

2019-2020 Beaumont ISD Attendance Codes (rev. 8/01/19)

Code	Description	State Funded	Excused	When to Use	Documentation Required for STATE FUNDING (\$\$\$)/AUDIT
CNZ	Citizenship/Naturalization	Y-\$\$	Y	Student misses school to appear at gov't office to complete his/her own paperwork for US citizenship or to participate in his/her own US naturalization ceremony , including 2 travel days to and from gov't office.	<input type="checkbox"/> Official documentation from government agency.
CRT	Court Appearance	Y-\$\$	Y	Student misses school for the purpose of attending a REQUIRED court appearance, including 2 travel days out of town. DOES NOT INCLUDE meetings with probation officers outside of court, or to attend court with a family member/friend.	<input type="checkbox"/> Copy of a pleading or other document filed with the court, <input type="checkbox"/> A notice from the court clerk regarding a hearing or trial date, <input type="checkbox"/> A jury summons or a subpoena, etc.
DAD	Doctor's Note: All Day	N	Y	Student is absent for the ENTIRE school day for a documented health care appointment for the student or the student's child.	<input type="checkbox"/> Doctor's note signed and dated by healthcare professional with student's/student's child's date(s) of care/treatment
DNP	Doctor's Note: Partial Day	Y-\$\$	Y	Student is absent for a PART of the school day for a documented health care appointment for the student or the student's child. Student MUST begin school or return to school after appointment.	<input type="checkbox"/> Doctor's note signed and dated by healthcare professional with student's/student's child's date(s) of care/treatment.
EC	College Visit (11 th & 12 th Grade Only)	Y-\$\$	Y	Student is in his or her junior or senior year of high school and misses school for the purpose of visiting a college/university. No more than 2 days in junior year and no more than 2 days in senior year.	<input type="checkbox"/> Official documentation signed and dated by college official stating the date(s) the student was present and approval by administrator.
ELE	Election Clerk	Y-\$\$	Y	Student meets requirements of TX Election Code 32.051 and misses school for the purpose of serving as an election clerk or student election clerk, including 2 travel days to and from site.	<input type="checkbox"/> Official documentation from county clerk or election official.
ENL	Enlisting in Military	Y-\$\$	Y	Student age 17 or older misses school to pursue enlistment in military. No more than 4 days	<input type="checkbox"/> Official documentation from military personnel.
ER	Excused Rollback	N	Y	Student is allowed to roll back 1 absence for 90% rule in accordance with board policy FEC(Local).	<input type="checkbox"/> Documentation signed by attendance review committee.
ES	Out of School Suspension	N	Y	Student is assigned out-of-school suspension for disciplinary purposes. Up to 3 days max per incident.	<input type="checkbox"/> Discipline referral, coded, signed and dated by campus administrator.
EX	Excused Absence	N	Y	Student is absent from school for any reason acceptable to the campus administrator.	<input type="checkbox"/> Written note signed and dated by parent/other AND written signature of approval by campus administrator/designee.
FOS	Court/Appt for Foster Child	Y-\$\$	Y	Student is in the conservatorship of the TX DFPS and misses school for to in activity required by court or for mental health or therapy appointment or family visitation as ordered by the court, including 2 travel days.	<input type="checkbox"/> Official documentation from TX DFPS or from counseling service/healthcare appt.
FT	Field Trip/School Activity	Y-\$\$	Y	Student is participating in board approved activity that is and is under the supervision of a certified teacher, sponsor or adjunct staff member.	<input type="checkbox"/> School Activity Form, approved by campus administrator and signed and dated by teacher, sponsor or adjunct staff member. MUST INDICATE IF STUDENT WAS ABSENT OR PRESENT.
eHB	Homebound - Excused	N	Y	Student is eligible to receive homebound instruction, but did not receive instruction or was not served by certified teacher in accordance with TEA guidelines.	<input type="checkbox"/> Weekly homebound attendance log, signed and dated by homebound teacher or official notice from staff.
HBO	Homebound - Funded	Y-\$\$	Y	Student is documented as receiving instruction at home or hospital bedside by a certified teacher.	<input type="checkbox"/> Weekly homebound attendance log, signed and dated by homebound teacher.

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ISA	ISS, after official attend	Y-\$\$	Y	FOR ELEMENTARY TRACKING PURPOSES ONLY – Student is assigned in-school suspension for disciplinary purposes after the official attendance time.	<input type="checkbox"/> Discipline referral, signed and dated by campus administrator.
ISS	In-School suspension	Y-\$\$	Y	Student is assigned to in-school suspension for disciplinary purposes	<input type="checkbox"/> Discipline referral AND ISS Daily Roster, signed and dated by ISS teacher
JD	Juvenile Detention	Y-\$\$	Y	Student is incarcerated in the Minnie Rogers Juvenile Detention Center and is served by BISS instructional staff	<input type="checkbox"/> Juvenile Detention Daily Attendance Roster from Student Services Department
MEN	Distinguished Grad Program	Y-\$\$	Y	Student is participating in a mentorship approved by district personnel to complete the Distinguished Achievement Program outlined in 19 TAC Chapter 74	<input type="checkbox"/> Approval by campus administrator AND official documentation signed & dated by mentor indicating dates student was present for activity
MIL	Military Visit	Y-\$\$	Y	Student is absent to visit with a parent, stepparent, or legal guardian who is an active duty member of the military and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. Up to 5 days max allowed per school year.	<input type="checkbox"/> Military paperwork indicating dates of deployment or leave.
OOC	Out of Class, But On Campus with School Official	Y-\$\$	Y	Student is out of class at the time attendance is taken, but is on campus in the permissive care, custody, control of a school staff member, i.e. <i>principal's office, counselor's office, nurse's office, attendance office, receiving speech or special services, or with another teacher.</i>	<input type="checkbox"/> Sign-In/Sign-Out Roster, including date & times student was present, signed and dated by school official, <input type="checkbox"/> Class admit slip, signed by school official, <input type="checkbox"/> Written note or district email from school official, including date & times student was present
REL	Religious	Y-\$\$	Y	Student misses school for the purpose of observing religious holy days, including 2 travel days. MUST BE day(s) generally recognized by the student's religious denomination as a holy day that is required to be observed by ALL members of that denomination. Church retreats, camps, mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days	<input type="checkbox"/> Documentation from religious institution, signed and dated by clergy, approved by administrator. <input type="checkbox"/> Letter from parent and approval by campus administrator
SUA	OSS Suspension, after official attend	Y-\$\$	Y	FOR ELEMENTARY TRACKING PURPOSES ONLY – Student is assigned out-of-school suspension for disciplinary purposes after the official attendance time.	<input type="checkbox"/> Discipline referral, signed and dated by campus administrator
TAP	Play Taps at Military Funeral	Y-\$\$	Y	Student is in grades 6 through 12 and misses school for the purpose of sounding "Taps" at a military honors funeral held in Texas for a deceased veteran.	<input type="checkbox"/> Official note from military organizer and/or funeral director.
UN	Unexcused Absence	N	N	Unexcused absence posted by teacher or by attendance clerk based on signed teacher roster/period absence slip	<input type="checkbox"/> Daily Attendance Report, signed paper class roster with student marked absent, signed teacher verification, or signed documentation from campus administrator
UNB	Unexcused Absence by Batch Process	N	N	AUTOMATED SOFTWARE BATCH PROCESS – UNB absence code generates when course/section attendance is not posted prior to lock-out time.	<input type="checkbox"/> NONE
WBL	Work-Based Learning (Off Campus All Day)	Y-\$\$	Y	Student participates in work-based learning for full-day, not scheduled to attend classes on campus at all.	<input type="checkbox"/> Documentation from employer/sponsor. (i.e. timesheet, etc.,)