

ATTENDANCE CODE EXPLANATION CHART

Stillwater High School

Code	Meaning	Description	Counts against allowed days missed?
AE	Absent Excused	Parent notified the school <u>with an approved reason</u>	YES
AU	Absent Unexcused	Parent did <u>not</u> notify the school <u>with an approved reason</u>	YES
ATR	Truant	Student missed school without permission from parent and school	YES
DVAU	Distance Learning Absent Unexcused	Student was quarantined due to COVID-19 but failed to meet the requirements of the distance learning attendance policy. Counts as an unexcused absence.	YES
DVAE	Distance Learning Absent Excused	Student was quarantined due to COVID-19 and failed to meet the requirements of the distance learning attendance policy. Counts as an excused absence because of mitigating circumstances.	YES
COV	COVID-19 asbence	Absent due to a COVID-19 related reason and is not assigned to distance learning due to illness.	NO
DVAP	Distance Learning Present	Student was quarantined due to COVID-19 and met the requirements of the distance learning attendance policy. This does <u>not</u> count as an absence but instead counts the student as <u>present</u> .	NO
MED	Medically Excused	Student missed school for medical reasons AND submitted a note from a physician, therapist, dentist, or medical clinic	NO
ACT	Student Activity	Student participated in an activity sponsored by the school	NO
O	Office	Student missed class because he/she was in the office	NO
N	Nurse Office	Student missed class because he/she was in the health room	NO
G	Guidance Office	Student missed class because he/she was in the guidance office	NO
FT	Field Trip	Student missed class because of a school sponsored field trip	NO
TST	Testing	Student missed class because he/she was participating in state or national testing	NO
FNL	Funeral	Student missed class due to a funeral	NO
STSS	Short Term Out of School Suspension	Student was suspended for less than 10 days	NO
LTSS	Long Term Out of School Suspension	Student was suspended for 10 or more days	NO
CT	Court	Student missed class due to an appointment at court	NO
CD	College Day	Student was on an approved college visit AND submitted proper documentation - allowed 2 during senior year	NO
TU	Tardy Unexcused	Student was late with no proper excuse	NO
TE	Tardy Excused	Student was late with a proper excuse from a school official	NO

FREQUENTLY ASKED QUESTIONS

STILLWATER HIGH SCHOOL ATTENDANCE OFFICE

Phone: (405) 533-6450 / Message Line: (405) 533-6456 / FAX: (405) 533-6488

1. **How many absences are students allowed?**
 - 4 absences per class per 9-week term
2. **What's the difference between Absent Excused, Absent Unexcused, & Truant?**
 - Absent Excused (AE) = parent notified the school with an approved reason.
 - Absent Unexcused (AU) = parent did not notify the school with an approved reason.
 - Truant (ATR) = student missed school without permission from parent and school.
 - Truant (ATR) may result in a citation from the Stillwater Police Department and require a court appointment where the student will have to explain excessive absences to a judge.
3. **Which absences count toward the maximum number of absences per 9-week term?**
 - AE, AU, ATR, DVAU and DVAE count against the attendance policy.
 - When an absence has been excused, that simply means that the school has been properly notified - Excused Absences count toward the maximum.
4. **What are some approved reasons for excused absences?**
 - Illness, medical/dental appointments, counseling appointments, court appointments, religious holidays, pre-arranged family trips, and other reasons approved by the school.
5. **Who determines whether an absence is excused or unexcused?**
 - SHS Administration.
6. **How should parents notify the school of absences?**
 - Call the Attendance Office during school hours at (405) 533-6450.
 - Call the Attendance Hotline after hours at (405) 533-6456 and leave a message.
 - Stop by the Attendance Office and speak with an employee in person.
 - Students or parents can drop off notes to an Attendance Office employee.
 - Notes can also be faxed to the Attendance Office directly at (405) 533-6488.
7. **My family is planning a trip that will cause my student to miss more school than is allowed, does this mean that my child will receive no academic credit?**
 - Not necessarily. Parents should contact the Attendance Office in writing (letter or email) to describe the trip. Emails may be sent to Mr. Howell, Assistant Principal, at whowell@stillwaterschools.com.
 - Planned absences are regularly approved in instances for students in good academic standing with good attendance, but they must be pre-approved.
8. **Will medical appointments count against students?**
 - No - Students or parents should submit a copy of all notes to the attendance office.
 - Medical appointments may be marked as Medically Excused (MED) which do not count against the maximum.
9. **What happens if a student exceeds the maximum number of absences?**
 - Students who reach more than 4 absences are submitted to the attendance committee at the end of each term for review.
 - Extraordinary circumstances and hardships will be considered.
 - The attendance committee will make a ruling on each student to determine if they will receive academic credit for the course(s) where he/she has excessive absences.
 - Students who do not receive academic credit in a course will be notified that their grade has been changed to NCO (No Credit Zero).
 - Students who receive an NCO will be given an opportunity to appeal the decision.
10. **What is the difference between a tardy and an absence?**
 - According to the [SHS student handbook](#), students who arrive to class more than 25 minutes late will receive an unexcused absence for that class period.
11. **Are there consequences for unexcused absences?**
 - Yes, a zero will be given in class where grades are given during an unexcused absence.
 - Students are typically assigned closed campus for unexcused absences.
12. **Do visits to a college campus count against students?**
 - Seniors are granted two (2) college visit (CD) days during the senior year.
 - Seniors must submit documentation of these visits to the Attendance Office.
13. **I received an attendance letter, what does this mean?**
 - The Attendance Office mails letters regularly to parents to notify them when students reach two (2) and four (4) absences.
 - These letters are sent to keep parents informed regarding the number of days missed.
14. **What do the codes that I see entered on my child's attendance mean?**
 - The Attendance Office uses various codes to mark attendance. These are explained on the [Attendance Code Explanation Chart](#).
15. **My student needs to check out early/arrive late, how do we do that?**
 - Parents should call or drop by the Attendance Office to make these arrangements.
 - Students are required to check in/out through the Attendance Office.
16. **Can an 18-year old student excuse his/her own absences?**
 - SHS prefers to communicate with parents.
 - If the student still lives at home, SHS will continue to communicate with a parent.
 - 18-year old students who don't live with parents may excuse their own absences.