

## Student Daily Attendance Reporting

|  |                                   | Learning Modality |            |          |
|--|-----------------------------------|-------------------|------------|----------|
|  |                                   | In-Person (IN)    | Remote (R) | Both (B) |
| Attendance Codes   | Present (PRSNT)                   | X                 | X          | X        |
|  | Present In School (PRSNT-IN)      | X                 | X          | X        |
|  | Present Out of School (PRSNT-OUT) | X                 | X          | X        |
|  | Tardy (T)                         | X                 | X          | X        |
|  | Tardy In School (T-IN)            | X                 | X          | X        |
|  | Tardy Out of School (T-OUT)       | X                 | X          | X        |
|  | Excused Absence (E)               |                   |            |          |
| Unexcused Absence (U)  |                                   |                   |            |          |
| Suspension Codes   | In-School Suspension (ISS)        |                   |            |          |
|  | Out-Of-School Suspension (OSS)    |                   |            |          |
| For each day a student is present, you will report one of these codes and one learning modality                                    |                                   |                   |            |          |
| For each day a student is absent, you will report one of these codes. You will NOT report a learning modality                      |                                   |                   |            |          |
| For each day a student is suspended, you will report of these codes. You will also report an attendance code and learning modality |                                   |                   |            |          |

Example: Student A is OSS and attended tutoring for the day through In-Person instruction. There will be two records for Student A. One record will have the Out of School Suspension. The second record will have the attendance code and learning modality.

|                      |       |            |                 |                        |         |       |
|----------------------|-------|------------|-----------------|------------------------|---------|-------|
| <a href="#">View</a> | Valid | 2020-12-21 | ::              | Suspended :: Suspended | 0013 :: | OSS   |
| <a href="#">View</a> | Valid | 2020-12-21 | IN :: In-Person | PRSNT :: PRSNT         | 0013 :: | PRSNT |

### Attendance: Present and Remote

|  |   |                                |  |  |
|--|---|--------------------------------|--|--|
| *Student ID:                                 | *Attendance Date:   | Instructional Modality:        | *Attendance Code Long:                                 | *Location Code:                        |
| <input type="text"/>                         | 2020-12-21  | <input type="text" value="v"/> | Suspended :: Suspended                                 | 0013 :: <input type="text" value="v"/> |
| <b>Import Validation Messages:</b>           |   |                                |  |  |
| <input type="button" value="Delete Record"/> | <input type="button" value="Validate &amp; Save Student Data"/> |                                | <input type="button" value="Curr. Student / Add New"/> | <input type="button" value="Clear"/>   |

### Suspension Code: OSS

|  |   |                         |  |  |
|--|---|-------------------------|--|--|
| *Student ID:                                 | *Attendance Date:   | Instructional Modality: | *Attendance Code Long:                                 | *Location Code:                        |
| <input type="text"/>                         | 2020-12-21  | IN :: In-Person         | PRSNT :: PRSNT   | 0013 :: <input type="text" value="v"/> |
| <b>Import Validation Messages:</b>           |   |                         |  |  |
| <input type="button" value="Delete Record"/> | <input type="button" value="Validate &amp; Save Student Data"/> |                         | <input type="button" value="Curr. Student / Add New"/> | <input type="button" value="Clear"/>   |