

# Attendance Codes

Type	Reason	Usage / Explanation	Skyward Type	Replaces Code(s)
A		Unexcused absence	Unexcused	A
	SB	Substitute roll ( <b>Secondary only</b> - can be used to indicate absence was record by substitute teacher)		
B		Made-up / Cleared absence (by student - <b>Secondary only</b> )	Unexcused	B, R
	A	Made-up unexcused absence		
	Z	Made-up truancy		
C		Check-in / out by guardian	Excused	C, I, O
	I	Check-in		
	O	Check-out		
	SP	In-and-out or out-and-in during same period		
D		In-school suspension	Other	D
E		Guardian-excused absence	Excused	E, G, Q
F		Made-up / Cleared absence (by administrator - <b>Secondary only</b> )	Excused	F
H		Home & Hospital	Other	H
K		Supervised custody / detention / crisis or treatment center	Other	K
L		Excused/cleared tardy	Tardy	L
N		School-excused absence	Other	N, J, X, Y
	(blank)	General school or class activity, field trip, class assignment, etc.		
	AD	Administration, meeting with an administrator, etc.		
	CO	Counselor, psychologist, group session, PCCR meeting, etc.		
	SR	Sick room		
	TS	Testing		
P		Present (used only for positive attendance sign-in or learner-demonstrated virtual participation)	Other	P
S		Out-of-school suspension	Other	S
T		Tardy	Tardy	T
U		Unexcused check-in	Unexcused	U
V		Guardian-excused vacation absence (no more than 10 days/school year)	Excused	V
W		"Way late" tardy, more than 10 minutes ( <b>Secondary only</b> )	Unexcused	W
Z		Verified truancy during the school day	Unexcused	Z