

### SPS PowerSchool Attendance Codes and Definitions

Code	Long Name	Definition
A	Absent	This is the default absent reason. It is functionally the same as UA (that can be entered by the office).
AA	Approved Activity	<ul style="list-style-type: none"> <li>• An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or an adult, emancipated or appropriately aged student. Activities that are consistent with district policy deepen and/or expand student learning, build community awareness, develop skills (e.g., technical, visual or performing arts, athletic) and/or prepare students for college, career and life. Activities eligible for approval include attending a youth conference, serving as a counselor at a school-sanctioned outdoor education program and participating in an activity sponsored by a nonprofit and/or community organization that relates to the policy objectives listed above.</li> <li>• Post-secondary, technical school or apprenticeship program visitation, or scholarship interview.</li> </ul>
EA	Excused Absence	<ul style="list-style-type: none"> <li>• Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction.</li> <li>• Court, judicial proceeding, court-ordered activity, or jury service.</li> <li>• State-recognized search and rescue activities consistent with RCW 28A.225.055.</li> <li>• Absences related to deployment activities of a parent or legal guardian who is an active-duty member consistent with RCW 28A.705.010.</li> <li>• Absence directly related to the student's homeless, out of home care or migrant status <i>that is not considered an emergency</i>.</li> <li>• Absences due to student safety concerns, including absences related to threats, assaults, or bullying.</li> </ul>
FE	Family Emergency	<ul style="list-style-type: none"> <li>• Family emergency, including, but not limited to, a death or illness in the family.</li> <li>• <i>If emergency:</i> Absence directly related to the student's homeless, out of home care, or migrant status (examples include: house fire, moving, lack of new District transportation set up, a required agency visit, or similar emergency situation).</li> </ul>
FT	Field Trip	Participation in a district or school field trip.
IA	In Building	Participation in a district or school activity or instructional program that is occurring on school property.
ME	Medical Excused	Physical health or mental health symptoms, illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in-patient or out-patient treatment for chemical dependency or mental health).
OA	Out of Building	Participation in a district or school activity or instructional program that is occurring off school property.

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QE	Quarantine Excused	When a student is instructed to be placed in quarantine/isolation for a positive COVID test or other communicable disease.
SS	Suspended	Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion).  <i>Note: Students sent home from school or asked not to attend for behavior reasons are being suspended. District discipline policies and procedures apply and should be followed, including providing families a Notice of Disciplinary Action (NDA).</i>
UA	Unexcused Absence	<ul style="list-style-type: none"> <li>• Absence reason is unknown</li> <li>• Absence reason does not meet any of the excused absence criteria</li> <li>• Absence is a family trip or vacation.</li> </ul>
VU	Vacation	Family vacation or trip.

**Note: The school principal (or designee) has the authority to determine if an absence meets the criteria for an excused absence.**

Code	Long Name	Definition	Usage
L	Late	This is the teacher selection for students who are late. It is functionally the same as UL (that can be entered by the office).	All
<b>Code</b>	<b>Long Name</b>	<b>Definition</b>	<b>Usage</b>
ET	Excused Very Late	Student arrives to class 10 minutes or more past the start time for an excused reason.	<u>Meeting attendance (MS/HS only)</u>
EL	Excused Late	<ul style="list-style-type: none"> <li>• Elementary: Student arrives after the start of school with an excused reason.</li> <li>• Secondary: Student arrives within 10 minutes of the beginning of class with an excused reason.</li> </ul>	All
L	Late	This is the teacher selection for students who are late. It is functionally the same as UL (that can be entered by the office).	All
LB	Late Bus	Student's bus was late.  <i>Note: this only applies to SPS transportation, not Metro.</i>	All
UL	Unexcused Late	<ul style="list-style-type: none"> <li>• Elementary: Student arrives after the start of school without an excused reason.</li> <li>• Secondary: Student arrives within 10 minutes of the beginning of class without an excused reason.</li> </ul>	All
UT	Unexcused Very Late	Student arrives to class 10 minutes or more past the start time without an excused reason.	<u>Meeting attendance (MS/HS only)</u>
<b>Code</b>	<b>Long Name</b>	<b>Definition</b>	<b>Usage</b>
LE	Left Early Excused	Student leaves before the end of the class / day for an excused reason.	All
LU	Left Early Unexcused	Student leaves before the end of the class / day without an excused reason.	All