



## Electronic Gradebook Attendance Codes 2019 – 2020 School Year

Code	Description	Attendance Weight	Who can enter this code?
A	Excused Absence	1	All Teachers / Attendance Manager
U	Unexcused Absence	1	All Teachers / Attendance Manager
T	Excused Tardy	1	All Teachers / Attendance Manager
TU	Unexcused Tardy	1	All Teachers / Attendance Manager
ENT	Entered Class	0	All Teachers / Attendance Manager
WD	Withdrawn from Class	0	All Teachers / Attendance Manager
NS	No Show	0	All Teachers / Attendance Manager
E	Excused Early	0	Attendance Manager – ODSA class only
S	Special Note (i.e. field trip, assembly, etc.)	0	Attendance Manager – ODSA class only
I	Indoor Suspension	0	Attendance Manager – ODSA class only
O	Outdoor Suspension	1	Attendance Manager – ODSA class only
M	Tardy and Excused Early	0	Attendance Manager – ODSA class only
X	Special Holiday	0	Attendance Manager – ODSA class only

- For students marked with an “E, S, I, O, M or X” for official (homeroom) attendance, teachers must use an excused absence (A) for class attendance. Teachers can add a comment to denote a reason for excused absence.