

## Absence Codes: Definitions and Uses

Following are district-approved absence reasons. When entering attendance in Campus, choose the reason (status/excuse) that most closely meets the definitions listed below. Use the Comments column to enter any narrative information you wish to record.

### ABSENCE REASON

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#### Absences

#### **AEX: ABSENT EXCUSED** (Excused)

Absent due to observance required by the student's religion, extreme family emergency (e.g. critical injury to parent/guardian, funeral of close family member, house fire) or part-day absence due to doctor's visit. Use this code for principal-approved vacations.

#### **AIL: ILLNESS** (Excused)

Absent due to illness verified by parent/guardian. If school determines illness absences are excessive, Minnesota Law permits the school to require the family to provide medical verification or to see the school nurse.

#### **ALE: ABSENT LEFT EARLY** (Exempt)

Student left earlier than the dismissal time at the end of the school day. Elementary Schools can use this reason when a student is absent less than a half day after having attended class. (Example: student is picked up by parent before dismissal time). Secondary Schools can use this reason *only* if a student leaves a class with less than half of a class period remaining. (More than half a class would equal an absence—AEX or AUN.)

#### **ASA: ABSENT SCHOOL ACTIVITY** (Exempt)

Absent due to school activity (field trip, athletics, etc.). Schools may restrict the number of absences allowed under this absence reason. School Activity Absences must be pre-approved by the scheduled teacher. Schools may impose further restrictions (e.g., in a four-period schedule, restricting athletic absences to the final half of the period.) Consideration should be given to pullout programs designed to improve academic performance (such as Indian Education or Multicultural Excellence Program).

#### **ATR: ABSENT TRUANT** (Unexcused)

Student is known to be absent from school or class in violation of the Compulsory Attendance Act. *(Note: student may be marked with this code if school has received verification that the P/G expected the student to be in school that day.)*

#### **AUN: UNEXCUSED** (Unexcused)

Default absence type; use for all absences not described in other absence codes. May include but is not limited to work or baby-sitting at home, lack of transportation, lack of required immunizations, failure to provide documentation establishing valid absence reason or unknown reason. Correct this code if you obtain more information. *(Note: if teacher(s) has/have already marked student with Absent/unknown, it is not necessary for office staff to change that code to AUN if school has no additional information about the absence)*

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**ABSENCE REASON**

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**Absences (Continued)**

**DIS: DISMISSED (Excused)**

Student was dismissed for one day or less. Requires parental notification.

**SUS: SUSPENDED (Excused)**

Student suspended for more than one day following an appropriate suspension procedure.

**VAC: VACATION\* (Unexcused)**

Absent due to an *unapproved* vacation. This is considered an unexcused absence.

\* Prior approval of principal is needed in order for it to be considered excused.

How to mark vacation that has been approved by principal:

*Clerk should mark an excused vacation absence as “Absent Excused” and under Comments, mark “approved vacation.”*

(Not to be used for winter or spring breaks.)

**Homebound Absences**

**HBB: HOMEBOUND BEHAVIORAL (Exempt)**

Suspended student is receiving homebound instruction while waiting for an Expulsion decision or for the results of a citywide PPC meeting.

**HMB: HOMEBOUND MEDICAL (Exempt)**

Student is receiving homebound instruction due to extended illness, injury or treatment per Minnesota State Rule 3525.2325.

**In-School Information**

**ISS: IN SCHOOL SUSPENSION (Excused)**

Student is absent from class while serving an In-School Suspension.

**PRS: PRESENT (Exempt)**

Used when school staff want to make a comment about a student when a student is present.

Example: a student is in class most of the period, but absent for a portion. This reason allows the student to be marked present but with comments attached.

*(Also used by Early Education to mark “positive” attendance.)*

**RAD: READMIT (Exempt)**

Used for the first class period following suspension or dismissal. This code serves to notify the teacher that the student is expected to be present.

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**ABSENCE REASON**

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**Tardy**

**TEX: TARDY EXCUSED**

Late to class due to illness, medical or dental treatment, late school bus (as determined by school officials) or other action of the school or district (e.g. student was detained by another teacher). Schools may establish specific procedures for admitting students to class under this classification.

**TUN: TARDY UNEXCUSED**

Once the student has arrived to school, tardies within the school day will be addressed by the school's attendance policy.

**Educational Intervention Program (EIP)**

Note: To be used only by schools participating in the EIP program.

**POS: PRESENT ON SUSPENSION (Exempt)**

Used for students who are assigned to Educational Intervention Program (EIP) while they are attending the EIP school. This code serves to notify the teacher that the student is attending EIP.

**EEX: ABSENT EXCUSED FROM EIP (Excused)**

Used for students who are scheduled for Educational Intervention Program (EIP) but who are absent excused from the program. (Use the same criteria as for Absent Excused.)

**ETR: ABSENT TRUANT FROM EIP (Unexcused)**

Student is absent unexcused from class while scheduled for Educational Intervention Program (EIP). (Use same criteria as for Absent Unexcused.)

**School administration has the right to determine the validity of any request for an excused absence.**