (refer to FM (REG)), the attendance clerk will change the absence type to "S".

College Days

Example 1 (SAAH)

A high school student who is a junior is absent for 1 day to attend College Day at a local university to determine if she would like to attend the university. The university is accredited by a generally recognized accrediting organization, and the district has adopted a policy on such absences and a procedure for verifying students' visits to institutions of higher education.

Coding:

Since the student's absence and your district's policies meet the requirements of the TEC 25087, the district will receive ADA funds for this student on this day. The district may not receive ADA funds for more than two days per school year for each student who is absent for this purpose. The attendance clerk will change the absence type to "O" reason "CL".

Court

Example 21 (SAAH)

A student is required to go to court on a school day. The student is not present at 10:00 am.

Coding:

This is an excused absence, and the district will receive ADA funding for this student for the days missed to attend the required court appearance. The clerk will change the absence type to "O" and reason "CT".

Homebound

Example 1

A student delivers her baby on Tuesday, October 1st. She does not attend school that day.

Coding:

Since the student did not attend school and the district's required date for Compensatory Home Instruction is the day after delivery, the clerk will change the absent type to "E", no reason required. (See SAAH pg. 182 9.10.1)

US Citizenship

Example 1

A student misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application process for United States citizenship.

Coding:

This is an excused absence, and the district will receive ADA funding for this student for the days missed to attend the appointment included 1 day travel to and 1 day travel from the governmental office, if needed. The clerk will change the absence type to "O" reason "US".

Example 2

A student misses school for the purpose of taking part in a United States naturalization oath ceremony.

Coding:

This is an excused absence, and the district will receive ADA funding for this student for the days missed to attend the appointment included 1 day travel to and 1 day travel from the governmental office, if needed. The clerk will change the absence type to "O" reason "US".

Military

Example 1

Student misses school to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. We are required to excuse up to 5 days for this purpose in a school year. An excused absence for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment

Coding:

This is an excused absence, and the district will receive ADA funding for this student for the days missed. The clerk will change the absence type to "O" reason "ML".

Example 2

A student misses school for the purpose of attending a military graduation for a parent, stepparent or legal guardian.

Coding:

Since the student is absent, the district will not receive ADA funding for this student for the days missed. If approved by the administrator, the clerk will change the absence type to "E" reason "MI".