

2025-26 Attendance Codes		
CODE	DESCRIPTION	FUNDED
1	EXCUSED ABSENCE	
2	UNEXCUSED ABSENCE	
3	EXTRA CURRICULAR ACTIVITY	\$\$\$\$
4	MEDICAL DR NOTE AND AT SCHOOL	\$\$\$\$
5	FOSTER CARE VISIT/COUSELING	\$\$\$\$
6	RELIGION DAY	\$\$\$\$
7	MILITARY PARENT DEPLOYMENT	\$\$\$\$
8	ACADEMIC SUSPENSION	
9	PURSUING MILITARY ENLISTMENT (HS ONLY)	\$\$\$\$
B	FIELDTRIP	\$\$\$\$
C	COLLEGE DAY (JR AND SR STUDENTS ONLY)	\$\$\$\$
D	DOCTOR ALL DAY	
E	EVACUATION	
F	COURT	\$\$\$\$
G	EXPULSION	
H	FUNERAL	
I	ISS/DAEP	\$\$\$\$
J	OBTAINING A DRIVER'S LICENSE (15 AND OLDER)	\$\$\$\$
K	TESTING ON CAMPUS	\$\$\$\$
L	LIFE-THREATENING ILLNESS	\$\$\$\$
M	MISSED CLASS-SKIPPING	\$\$\$\$
N	NURSES OFFICE	\$\$\$\$
O	COUSELOR/OFFICE/TEACHER	\$\$\$\$
P	PRESENT	\$\$\$\$
Q	CITIZENSHIP/NATURALIZATION	\$\$\$\$
R	TAPS	\$\$\$\$
S	STUDENT SENT HOME-ILLNESS	
T	TARDY	\$\$\$\$
V	HOMEBOUND-PRESENT	\$\$\$\$
W	BAD WEATHER	
X	SIGNED OUT EARLY	\$\$\$\$
Y	PROFESSIONAL WORKPLACE VISIT (JR & SR STUDENTS ONLY)	\$\$\$\$

2025-26 Attendance Codes By GROUP

Reason	Description	d	Explanation
TEACHER CODING OPTIONS			
P	Present	Y	Physically present; in designated area at time of attendance or OAT
2	Unexcused Absence		Marked absent by Teacher at time of attendance or OAT
T	Tardy (Unexcused)		Student arrived late to class, but before the official roll call and will be counted present for ADA and FSP purposes
ATTENDANCE OFFICE CODING			
TARDIES			
T	Tardy (Unexcused)		considered Tardy, if more than 10 minutes student is counted absent. Student should report to class with a "Tardy Slip"
DOCTORS APPOINTMENTS			
4	AND At School	Y	appointment for the student or the student's child that is with a
D	Doctor All Day		attend school at all that day. If the note is for multiple days then
DISCIPLINE RELATED			
M	SKIPPING	Y	required to use this code.
I	ISS/DAEP	Y	assigned an alternative location due to behavior (Discipline)
8	Suspension		student who engages in conduct identified in the student code of
G	Expulsion		student who engages in conduct identified in the student code of
PRESENT BUT OUT OF CLASS			
FILL OUT THE FORM. Google Doc's may be used to share and track these students.			
3	Activity	Y	local school board and is under the direction of a professional
B	Fieldtrip	Y	Documentation Required: Coach/Sponsor/Teacher should
K	Campus	Y	for attendance taking, teachers will mark the student ABSENT.
N	Nurses Office	Y	who are not in their assigned classroom are considered in
O	e/ Teacher	Y	who are not in their assigned classroom are considered in
EXCUSED ABSENCE CODES			
1	Absence		the SAAH. At this time, we will only excuse an absence when the
H	Funeral		Documentation Required: Funeral Program
LEGAL ABSENCES			
5	Visit/Counseling	Y	school: * To
F	Court	Y	REQUIRED court appearance, including traveling for that
Q	Naturalization	Y	government office to complete paperwork required in connection
HOMEBOUND			
V	Present	Y	must meet the following three criteria: * The
MISCELLANEOUS "OTHER" ABSENCES			
6	Religious Day	Y	days, including traveling for that purpose. Travel days for which
7	Deployment	Y	guardian who is an active duty member of the uniformed
9	Military	Y	branch of the US uniformed services or the Texas Army National
C	College Day	Y	misses school for the purpose of visiting an institution of higher
E	Evacuation		PEIMS Director will advise when to use this code
J	Driver's License	Y	license office to obtain a driver's license or learner permit. The
L	Illness	Y	illness or related treatment that makes the student's attendance

R	Taps	Y	purpose of playing "Taps" at a military honors funeral held in
S	Home-Illness		remember the 24 hour rule if the student was running fever or
W	Bad Weather		PEIMS Director will advise when to use this code
X	Early	Y	was over. This will not count as an absence, but show that the
Y	Workplace Visit	Y	misses school for the purpose of visiting a professional at the

CODES CAN BE CHANGED. DOCUMENTATION SHOULD BE KEPT IN THE DAILY