

ATTENDANCE CODES and DESCRIPTIONS SCHOOL YEAR 2024-25

<u>Code</u>	<u>Description</u>	<u>Category Code</u>	<u>Absent Present</u>	<u>Teacher Enters</u>	<u>High School Seat Time</u>	<u>Attendance Code Guidelines</u>
	Present		Present	Yes		
SC-UNEX	Unexcused	Unexcused	Absence	Yes	Yes	
SC-EX	Excused	Excused	Absence		Yes	
SC-MED	Medical	Excused	Absence		Yes	
SC-PN	<u>Parent Note:</u> use illness only. <u>Not</u> for personal or vacation days.	Excused	Absence		Yes	<u>Elementary/Middle Schools:</u> Use to excuse only 5 days per school year. <u>High Schools:</u> Use to excuse only 3 days per semester.
SC-UEPN	Unexcused Parent Note	Unexcused	Absence		Yes	<u>All Schools:</u> Use for a parent note that is unexcused which exceeds the number of parent notes allowed. Or for personal days. <u>High Schools:</u> Use after the three excused PN per semester to document absences for Competency-Based Credit.
SC-SKIP	Skip Code	Unexcused	Absence		Yes	
SC-BRV	Bereavement/Death in Family	Excused	Absence		Yes	Written documentation provided upon return to school.
SC-NURSE	Nurse	Excused	Absence		No	Use only when a student is sent home by the school nurse with a fever or other illness that would exclude the student from attending school for 24 hrs. Use this code the following day absent to cover the 24-hr. exclusion.
SC-FLU	Flu-Influenza	Excused	Absence		No	Enter from the Spreadsheet provided by District Nursing Services.
SC-COVD	Covid	Excused	Absence		No	Enter from the Spreadsheet provided by District Nursing Services
SC-LEG	Legal/Court	Excused	Absence		No	Must provide documentation prior to or upon return to school.
SC-PA	Principal Approved	Excused	Absence		No	<u>SCDE:</u> USE for only 4 days per School Year.
SC-REL	Religious	Excused	Absence		No	Must be a recognized religious holiday. Complete an internet search of the religious holiday for recognized dates. Excuse all dates and add to the student's official attendance file. Religious conferences, retreats, are not religious holidays. These are personal absences and are to be coded SC-UEPN.
SC-ISS	In-School Suspension (ISS)	Excused	Present		No	

SC-OSS	Out-of-School Suspension	Excused	Absence		No	
SC-HMBD	Homebound Instruction	Excused	Present		No	Medical Homebound
SC-HBSD	Home-based Instruction	Excused	Present		No	Exceptional Student Ed. Placement
SC-FT	Field Trip/School Activity	Excused	Present		No	
SC-KTST	Kindergarten Testing	Excused	Present		No	Kindergarten and CERDEP students to be administered the assessments during a shortened school day within the <u>first five days of the academic year.</u>
SC-WTHR	Weather	Excused	Absence		No	
SC-IMNZ	Immunization	Excused	Absence		No	Consult school nurse
SC-REC	Attendance Recovery	Excused	Absence		No	Attendance Recovery/Saturday Recovery
SC-COL	College Visit	Excused	Absence		No	Four days of Junior and Senior years combined. A letter from the college admission office is required upon return to school.
SC-VTP- in Attendance	Virtual Academy/Virtual Instruction ONLY. <u>Students participating in any face-to-face activities or receiving instruction on school premises are not to use this code.</u>		Present		No	<u>Present Code for Virtual Academy/Virtual Instruction.</u> Entered on the days or class periods a student receives virtual instruction and submits assignments or participates in activities as required by the teacher. Otherwise, Virtual Academy/Virtual Instruction will be documented as an Absence.
SC-ONST	On-Site Services	Excused	Present		No	
SC-AH	Administrative Hearing	Excused	Absence		No	Use <u>only</u> when a student is waiting for <u>an intake</u> at Aspire or Raven. The date of the expulsion letter will serve as the beginning date to begin using this code.

All Schools are responsible for entering Attendance Codes for COVID and the FLU from spreadsheets provided by District Nursing Services. Contact your school nurse for additional questions or support.

In compliance with Rock Hill Schools Policy and Guidelines, all documentation for absences must be provided to the school attendance office within three school days after the student returns to school.

Student absences for family vacations, no matter the destination, or students who participate in a non-sponsored school sport or event are not eligible to be excused under the South Carolina Compulsory Attendance Law. These absences are personal days.

All Rock Hill School District Attendance Guidelines are available on the district website under departments-attendance including the Spanish version.

ATTENDANCE Codes for TARDY and DISMISSAL

Enter Attendance Code + Time in Time Out

Code				
SC-BTRD	Bus Tardy	Tardy/Excused	Present	
SC-ETRD	Excused Tardy	Tardy/Excused	Present	Medical/Legal Statement provided when signing in or approved by the principal.
SC-UTRD	Unexcused Tardy	Tardy/Unexcused	Present	No medical or legal documentation provided when signing in.
SC-EDSM	Early Dismissal: <u>Elementary Schools</u>	Excused	Present	The student has attended 50% or MORE of the school day and is leaving early. <u>Elementary Schools:</u> Use if a student leaves after 11:00.
SC-UEDM	Unexcused Early Dismissal: <u>Elementary Schools</u>	Unexcused	Present	The student has attended 50% or LESS of the school day and is leaving early. <u>Elementary Schools:</u> Use if a student leaves before 11:00
SC-DSML	Dismissal: <u>Middle and High Schools</u>	Unexcused		<u>Middle Schools:</u> Use for all dismissals missing 50% or more of the school day. <u>High Schools:</u> Use if the student does not attend 60 minutes of a block.
SC-CKIN	Check-In	Excused	Present	The student leaves school for an appointment and returns to school. The student must have attended school for 50% or more of the school day. Documentation to be provided when the student returns to school.
SC-LATE	Late Arrival			ALL SCHOOLS: DO NOT USE THIS CODE

NEW ATTENDANCE Codes 2024-25: SCDE UPDATE September 9, 2024

Attendance Codes are not calculated in Seat Time for High Schools

<u>Code</u>	<u>Description</u>	<u>Category Code</u>	<u>Absent Present</u>	<u>Attendance Code Guidelines</u>
SC-VIRM	Virtual Makeup E-Learning Days	Excused	Present	Use for e-Learning Days for 5 days only. Change to SC-UNEX if assignments are not completed within 5 school days.
SC-IMHB	Intermittent Homebound	Excused	Present	The student has a recurring medical condition that intermittently makes him or her unable to attend school, that student may be eligible to receive medical homebound instruction during those periods, coming back to school and leaving school again as the need dictates.
SC-MIL	Military Compact. Absence as Related to Deployment Activities	Excused	Absent	A student whose parent or legal guardian is an active-duty member of the uniformed services. <u>Call the District Attendance Office for use of this code.</u> Detail description below.

In compliance with Military Compact **SEC. 5.105** Absence as Related to Deployment Activities:

A student whose parent or legal guardian is an active duty member of the uniformed services, as defined by the Compact, and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the LEA superintendent or head of school to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian. Notwithstanding the above, the LEA superintendent or head of school may provide a maximum number of additional excused absences.