2021-22 Attendance Code Revision

The following list of codes will become the official attendance codes in Skyward in July 2021 and will be used in the 2021-22 school year. Attendance codes and reasons will be updated for schools prior to the first day of school.

Schools may choose to add additional reason codes if needed and approved by the building principal. Because Skyward only allows for reports to be run on absence **types**, creating large numbers of absences **reasons** does not provide much in terms of utility or benefit. Schools should use the comment field whenever possible to clarify the details of an absence instead of creating an additional reason code.

Additional training will be provided for school staff in August 2021.

Type	Reason	Usage / Explanation	Skyward Type	Replaces Code(s)
A		Unexcused absence	Unexcused	A
B		Made-up / Cleared absence (by student - **Secondary only**)	Unexcused	B, R
	A	Made-up unexcused absence		
	Z	Made-up truancy		
C		Check-in / out by guardian (**Secondary only**)	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 - **Secondary only**)	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 (**Secondary only**)	Unexcused	W
Z		Verified truancy during the school day	Unexcused	Z

Updated June 2021