

## Explanation of Attendance Codes

**E** – Excused – Indicates a valid excuse note has been received and the absence has been excused.

**U** – Unexcused – Indicates one of the following situations:

An excuse note was:

- not received at all
- not received within 5 days of the students return to school
- was received, but the reason indicated was not valid to excuse the absence
- A student was not present in their classroom but was present on campus, however he/she did not sign in to the office or activity they were participating in (i.e., clinic, AP's office, Counselor's office, Blood Drive, etc.).

**W** – Web Absent - Indicates a teacher has marked a student absent in the class. When a note with a valid absence reason is received, it will be marked with one of the codes listed on this page. If after 5 days upon the students return to school and no documentation was provided, the Web Absence will become Unexcused.

**L / T** – Late/Tardy – This code indicates that a student was tardy (late) to class.

**B** – Death in Family – Indicates an excused absence due to a death in the student's immediate family.

**C** – Extra Curricular – Indicates the student was absent due to attending a school-sponsored activity of some kind (field trip, athletic event, academic event, etc.)

**G** – Court – Indicates the student was absent due to a court related appointment and has provided required documentation from the court upon their return to school.

**I** – ISS – Indicates the student was assigned to In School Suspension per their grade level Principal.

**J / K** – Indicates student was absent due to attending a required appointment to obtain citizenship, and/or attending a citizenship ceremony.

**M** – Medical – Indicates the student had a medical appointment and attended school part of the day, either prior to, or after the medical appointment.

\*If the student was absent all day due to a medical appointment and provides proper medical documentation, the absence is EXCUSED\*

**N** – College Visit – Indicates the student attended a pre-approved College Visit.

**O** – Other/On Campus –Indicates a student was on campus (in clinic, AP's office, Counselor's office, etc.) but not in their regular classroom. Can be used to indicate testing (STAAR testing, etc.), as well as a Teacher/Admin correction.

**R** – Religious – Indicates an excused absence due to a verified religious holy day as stated in the FBISD Interfaith Calendar.

**S** - Suspension – Indicates student was assigned Out of School Suspension per their assigned Assistant Principal

**Y** – Student is absent due to enlisting in a branch of the US Military – documentation required