

ATTENDANCE CODES

Alexandria City Public Schools (ACPS) strictly adheres to the Commonwealth of Virginia's Compulsory Attendance Law (22.1-258) and the Virginia Administrative Code (8 VAC 20-730-10), to establish and enforce attendance guidelines. These attendance codes support the implementation of Policy JEA - Compulsory Attendance, JED - Student Absences/Excuses/Dismissals, and JEA-R/JED-R - Attendance Regulations.

One of the following Attendance Codes shall be entered for each student in every period, every school day.

| CODE | ATTENDANCE CATEGORY | DESCRIPTION | ADDITIONAL CONSIDERATIONS |
|----------------------|---------------------|--|---|
| Default Codes | | | |
| No Code Required | PRESENT | Automatic attendance default code Student is present in class and arrived on time. | This is the default attendance code that every student is assigned. The teacher must change the student record in Power-Teacher if the student is not present. If the teacher does not take attendance, then the code of "present" will serve as the student's attendance code for that day or for the class. |
| A | UNVERIFIED | Default code for absent | This code is used when a teacher takes attendance and indicates the student is not in class. It indicates that the school division has not received any information about the absence from the family or other authorized sources. |
| Absence Codes | | | |
| D | COURT/LEGAL | This code signifies that an official court/legal document or verbal verification from a court representative has been received. | To be used when there is official verification that supports the student's participation in a court hearing or other mandated, legal activities. |
| F | FAMILY EMERGENCY | This code signifies that a certified death of loved one has occurred or that a family medical emergency or displacement has been verified. | Parent/guardian must notify the school and provide documentation for such absences. This code is not used to excuse family vacations. |
| G | SHELTERCARE | This code is used when students are attending school during the day at the | |

| | | | |
|---|----------------------|---|--|
| | | Sheltercare program per court placement. | |
| H | HOMEBOUND | <p>This code is used when a student is approved to receive homebound instruction services following receipt of the medical certification of need per state regulations. Homebound instruction may be rendered due to the following conditions:</p> <ul style="list-style-type: none"> ● Chronic Physical or Mental Illness ● Hospitalization ● Maternity/Paternity Leave ● Extenuating Critical Circumstances | <p>The school counselor and homebound coordinator will facilitate this process and designate the start and end dates of homebound services. Decisions regarding homebound instruction will be communicated to the school registrar and related school support team members.</p> |
| I | ILLNESS | <p>Parent/guardian must provide verification (verbal and written) of a student’s illness.</p> <p>This code is also used when official documentation is submitted by a medical facility, to verify absences related to any physical or mental health condition.</p> | <p>When a student is unable to attend school due to illness, the guardian or physician must submit documentation verifying the incident prior to the absence, or provide written verification of the illness no later than 3 days following the absence.</p> <p>Chronic/Extended Illness When students are pervasively absent due to a chronic illness or disability, official documentation from a physician must be presented to the school.</p> <p>When illnesses occur in frequent or excessive patterns, it is deemed best practice to consult with the school nurse, administrator, and relevant school support team members to implement appropriate interventions of support, including a Health Care Plan.</p> |
| P | IN-SCHOOL SUSPENSION | <p>This code is used when a student is absent from class because the school administration has assigned the</p> | <p>The parent/guardian will be notified of the suspension start and end date. The student must</p> |

| | | | |
|---|------------------|--|--|
| | | student an in-school suspension (ISS) or to an Alternate Instructional Support (AIS) Center. | return to class on the date indicated by the administration. |
| R | RELIGION | This code includes any absences affiliated with students' professed faith-based practices or religious traditions. | A student is excused from class when the absence is affiliated with the student's professed faith or religious traditions. No student is deprived of any award or eligibility or the opportunity to compete for any award, due to such an absence if the absence is verified. Students who miss an assessment, assignment deadline, etc., due to observance of a religious holiday may not be penalized. Students must be given the opportunity to receive the missed instruction, submit the work, or complete the assessment on an alternate date. |
| C | CIVIC ENGAGEMENT | This code may be used by secondary students to engage in a civic or political event. | Secondary students are excused from class ONE full day per school year when the absence is to engage in a civic or political event and the absence is verified. |
| U | UNEXCUSED | Unexcused absences include instances in which the student misses a class or an instructional school day without justification or verification. Examples may include family travel, loitering, missing the bus, or oversleeping. Family vacations during the school year will be marked as unexcused absences. | An unexcused absence includes instances in which the student misses a class or an instructional school day in its entirety and no indication has been received by school personnel within 3 days of the absence. This also includes instances in which the parent/guardian provides a reason for the absence that is not outlined in this regulation. The school administration may change an unexcused absence to an excused absence when the parent/guardian has provided an acceptable justification, per Virginia attendance codes. |
| V | SCHOOL ACTIVITY | School activities include approved and verified absences that may include | Activity sponsors or department chairs must verify and communicate activities to |

| | | | |
|--------------------|---------------------------|--|--|
| | | activities related to campus sports, band, ROTC, choir, or other academic clubs sponsored by an official ACPS staff member. This code also includes excused absences resulting from student meetings with school administration and other staff members during the school day. | designated teachers and staff who are responsible for managing student attendance records before, or immediately following the school activity. |
| S | SUSPENDED (Out of School) | This code is used when a student is absent from class because the school administration has assigned a suspension out of school. | The parent/guardian will be notified of the suspension/exclusion start and end date. The student must return on the date indicated by the school administration. |
| Tardy Codes | | | |
| T | TARDY | Tardies include any unexcused or unverified late arrival to class. | This is the default code entered by teachers to indicate that a student was tardy to class without justification or verification. |
| L | EXCUSED TARDY | Verification can include written or verbal communication from a doctor's office, court, school staff, community agency representative or parent/guardian. | Excused tardies may include instances caused by medical illnesses, court proceedings, school sponsored activities, ACPS transportation services related delays, or inclement weather related conditions. Excused tardies do not include instances such as missing the bus, oversleeping, or other personal anecdotal accounts. |

12
13
14
15
16
17
18
19
20
21
22

Established: NEW

Legal Refs.: Code of Virginia, §§16.1-241.2, 16.1-254, 22.1-227.1, 22.1-254, 22.1-258, 22.1-259, 22.1-260, 22.1-262, 22.1-265, 22.1-279.3, 46.2-323, 46.2-334.01, and 54.1-3900.

8 VAC 20-110-100.

8 VAC 20-110-130.

23 8 VAC 20-730-10.
24 8 VAC 20-730-30.

25
26 *Phase Guidance for Virginia Schools*, Virginia Department of Health (VDH),
27 (July 1, 2020),
28 [https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-](https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Final-Phase-Guidance-for-Virginia-Schools-6.9.20.pdf)
29 [virginia/pdf/Final-Phase-Guidance-for-Virginia-Schools-6.9.20.pdf](https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Final-Phase-Guidance-for-Virginia-Schools-6.9.20.pdf).

30
31 Cross Refs.: IGAJ Driver Education
32 JEA Compulsory Attendance
33 JED Student Absences/Excuses/Dismissals
34 JEG Exclusions and Exemptions from School Attendance
35 JFC Student Conduct
36 LBD Home Instruction

DRAFT

ATTENDANCE CODES

Alexandria City Public Schools ([ACPS](#)) strictly adheres to the Commonwealth of Virginia's Compulsory Attendance Law (22.1-258) and the Virginia Administrative Code (8 VAC 20-730-10), to establish and enforce attendance guidelines. These attendance codes regulations support the implementation of ~~implement~~ Policy JEA - (Compulsory Attendance), JED - Student Absences/Excuses/Dismissals, and JEA-R/JED-R - Attendance Regulations.

One of the following Attendance Codes shall be entered for each student in every period, every school day.

| CODE | ATTENDANCE CATEGORY | DESCRIPTION | ADDITIONAL CONSIDERATIONS |
|----------------------|---------------------|--|---|
| Default Codes | | | |
| No Code Required | PRESENT | Automatic attendance default code Student is present in class and arrived on time. | This is the default attendance code that every student is assigned. The teacher must change the student record in Power-Teacher if the student is not present. If the teacher does not take attendance, then the code of "present" will serve as the student's attendance code for that day or for the class. |
| A | UNVERIFIED | Default code for absent | This code is used when a teacher takes attendance and indicates the student is not in class. It indicates that the school division has not received any information about the absence from the family or other authorized sources. |
| Absence Codes | | | |
| D | COURT/LEGAL | This code signifies that an official court/legal document or verbal verification from a court representative has been received. | To be used when there is official verification that supports the student's participation in a court hearing or other mandated, legal activities. |
| F | FAMILY EMERGENCY | This code signifies that a certified death of loved one has occurred or that a family medical emergency or displacement has been verified. | Parent/guardian must notify the school and provide documentation for such absences. This code is not used to excuse family vacations. |
| G | SHELTERCARE | This code is used when students are attending school during the day at the | |

| | | | |
|---|----------------------|---|--|
| | | Sheltercare program per court placement. | |
| H | HOMEBOUND | <p>This code is used when a student is approved to receive homebound instruction services following receipt of the medical certification of need per state regulations. Homebound instruction may be rendered due to the following conditions:</p> <ul style="list-style-type: none"> ● Chronic Physical or Mental Illness ● Hospitalization ● Maternity/Paternity Leave ● Extenuating Critical Circumstances | <p>The school counselor and homebound coordinator will facilitate this process and designate the start and end dates of homebound services. Decisions regarding homebound instruction will be communicated to the school registrar and related school support team members.</p> |
| I | ILLNESS | <p>Parent/guardian must provide verification (verbal and written) of a student’s illness.</p> <p>This code is also used when official documentation is submitted by a medical facility, to verify absences related to any physical or mental health condition.</p> | <p>When a student is unable to attend school due to illness, the guardian or physician must submit documentation verifying the incident prior to the absence, or provide written verification of the illness no later than 3 days following the absence.</p> <p>Chronic/Extended Illness When students are pervasively absent due to a chronic illness or disability, official documentation from a physician must be presented to the school.</p> <p>When illnesses occur in frequent or excessive patterns, it is deemed best practice to consult with the school nurse, administrator, and relevant school support team members to implement appropriate interventions of support, including a Health Care Plan.</p> |
| P | IN-SCHOOL SUSPENSION | <p>This code is used when a student is absent from class because the school administration has assigned the</p> | <p>The parent/guardian will be notified of the suspension start and end date. The student must</p> |

| | | | |
|---|------------------|--|--|
| | | student an in-school suspension (ISS) or to an Alternate Instructional Support (AIS) Center. | return to class on the date indicated by the administration. |
| R | RELIGION | This code includes any absences affiliated with students' professed faith-based practices or religious traditions. | A student is excused from class when the absence is affiliated with the student's professed faith or religious traditions. No student is deprived of any award or eligibility or the opportunity to compete for any award, due to such an absence if the absence is verified. Students who miss an assessment, assignment deadline, etc., due to observance of a religious holiday may not be penalized. Students must be given the opportunity to receive the missed instruction, submit the work, or complete the assessment on an alternate date. |
| C | CIVIC ENGAGEMENT | This code may be used by secondary students to engage in a civic or political event. | Secondary students are excused from class ONE full day per school year when the absence is to engage in a civic or political event and the absence is verified. |
| U | UNEXCUSED | Unexcused absences include instances in which the student misses a class or an instructional school day without justification or verification. Examples may include family travel, loitering, missing the bus, or oversleeping. Family vacations during the school year will be marked as unexcused absences. | An unexcused absence includes instances in which the student misses a class or an instructional school day in its entirety and no indication has been received by school personnel within 3 days of the absence. This also includes instances in which the parent/guardian provides a reason for the absence that is not outlined in this regulation. The school administration may change an unexcused absence to an excused absence when the parent/guardian has provided an acceptable justification, per Virginia attendance codes. |
| V | SCHOOL ACTIVITY | School activities include approved and verified absences that may include | Activity sponsors or department chairs must verify and communicate activities to |

| | | | |
|--------------------|---------------------------|--|--|
| | | activities related to campus sports, band, ROTC, choir, or other academic clubs sponsored by an official ACPS staff member. This code also includes excused absences resulting from student meetings with school administration and other staff members during the school day. | designated teachers and staff who are responsible for managing student attendance records before, or immediately following the school activity. |
| S | SUSPENDED (Out of School) | This code is used when a student is absent from class because the school administration has assigned a suspension out of school. | The parent/guardian will be notified of the suspension/exclusion start and end date. The student must return on the date indicated by the school administration. |
| Tardy Codes | | | |
| T | TARDY | Tardies include any unexcused or unverified late arrival to class. | This is the default code entered by teachers to indicate that a student was tardy to class without justification or verification. |
| L | EXCUSED TARDY | Verification can include written or verbal communication from a doctor's office, court, school staff, community agency representative or parent/guardian. | Excused tardies may include instances caused by medical illnesses, court proceedings, school sponsored activities, ACPS transportation services related delays, or inclement weather related conditions. Excused tardies do not include instances such as missing the bus, oversleeping, or other personal anecdotal accounts. |

12
13
14
15
16
17
18
19
20
21
22

Established: NEW

Legal Refs.: Code of Virginia, §§16.1-241.2, 16.1-254, 22.1-227.1, 22.1-254, 22.1-258, 22.1-259, 22.1-260, 22.1-262, 22.1-265, 22.1-279.3, 46.2-323, 46.2-334.01, and 54.1-3900.

8 VAC 20-110-100.

23 8 VAC 20-110-130.
24 8 VAC 20-730-10.
25 8 VAC 20-730-30.

26
27 *Phase Guidance for Virginia Schools*, Virginia Department of Health (VDH),
28 (July 1, 2020),
29 [https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-](https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Final-Phase-Guidance-for-Virginia-Schools-6.9.20.pdf)
30 [virginia/pdf/Final-Phase-Guidance-for-Virginia-Schools-6.9.20.pdf](https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Final-Phase-Guidance-for-Virginia-Schools-6.9.20.pdf).

31
32 Cross Refs.: IGAJ Driver Education
33 JEA Compulsory Attendance
34 JED Student Absences/Excuses/Dismissals
35 JEG Exclusions and Exemptions from School Attendance
36 JFC Student Conduct
37 LBD Home Instruction

DRAFT