

RJUHSD ATTENDANCE CODES & DESCRIPTIONS

PRESENT IN CLASS:

- (**Dash**) Present – Student present in the classroom. (Used for Negative Attendance)

P Present – Student present in the classroom. (Used for Positive Attendance)

UNEXCUSED ABSENCES (TRUANT):

A Absence, Unverified – Student absent from class and the Absence has not yet been cleared. This will be changed to a 'C' after 3 days if the absence has not been verified.

C Cut – Student cut class period without a verifiable reason.

U Unexcused, Verified – Student not present in the classroom and although an explanation was given the school does not excuse the absence.

W Tardy 30+ Minutes – Student tardy for 30 minutes or more of a class period with no valid excuse.

EXCUSED ABSENCES:

B Athletics, Verified – Student not present in the classroom but participating in an Athletic Program and considered present at school.

D Discipline, Verified – Student not present in the classroom but in the School office for a discipline reason and considered present at school.

E Approved Misc. Excused Absence, Verified – Student not present in the classroom but not considered truant. The reason for absence is compliant with *Board Policy 5113 and State Education Code 48205*. Prior approval by the Principal/designee may be required. Examples include: attendance of funeral services, jury duty, student is custodial parent of ill child, religious holiday/observance, employment interview, family emergency, court appearance, etc.

F Field Trip, Verified – Student not present in the classroom but at a school supported Field Trip and considered present at school.

G Guidance, Verified – Student not present in the classroom but in the Guidance Office, Counseling Office or Student Services office and not in class but and considered present at school.

H Home Teaching, Verified – Student absent from school but in a Home Teaching program through the School and a Home Teaching contract has been submitted.

I Illness, Verified – Student not present in the classroom but ill or has medical reason for being absent from school.

J Independent Study, Verified – Student absent from school but on an Independent Study Program through the school and an Independent Study Contract has been submitted.

M Mandatory Off Site Education, Verified, Student Incarcerated – Student has been placed in juvenile hall and receiving instruction through the other facility.

N Nurse, Verified – Student not present in the classroom but in the Nurses Office and considered present at school.

O On Campus, Verified – Student not present in the classroom but in the School Office for reasons other than discipline and considered present at school.

Q On Campus Suspension, Verified – Student not present in the classroom for discipline reasons and considered present at school.

R Present Non-Productive, Verified – Student present in classroom but not productive in class. (Used at Adelante High School)

S Suspended, Verified – Student not present in the classroom and Suspended for discipline.

V Activity, Verified – Student not present in the classroom but participating in school verified activity and considered present at school.

X Excused Medical Absence, Verified – Student not present in the classroom for purpose of having medical, dental, optometric, chiropractic, or obtaining confidential medical services. The reason for absence is compliant with *Board Policy 5113 and/or State Education Codes 48205, 46010.1*.

TARDIES:

T Tardy – Student tardy for less than 30 minute with no valid excuse.

W See Unexcused Absences (above).

Z Excused Tardy – Student tardy to class but with an acceptable explanation, i.e. doctor/dentist.