**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.  |