

Code	Description	Use Arrive Time	Use Dismiss Time	State Absence	When to Use
AA	Administrative Absence	None	None	Absent	Student is excused due to related MD - see Discipline AP.
ABS	State Reporting ABS--DO NOT USE	None	None		NA - Do not use.
ALC	Alt Learning Center	Optional	Optional		Student is IN THE ALT LEARNING CENTER
CAT	Catalyst	Optional	Optional		Student is IN CATALYST
CC	Class Cut	Optional	Optional	Absent	Student cut class - whole period
CCC	College Career Center	Optional	Optional		Student is IN THE COLLEGE CAREER CENTER
CU	Contact/Unexcused/Truant	Optional	Optional	Absent	Used when call received from parent for an unexcused reason.
CV	College Visit	Optional	Optional	Absent	Student is on a college visit
D	Dean Office	Optional	Optional		Student is IN THE DEAN OFFICE
DA	District Absence	None	None	Absent	Used when school day but that student is excused from coming - ACT day is an example.
DN	Doctors Note Received	Optional	Optional	Absent	Used when you receive a dr note and it's an excused absence.
E	Excused Absence	Optional	Optional	Absent	Used when excused absence per State of IL guidelines.
EA	Excused From Assigned School Location	Optional	Optional		Student is IN THE BUILDING but not in class
EP	Early Pick Up / Early Leave	Optional	Required	Absent	NA for HS.
F	Funeral	Optional	Optional	Absent	Student is attending a funeral
FT	Field Trip	None	None		Student is on a school sponsored field trip
H	Hospitalized	None	None	Absent	Student is in a hospital setting

HB	Homebound	Optional	Optional	Absent	Student is in a homebound setting
IS	In School Suspension	Optional	Optional		Student is in an in-school suspension
L	Tardy/Late To School	Optional	Optional		Student is Tardy/Late to School. To be used PERIOD 1 only.
LD	Lunch Detention	Optional	Optional		Student is IN LUNCH DETENTION
LN	Lunch/Lunch Recess	Optional	Optional		Student is absence during lunch period only
MC	Media Center	Optional	Optional		Student is IN THE MEDIA CENTER
N	Nurse	Optional	Optional		Student is IN THE NURSE OFFICE
NC	No Contact/Unexcused/Truant	Optional	Optional	Absent	Default code - no parent/guardian contact received
OS	Out Of School Suspension	Optional	Optional	Absent	Student is on out of school suspension
SAC	Student Assistance Center	Optional	Optional		When student is IN THE STUDENT ASSISTANCE CENTER
SC	Supplemental Catalyst	Optional	Optional		When student is IN SUPPLEMENTAL CATALYST
SL	Secondary Level Tardy/Late To School	Optional	Optional		Student is Tardy/Late to School. To be used PERIOD 1 only. (I like to use L)
SS	Student Services	Optional	Optional		When student is IN STUDENT SERVICES
TC	Tardy To Class	Optional	Optional		optional use - student is tardy to class but not class cut
TK	Time Keeping - not counted against attendance	Optional	Optional		Do not use.
TP	Temporary Placement	None	None	Absent	Student in temporary placement (45 day CIBS/incarcerated)
V	Contact/Unexcused/Vacation	Optional	Optional	Absent	Student on vacation