**ELEMENTARY & SECONDARY REASON CODES**

For audit purposes, schools shall retain documentation of all absences for five school years.

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| **Excused Absences, Tardies & Left Early** | | | | | |
| 1M | Excused Absence Verified by Medical Professional | | * Illness or injury of pupil * Illness or medical appointment of a child (only when the pupil is the custodial parent) * Medical, dental, optometrical, or chiropractic services * Quarantine * Funeral of immediate family member (may include any relative residing with the pupil)   - 1 day: in-state  - 3 days: out-of-state and/or country   * Jury duty | | |
| 1N | Excused Absence Verified by School Nurse/Designee | |
| 1P | Excused Absence Submitted by Parent | |
| 5 | Administrator Approval-  Justifiable Personal Reasons | | * Active military duty (immediate family member; maximum 3 days) * Court appearance * Educational conference offered by non-profit organization (legislative/judicial) * Employment conference * Entertainment industry- no more than 5 consecutive days or maximum of 5 absences per school year * Funeral service (extended days) * Medical exclusion or exemption * Member of a precinct board for an election * Observance of religious or cultural holiday, ceremony, or secular historical remembrance * Participation in not-for-profit performing arts organization (maximum 5 per school year) * Pre-arranged mental health services (mental health day treatment) * Religious instruction (attend minimum school day no more than 4 days per school month) * Religious retreat (shall not exceed 4 hours per semester) * Revoked suspension through appeal’s procedure * “Take Your Child to Work Day” | | |
| SB | School Bus (Absence or Tardy) - LAUSD Only | | Student was absent/tardy due to the School Bus - LAUSD Only | | |
| **Unexcused Absences, Tardies & Left Early- Counted Toward Truancy** | | | | | |
| 2 | Unexcused | | Examples include, but are not limited to:   * Running errands for family • Vacations or trips * Babysitting • Family emergency * Transportation problems • Inclement weather * Unverified absence/tardy (no reason provided after 10 days with due diligence) * “Take Your Child to Work Day” (without administrator approval) * “Extended Funeral Absences ” (without administrator approval) * Tardy or Left Early less than 30 minutes | | |
| 3 | Non-Compliant | | * Absent from class without school or parent/guardian permission * Tardy or Left Early of 30 minutes or more without a valid excuse   (when verified by school-site personnel will count toward truancy classification)   * Unexcused absence post SART/SARB contract | | |
| **Unknown Absences- Counted Toward Truancy** | | | | | |
| UC | Uncleared (when an absence is entered, UC automatically populates) | | No documentation received, no attempts made by school (reason code only available for absences). Counts towards truancy if not cleared within 10 school days | | |
| 0 | No note/No Explanation | | Parents have 10 days to submit verification for student absences as stated in the Parent-Student Handbook. Schools may mark an absence a 0-No Note/ No Explanation after 10 school days following an absence if no explanation was received. | | |
| **Suspension** | | | | | |
| 4 | Suspended School | | Suspension served out of school | | |
| **Counted as Present (Elementary and Secondary Schools)** | | | | | |
| 4I\*-In-School Suspension | | FT\* - Field Trip | | SC\***-** Suspended Class | SB - School Bus - LAUSD Only |
| **Counted as Present (Secondary Schools Only)** | | | | | |
| AO- Attendance Office | | CH - Title I Office | | GO - Guidance Office | PO - Principal Office |
| AP - Assistant Principal’s Office | | CO - Counseling Office | | GT - Grade/Track Office | SG\* - Student Gov't |
| AT\* - Athletic Team | | DO - Dean's Office | | HO - Health Office/ Wellness Center | TP\* - Testing Program |
| BI - Bilingual Office | | EC\* - Extracurricular | | MG - Magnet Office |  |
| \*Absence types are approved by California Department of Education (CDE) for Average Daily Attendance (ADA). Only these absence types are counted as present in the SMASR/Statistical, and Attendance Totals Reports. | | | | | |