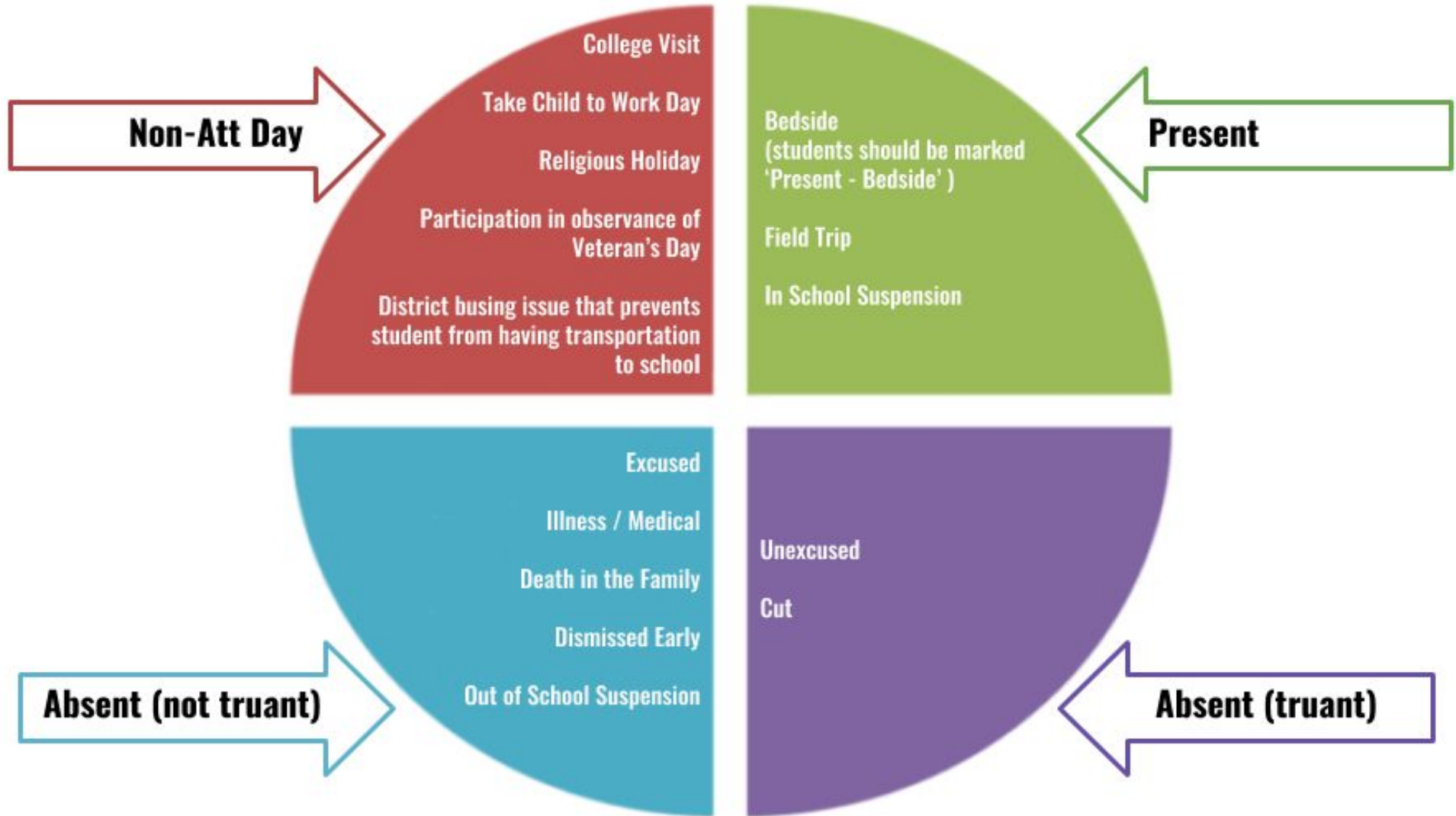


2018-2019 Attendance Coding





2018-2019 Attendance Coding

Reason for Absence	Daily Attendance	Period Attendance	Attendance Letter	State Reporting	Comments
*College Visit * *Take Child to Work *Religious >> *Participation in Veteran's Day *District busing closure/issue preventing student from having transportation	Non-Att Day plus appropriate reason code	Non-Att Day plus appropriate reason code	Will not count as an absence	Will not count as a possible day or a present day	Students with only these types retain perfect att %
*Bedside *Field Trip *In School Suspension	Present plus appropriate reason code	Present plus appropriate reason code	Will not count as an absence	Will count as a possible day and a present day	Use "Present" even though student is not in the classroom
*Excused *Illness/Medical *Death in Family *Dismissed Early *Out of School Suspension	Absent plus appropriate reason code	Absent plus appropriate reason code	Will count as an absence	Will count as an absence, but not a truancy	Adjustments can be made to letters / credit by hand for DIF, summons, etc.
*Unexcused *Cut	Absent plus appropriate reason code	Absent plus appropriate reason code	Will count as an absence	Will count as both absent and truant for NJSMART	
PREK 3 Day Only Students	PreK Non-Att Day Students attending PreK 3 day ONLY must be marked PreK Non-Att Day (excused code in the drop down menu) on the other two days of the week they are not in school so that EOY attendance reports for the state are correct				

*College Visits : Non-Att Day absence up to 3 days per school year for students in grades 11 and 12

>>**Religious Holidays:**

- 1) Students may not be deprived of any award or eligibility or opportunity to compete for an award because of religious absences;
 - 2) Students who miss a test or exam because of absences on a religious holiday must be given the right to take an alternate test or examination;
 - 3) Absence for religious holiday must be recorded in school register, group or class attendance as excused/non-att;
 - 4) Absence or a religious holiday must not be recorded on any transcript or application or employment form or any similar form
 - 5) The student must present a written excuse signed by a parent or guardian before the Holy Day is observed to be entitled to above privileges.
- For the list of NJ State Board of Education approved religious holidays for 2018-2019: <https://www.state.nj.us/education/genfo/holidays1819.pdf>