

**2024-2025**  
**WCSD Attendance Code Cheat Sheet**

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**ELEMENTARY SCHOOL ONLY:**

- **Mark attendance twice daily:**
  - Morning Session
  - Afternoon Session

**ALL SCHOOLS:** Missed Instruction - arrives late to class or leaves anytime during the class period.

Two types:

- EMI – Excused Missed Instruction
- T - Tardy

Do not change EMI or T codes to any of the codes listed below.

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**Absences that DO NOT count against Chronic Absenteeism:**

- AEL – Alt. Ed. Location
  - Home Hospital (Confirmed)
  - Jan Evans
- FIN – Finish Dist. Ed. – Waiting for Final Exam.
- EMD – Medical Documentation Provided
- HDE – Outbreak Exclusion ordered by NNPH
- ISS – In-School Suspension
- SCH – School Activity
- SUS3 – Suspension Instruction Provided (used only when directed)

**Absences that DO count against Chronic Absenteeism:**

- AUK – Unverified absence not in class (distance ed only)
- CT – Confirmed Truant
- CTL – Letter Sent
- DOM – Domestic
- FCA – Absence Due to Foster Care (used only when directed)
- MED – Medical (Parent Verification)
- MVE – Child in Transition (used only when directed)
- OCOC – On Campus Out of Class Without Permission
- REL – Religious Observance (up to 5 per year)
- RWY – Runaway
- SUS – Out of School Suspension
- UNV - Unverified Absence

**Check Attendance Summary Report (ASR) for:**

E - Enroll      W - W/D      R - Re-enroll

Infinite Campus Attendance Reports:  
Student absences: (Attendance>Period Detail)  
Check for teacher taking attendance:  
(Attendance> Classroom Monitor)

See WCSD Attendance Information for definitions and responsibilities.  
WCSD website>Attendance

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