

# FHS ATTENDANCE CODES AND DESCRIPTIONS

## PRESENT IN CLASS

**PRESENT (BLANK)** Student was present, in person, in the classroom

- ★ Arrived before the bell rang

**DISTANCE PRESENT (DP)** Student was present in virtual class

- ★ Check in was completed within the first 15 minutes of class

## UNEXCUSED ABSENCES

**UNVERIFIED (UNV)** Student was absent from an in person class

- ★ This will be changed to a **UNX** if a parent calls the school to inform the Attendance Office of the absence

**DISTANCE UNVERIFIED (DUNV)** Student was absent from virtual class

- ★ Check in was not completed or was completed after the class period ended

**UNEXCUSED (UNX)** Student was absent from an in person class and the attendance office received a call but no documentation was received

- ★ When families send in a paper copy of an attendance note or send an email, the absence will change to **EXC**

**DISTANCE UNEXCUSED (DUNX)** Student was absent from a virtual class and the attendance office received a call but no documentation was received

- ★ When families send in a paper copy of an attendance note or send an email, the absence will change to **DEXC**

## EXCUSED ABSENCES

**EXCUSED (EXC)** Student was absent from an in person class but the family sent in an attendance note or sent an email to the attendance office to excuse the absence

**DISTANCE EXCUSED (DEXC)** Student was absent from virtual class but the family sent in an attendance note or email to the attendance office

## TARDIES

**TARDY (T)** Student arrived to an in person class after the bell rang

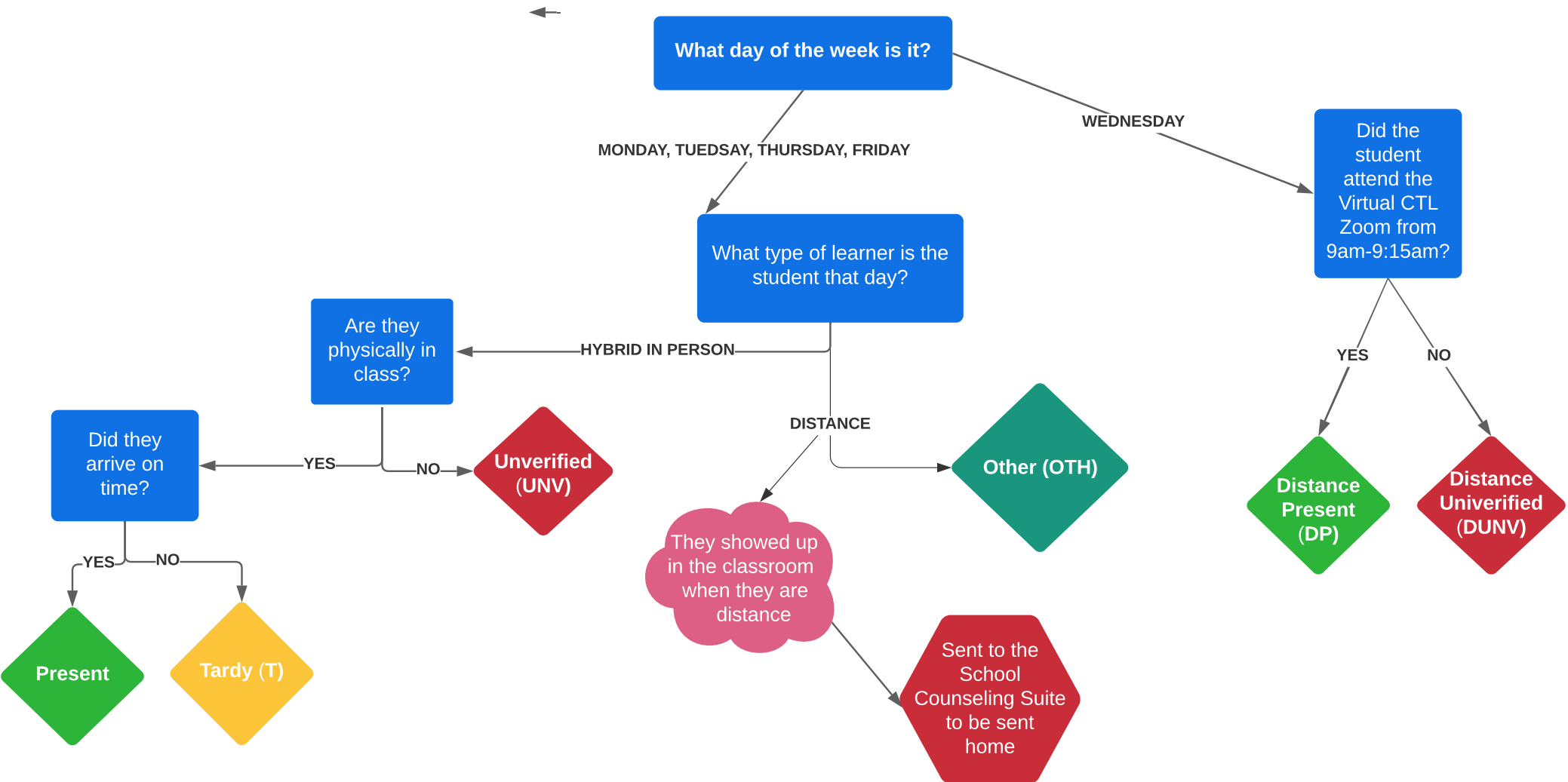
**DISTANCE TARDY (DT)** Student checked in more than 15 minutes late virtually to a class but before the end of the period

## ADDITIONAL CODES

**OTHER (OTH)** Student is not required to check-in virtually

# CTL Attendance Flow Chart for FHS Families

FITCH HIGH SCHOOL 2020-2021



# Attendance Flow Chart for FHS Families

2020-2021 SCHOOL YEAR

