

## GUIDELINES FOR ATTENDANCE & TRUANCY

### **Purpose:**

To provide procedures and general guidelines for the attendance and truancy process, in order to improve attendance for all School District of Philadelphia (“District”) students, and to identify and address attendance challenges in order to support desired student outcomes.

### **Responsibility:**

The Office of Attendance and Truancy, under the supervision of the Office of Student Rights and Responsibilities, offers training and supportive services to schools to help improve student attendance, account for all District students, comply with compulsory school attendance laws, and implement and enforce the District’s attendance policy.

### **I. Compulsory School Attendance**

The Pennsylvania School Compulsory Law requires students from the ages of 6-18 to attend school on a daily basis. Once a student is enrolled in school, this includes children in kindergarten; they are subject to compulsory school laws until the student reaches age 18. The student can only be withdrawn if he/she transfers out of the District. The student will remain on the District’s roll and the child/family is subjected to truancy court if they do not attend school.

The Pennsylvania School Code and Department of Education Regulations provide the Board of Education (“Board”) the authority to set and enforce attendance requirements. Attendance shall be required of all students during the days and hours that school is in session, except that authorized District staff may excuse a student for temporary absences in accordance with applicable laws and regulations, Board policy, and Guidelines for Attendance and Truancy.

#### **Definitions for purposes of these guidelines, terms are defined as follows:**

Compulsory school age: The period of a student’s life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than six (6) years of age until the child reaches eighteen (18) years of age. The term does not include a child in preschool or who holds a certificate of graduation from a regularly accredited, licensed, registered, or approved high school.

Truant: Having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

Habitually truant: Six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

Chronically truant: Ten (10) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

Person in parental relation: 1) Custodial parent; 2) Noncustodial parent; 3) Guardian of a student; 4) Person with whom a student lives and who is acting in a parental role of a student.

## **II. Mandatory Regulatory Procedures**

### Compulsory School Attendance Requirements

All students of compulsory school age who reside in the District shall be subject to the compulsory school attendance requirements.

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; if receiving approved tutorial instruction or health or therapeutic services; if engaged in an approved and properly supervised independent study, work-study, or career education program; if receiving approved homebound instruction; or if the student's placement is instruction in the home.

According to this policy, a student who is not "in attendance" is considered absent. The District's definitions of excused and unexcused absences apply only to those absences that meet the standards of the above policy.

### Excused/Lawful Absence

An excused absence is when a student is absent from school for a reason identified by the District as legitimate, valid and reasonable. Under the District's 204 Attendance Policy, the following are some conditions that may constitute reasonable cause for absence from school:

- Obtaining Professional Health Care or Therapy
- Illness (including teen parent leave for 30 school days, after the birth of a child)
- Recovery from Accident
- Death/Funeral-Related Absence
- Educational Tour/Trip or Activity
- Required Court Appearance
- Out of School Suspension
- Observance of a Religious Holiday
- Family Emergency
- Other Urgent Reasons
- Quarantine

Some of these events have their own conditions that need to be met in order for the absence to be excused.

### Temporary Excusals

The following students may be temporarily excused from the requirements of attendance at District schools:

1. For the purpose of receiving tutorial instruction in a field not offered in the

District's curricula, only if the following requirements are met:

- a) A parent/guardian submits a written request.
  - b) The excusal does not interfere with the student's regular program of studies.
  - c) The qualifications of the instructor are approved by the Superintendent or designee.
2. Students participating in a religious instruction program, if the following conditions are met:
- a) The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction and the dates and hours of instruction.
  - b) The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c) Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School-age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education of the Pennsylvania Department of Education.

Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts.

Upon written request by a person in parental relation, a student may be excused during school hours for the purpose of obtaining professional health care or therapy service only if the following requirements are met:

- (1) The health or therapeutic services are to be rendered by licensed practitioners;
- (2) It is not practical or possible for the student to receive the services outside of school hours; and
- (3) The time of necessary absence from school involves a minimum of interference with the student's regular program of studies.

Homebound Instruction

Any student receiving approved homebound instruction is counted in both the school membership and school attendance.

Hospitalized/Partial Program/Residential Treatment Facility

Any student that is hospitalized or in a partial program/residential treatment facility is counted in both the school membership and school attendance.

Properly coding this policy in the Student Information System (SIS)

For students staying in the facility the **first 30 calendar days**:

- They are coded in the SIS with an excused absence, using code-05 for illness.
- If a school is notified that a student's stay at a facility will be longer than 30 days, and the school has verified this information with the facility, you may proceed with the withdraw instructions below. (*Do not keep the student on roll by marking them with code-05*).

For students staying in the facility **longer than 30 calendar days**:

- They should be withdrawn from the district using withdrawal code WD02. Enter notes into the SIS comment's section of the withdraw.

Authorized School Activities

Schools will have the ability to enter attendance code 12 when students are participating in an approved school event (i.e., meeting with the counselor/nurse, sporting events, school trips, etc.)

Educational Trip/Tour (if the following conditions are met)

- The person in parental relation submits the documentation required for excusal prior to the absence, within the appropriate time frame.
- The student's participation has been approved by the Superintendent or principal.
- The adult directing and supervising the tour or trip is acceptable to the person in parental relation.

College, trade schools, career & technical training program tours or tours of other District schools (with prior approval)

- The District may limit the number and duration of non-school-sponsored educational tours or trips for which excused absences may be granted to a student during the school year.

Religious Holiday/Participation in a Religious Instruction Program

Students observing a religious holiday observed by a bona fide religious group.

- Upon prior written request from the person in parental relation.

Students participating in a religious instruction program, if the following conditions are met. *Please see Temporary Excusals for requirements.*

Other Urgent Reasons

An unexpected, serious event that is outside of the control of the student's family, and reasonably causes a student's absence.

- May include circumstances related to homelessness, foster care, and family emergency.
- Requires parental note explaining the event, received within 3 school days

- of the student's return.
- School staff will evaluate if an event constitutes a family emergency.

### Suspensions

Suspensions must be recorded in the SIS, using the suspension tab. Staff must also enter the out-of-school suspension attendance code in the attendance module. Refer to the Office of Student Rights and Responsibilities' - "Guidelines and Best Practices for Discipline," for instructions.

### Funeral Leave

There are specific guidelines used by principals in authorizing the number of days to excuse student absences due to death in the family:

- Five (5) days, including the day of funeral, taken within ten (10) working days from date of death: parent/step-parent, spouse or child.
- Three (3) days, including day of funeral, taken within ten (10) working days from date of death: sibling, grandparent/step-grandparent, or resident of the same household as student.
- Day of funeral: aunt, uncle, first cousin, niece, or nephew.

*Note: A funeral excuse note is required, upon the student's return to school from funeral leave.*

### Unexcused/Unlawful Absence

An unexcused absence occurs when a student is absent without a valid excuse in writing. That means that either a written notice was not submitted to the school upon the student's return, or that the reason provided in the notice was deemed invalid. Examples of invalid excuses include (but not limited to):

- babysitting
- waking up late
- vacation

*An out-of-school suspension may not be considered an unexcused absence.*

### Parental Notice of Absence (Written Note)

Pursuant to the District's attendance policy, written excuse notes explaining the absence, must be given to the school within three (3) days upon the student's return to school. If the note is not submitted to the school within the required time frame, the day(s) may not be excused. Written excuse notes must include a valid telephone number or other means of contact for verification purposes.

- All absences resulting in a total of three (3) or more consecutive days will require a written excuse note by a licensed healthcare provider.
- For absences that do not total three (3) consecutive days, parents may

submit a written excuse note stating the reason for the absence. Excuse notes from a healthcare provider may also be submitted in lieu of a parent note for any absence.

- When a student has been absent, excused with a parent note, totaling eight (8) days (cumulative), all subsequent absences may require a written excuse note from a licensed healthcare provider.

### III. Attendance Events

#### Recording Attendance

##### Half-Day Absent: (K-8 Schools Only)

A student coming to school two (2) hours after the start of the school day, or leaving two (2) hours before the end of the school day, will be marked as half-day absent. If the child has a note from a licensed healthcare provider (Doctor, Dentist, Psychologist, Psychiatrist etc.) they will be marked as half-day excused (attendance code in AM or PM box in the SIS). The note must be given to the school upon return from the medical provider, within **24 hours** of the visit. If the student does not have a note, the half-day will remain unexcused. Two (2) half-day unexcused absences will equal one (1) full day unexcused absence.

##### Properly coding this policy in the Student Information System (SIS)

###### For students arriving two (2) hours after the start of the school day:

- To record this in the SIS for an excused absence, in *Daily Attendance* choose the appropriate attendance code in the AM box, and enter notes in the comments section if applicable.
- To record this in the SIS for an unexcused absence, in *Daily Attendance* choose attendance code 2 in the AM box.

###### For students leaving two (2) hours before the end of the school day:

- To record this in the SIS for an excused absence, in *Daily Attendance* choose the appropriate attendance code in the PM box, and enter notes in the comments section if applicable.
- To record this in the SIS for an unexcused absence, in *Daily Attendance* choose attendance code 2 in the PM box.

#### Lateness/Tardy

##### Simple Schedule (K-8 Schools)

A student that comes to school after the start of the school day, but less than two (2) hours after school starts will be considered late. Any student late to school must report to the office for the secretary to mark them late. Since the teacher may have already marked the absence for the day, attendance must be updated for both the AM and PM.

If the student has a written excuse note from a licensed healthcare provider, it will count as an excused lateness. If no note is provided to the school, it

will count as an unexcused lateness and the student will be marked accordingly.

#### Properly coding this policy in the Student Information System (SIS)

For students that comes to school after the start of the school day, but less than two (2) hours after school starts:

- To record this in the SIS for an excused lateness, in *Daily Attendance* choose attendance code 13 in the AM box.
- To record this in the SIS for an unexcused lateness, in *Daily Attendance* choose attendance code 14 in the AM box.

#### Master Schedule (True Middle Schools and High Schools)

Attendance is taken for each class/instructional period by teachers in the SIS. A student that arrives at school late, must scan in via the ScholarChip system, or report to the office and be entered into the system by the school secretary. If a student brings in an excuse note, the secretary can mark the periods missed as an “excused absence.” Lateness/tardy will be unexcused without a note.

When a student arrives late, does not scan in, and goes directly to the classroom, the teacher will mark the student tardy for the class/instructional period. The student will be coded with an “excused absence” for the class/instructional periods missed, and coded with an “excused tardy” for the class/instructional periods during which the student arrived, with a written note. We strongly encourage all students to scan in when they arrive at school.

Master schedule schools have the ability to adjust the ScholarChip kiosk start times due to special circumstances (i.e., late school bus, late start time due to standardized testing, etc.). This **must** be done prior to the students swiping in, or students will be marked tardy. The tardy indicator that comes over from ScholarChip cannot be modified.

#### Early Dismissal

A student that leaves school at any other time during the day, outside the parameters set in the half-day absence/lateness procedure, will be marked with an unexcused early dismissal. The student must report to the office for early dismissals, where the secretary will navigate to the attendance tab to enter the early dismissal code for the appropriate periods, and then go to the Ad Hoc Letters Tab in the SIS and print out an early dismissal pass to give to the student to leave the building.

*Note: Per the Early Release Procedures for School District of Philadelphia, under no circumstance may a pre-kindergarten through 12th grade pupil be released to an adult who is not properly identified. Please see the Early Release Procedures for further details and protocol.*

If the student has a written excuse note from a licensed healthcare provider, they will be marked as excused early dismissal. The note must be turned in within **24 hours** of the student leaving school for it to be excused.

#### Properly coding this policy in the Student Information System (SIS)

- To record this in the SIS for an unexcused early dismissal, in *Daily Attendance* choose attendance code 3 in the PM box.
- To record this in the SIS for an excused early dismissal, in *Daily Attendance* choose attendance code 4 in the PM box.

#### Substitute Teacher (attendance recording)

If there is a substitute teacher, schools can print the sub-attendance roster to take attendance on paper, and send it to the office for the secretary to enter. Alternatively, the teacher or attendance support specialist may also enter into the SIS.

#### Long-Term Sub Teachers

When a long-term substitute has been confirmed for an assignment, they will be entered into Advantage and should use the self-service setup or call the IT Help Desk to activate their account. Once a long-term substitute has activated their account, the principal will be able to assign them to sections in the SIS to enter attendance and grades for assigned classes. SIS Coaches can train new teachers on the system.

#### Resolving Attendance Events

Secretaries and Advisory/HR teachers (at Master Schedule schools) should regularly update attendance events in the SIS when documentation is provided to reconcile absences, lateness/tardies, and suspensions. For master schedule schools, attendance events should not be resolved in the ScholarChip system. ScholarChip is used for building level attendance only. The Attendance Wizard in the SIS, a feature available to secretaries, may also be used for resolving attendance for groups of students. Steppers and videos for attendance can be found on the [sishelp.philasd.org](http://sishelp.philasd.org) website.

If a parent/guardian feels that there is an error or discrepancy on their student's attendance record, it should be addressed with the school. They must provide proper documentation in order for any corrections to be considered. This documentation should consist of a written excuse note or other documentation from the parent, if it is less than three (3) days from the date of absence. An excuse note from a licensed health care provider is required if the absence totals three (3) consecutive days or more. Once the information is given to the school for review, either the principal or their designee will approve or deny the change. If the change is approved, the change will be reflected in the SIS. Requests for changes to the current school year attendance can be done at the school level; requests for changes for the prior school year, and all documentation required, must be submitted to the Office of Attendance & Truancy via email at [attendanceandtruancy@philasd.org](mailto:attendanceandtruancy@philasd.org).

## IV. Enforcement of Compulsory School Attendance Requirements

### Notice of Truancy (3-Day Legal Notice)

For each absence recorded, parents/guardians receive notification via phone call, email, or text. When a student has been absent for three (3) days (consecutive/non-consecutive), during the current school year without a lawful excuse, District staff shall provide notice to the parent/guardian within ten (10) school days of the student's third unexcused absence.

This notice must be in the language of communication preferred by the parent/guardian. The notice of truancy can be generated and printed in the Student Information System (SIS) for all district schools. Please document that the legal notice has been sent out via the contact log in the SIS, under "contact" with the prefix ATT, prior to writing the note. *As a best practice, please contact the Department of Human Services (DHS) for DHS involved students with three absences.*

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference (SAIC) was not previously held, District staff shall offer an SAIC.

### School Attendance Improvement Conference (SAIC)

The purpose of the conference is to examine the student's absences, identify barriers and develop meaningful strategies in an effort to improve attendance with or without additional services.

District staff shall notify in advance the parent/guardian and student in writing, and by telephone of the date and time of the SAIC. Neither the student nor the parent/guardian shall be required to participate, and the SAIC shall occur even if the parent/guardian declines to participate or fails to attend the scheduled conference. However, they are encouraged to attend the conference to address the needs of the student. Please be aware that all efforts to invite the parent/guardian must be documented.

Additional individuals that should be invited to the SAIC are:

- Individuals identified by the parent/guardian who may be a resource (e.g., grandparent, sibling, family friend, advocate, community member, etc.).
- Appropriate school personnel. This should include members of the child's IEP or 504 Teams, if the child is a student with a disability or has a written accommodation.
- Recommended service providers (e.g., case managers, truancy provider, behavioral health providers, probation officers, children & youth practitioners, etc.).

The Attendance Designee should take the leadership role along with the Case Manager. Because of the broad, community-based needs to attendance concerns, school counselors are in a unique position to lead with the plan development and implementation oversight. The Intervention Provider is the person designated to provide or oversee the selected interventions for the student. They are responsible for providing information that will be

included in the progress monitoring.

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan (SAIP), created and retained in the SIS. A copy of the plan shall be provided to the parent/guardian, student, service provider(s), and appropriate District staff who can support the student with this plan.

The District may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.

## **V. District's Response to Truancy**

### School Attendance Improvement Plan (SAIP)

A SAIP should be held by the six (6) unexcused absence, and completed at the SAIC. The SAIP is a tool in SIS to document the identified barriers to attendance and interventions implemented to alleviate those barriers.

If the student's attendance does not improve after implementation and progress monitoring of the SAIP, and has ten (10) or more unexcused absences, the student may be referred to truancy court. At that time a truancy provider will contact the parent/guardian in order to assist further with alleviating barriers to attendance.

*Note: Suspension from school or transfer to an alternative education setting is not a permissible response to truancy.*

### Truancy Referral Submission

At ten (10) or more unexcused absences (chronically truant), the truancy referral should be submitted to the Office of Attendance & Truancy.

The Attendance Designee and/or the Attendance Team Members, must review and ensure that every student referred to truancy court, has been offered evidence-based interventions listed in the SIS, and implemented with fidelity. These efforts to eliminate truancy must include all appropriate internal district staff and external partners, including but not limited to DHS, CUA, Special Education Director or the Special Education Compliance Monitor (SPECM).

All referrals will be checked for quality and accuracy. A completed referral consists of: a SAIP, contact log, identification of barriers, implementation of interventions that address the identified barriers, and progress monitoring. The School Attendance Improvement Plan (SAIP) will serve as the truancy referral and will be required for all cases going to truancy court.

SAIPs can be submitted at any time. All Truancy Referrals/SAIP must be submitted via email at [truancyreferrals@philasd.org](mailto:truancyreferrals@philasd.org); one attachment per student, labeled with their full name, and consisting of one completed SAIP/referral and contact log. In the email subject

line, place the name of the school and attach all individual SAIP/Tuancy Referrals. Schools can check the truancy court tab in the SIS once a student has a court date, to view dispositions and status updates.

### Tuancy Court

Once the Tuancy Referral/SAIP has been submitted to the Office of Attendance & Truancy AND cleared for submission to Family Court, Family Court will process and schedule families for truancy court. The student/families will be notified of their scheduled hearing via a citation mailed to the home. The citation will have the date, time and location of where the family should appear. Once cited for truancy court, the family's appearance is required, and must comply with the truancy court order.

In addition, DHS, which is overseen by the Office of Children and Families with the City of Philadelphia, has contracted truancy providers that will contact the family to arrange a meeting. The truancy provider will attempt to engage with the families, and extend services to support students to help alleviate the identified barrier(s) that are contributing to the truancy. The provider will work with the family until the case is discharged from truancy court. The truancy court process may last up to 120 days depending on the severity of the case. Each case is handled individually, with various factors considered.

If the student's attendance does not improve at the truancy court level, the case may be referred to family court, where a judge has the authority to adjudicate the student dependent, and possibly order the student removed from their home, placed into foster care, kinship or a group home setting.

### Sharing of Student Records (Truancy Provider and CUA)

The School District has a Memorandum of Understanding (MOU) with the Department of Human Services (DHS) that allows for the sharing of student records and information. All students/families that are involved in truancy court proceedings are assigned to DHS contracted agency providers to provide truancy case management services. Pursuant to the MOU, attendance and academic records must be shared with the DHS provider once he or she presents a "Department of Human Services Parental Consent" or FERPA form that is **either signed by the parent or shows two documented attempts to obtain consent** (e.g., telephone call, home visit). Providers have been asked to contact the attendance designee prior to arriving at the school to ensure the availability of school staff.

*Note: Consent forms are to be completed in its entirety, prior to submitting a request to the school. Blank forms are not accepted, and should not be completed during request. As a courtesy and respect to District staff, we do expect providers to give sufficient notice for request of records. Providers should not put in requests the day before or morning of truancy court. Records CAN NOT be faxed or emailed to providers by the school. They must be picked up in person, and proper ID provided upon request. **\*During digital instruction, electronic share of records will be allowable. Please refer to the District's Virtual Truancy Protocol for more information.***

## VI. Expectations for Recording Attendance-Protocols

### Simple Schedule (K-8 Schools)

- Teachers are expected to record attendance at the start of the school day, upon the student's arrival to class in the SIS.
- Secretaries should regularly update attendance events in the SIS when documentation is provided to reconcile absences, lateness/tardies, and suspensions.

### Master Schedule (True Middle Schools and High Schools)

- Period level attendance is expected to be recorded for each class/instructional period by teachers in the SIS.
- When the teacher opens attendance for an instructional period, students will all display as 'present' in the SIS for the current day. Even if all students are present, the teacher must log in and hit save to document period attendance.
- The ScholarChip swipe combined with teachers taking attendance in the SIS will be used for building level attendance. Every student must either scan in with their ID card or type his/her ID number into the ScholarChip kiosk every day.

#### **If a student swipes in AND:**

- A teacher does not take period attendance, at the end of the day, the SIS resolver will mark that student present.
- Every teacher marks the student absent in each period, at the end of the day, the SIS resolver will mark that student with an unexcused absence.
- The Attendance Swipe Tab is available for all schools that use ScholarChip. It is in each student's SIS profile. It allows principals to see by day, the time and specific kiosk used to enter the building.
- Secretaries and Advisory/HR teachers (at Master Schedule schools) should regularly update attendance events in the SIS when documentation is provided to reconcile absences, lateness/tardies, and suspensions.
- All ScholarChip kiosks must be connected to the network prior to the start of the last period of the day. This will enable data to come over to the SIS.

### Scheduled Classes/Instructional Periods

We recognize the importance of daily attendance. Just as important, is attendance in each scheduled class. Students are expected to be present and on time for each scheduled class/instructional period. Class-based attendance procedures are in place, and specify if a student swipes in for the day, but is marked absent in every period, the student is marked unexcused for the day.

- When students exhibit behaviors such as class cutting, schools are expected to use the tiered MTSS framework to address the behavior. For example, if the team finds that a student is cutting class because they are struggling with the content, interventions should include additional academic support.

## **VII. Unable to Locate - Withdraw Procedures**

### Compulsory School-Age Students (age 6 to 18 years old)

Schools should follow the truancy process, including completion of a SAIP. If the student is unable to be located, a truancy referral should be made, following the truancy process as outlined in the guidelines. If Family Court or DHS are unable to locate the family's whereabouts, the student may be withdrawn from roll, using code (WD01), and a copy of the truancy court order must go in the pupil pocket. The student's withdraw date can be backdated to the 11<sup>th</sup> consecutive unexcused absence.

*Note: Once a student is enrolled in Kindergarten, they are subject to the Pennsylvania Department of Education School compulsory age law.*

### Non-Compulsory School-Age Students (18 years old and over)

Students who are 18 years of age and over are beyond the compulsory age for school. If a student has been absent for ten (10) consecutive days, an overage letter should be mailed to the home. The overage letter can be found on the Attendance and Truancy Webpage. Included with the letter sent home, should be information to the Re-engagement Center. If the school does not hear from the student or parent/guardian within ten (10) days from sending out the overage letter, the student may be withdrawn from roll. A copy of the letter must go in the pupil pocket. The student's withdraw date can be backdated to the 11<sup>th</sup> consecutive unexcused absence.

Students over eighteen (18) years of age, who are absent unexcused the last 30 school days in the prior year, and do not show up at the beginning of the school year, are to be removed from roll as of the first day of school (WD01).

*Note: Special Education students should not be withdrawn from roll without consultation with the Special Education Compliance Monitor.*

## **VIII. Attendance Reports Available in the SIS**

The following Attendance Reports are the most commonly used reports that should be utilized by schools.

- Unexcused Daily Absence (Truancy) Report - This report lists currently enrolled students who have unexcused absences. The report can be run by the specified number of consecutive or non-consecutive unexcused absences within the selected date range.
- Attendance Percentage Report - This report provides the percentage of days present during the days enrolled. The report can be run at the student or homeroom level.
- Student Detail Attendance Report - This report lists students identified as absent or

late for a specific date range. This report will list students, date(s) missed or tardy, attendance type (excused/unexcused), whether the student was absent or late, and the corresponding code.

- Class Cut Report - This report will provide information on students who have been marked present for the day and have unexcused course/section attendance. Data will reflect the student's current enrollment and schedule/roster at the selected school.

For more reports available in the SIS, including additional attendance reports, click on the link below. Report descriptions, steppers, and examples can be found on the [sishelp.philasd.org](http://sishelp.philasd.org) website and are linked to the report name.

#### Daily Detail and Period Detail Reports in the SIS

Do not generate or disseminate the Daily Detail or the Period Detail reports found on an individual student's attendance tab. These are core product features of Infinite Campus, and do not align with the School District of Philadelphia's Attendance policies. These reports should not be utilized to document student attendance events.

**IX. Attendance Codes (effective August 20, 2018)**

<b>Attendance Code</b>	<b>Absence Reason</b>	<b>Excuse Code</b>	<b>Status Code</b>
1	Other Urgent Reason (w/principal's approval)	Absent	Excused
2	Unexcused Absence	Absent	Unexcused
3	Unexcused Early Dismissal	Early Release	Unexcused
4	Excused Early Dismissal	Early Release	Excused
5	Illness	Absent	Excused
6	Quarantine	Absent	Excused
7	Recovery from Accident	Absent	Excused
8	Required Court Attendance	Absent	Excused
9	Death in Family	Absent	Excused
10	Educational tours & trips, (w/prior approval)	Absent	Excused
11	Excused Religious Holiday	Absent	Excused
12	Authorized School Activities	Absent (Class)	Exempt/Present
13	Excused Lateness	Tardy	Excused
14	Unexcused Lateness	Tardy	Unexcused
15	Out of School Suspension (OSS)	Absent	Excused
16	In School Suspension (ISS)	Absent (Class)	Exempt/Present

## X. Withdrawal Codes

Code	Description	Use
WD01	Student left school without transferring or dropped out:	<ul style="list-style-type: none"> <li>a. Moved from district and/or to another state, not known to be in school.</li> <li>b. Quit school.</li> <li>c. Left school without diploma or other certification after passing age up to which the district was required to provide a free, public education.</li> <li>d. Issued a General Employment Certificate, Farm or Domestic Service Exemption Permit.</li> <li>e. Attends an institution that is not primarily academic (military, Job Corps, corrections, etc.) and does not offer a secondary education.</li> <li>f. Attended Kindergarten and withdrew.</li> <li>g. Whereabouts unknown.</li> <li>h. Student kidnapped.</li> <li>i. Is not in school but known to be suspended or expelled and their term of suspension or expulsion is over.</li> <li>j. Is not in school but known to be expelled with NO option to return.</li> <li>k. Is not in school but known to be ill, NOT verified as legitimate.</li> <li>l. Attends a nontraditional education setting, such as hospital/homebound institution, residential special education facility, correctional institution, community, or technical college where the program is classified as adult education that is NOT approved, administered or tracked by a regular school district.</li> <li>m. Lacks proper immunization.</li> </ul>

WD02	Student transferred to another public local educating agency (LEA):	<ul style="list-style-type: none"> <li>a. Moved from district &amp; known to be in school.</li> <li>b. Transferred to or is reported by another public LEA in Pennsylvania.</li> <li>c. NOT in school but known to be expelled and enrolled in another school and/or district.</li> <li>d. Committed to correctional institution and is enrolled in an education program.</li> <li>e. Attends a nontraditional education setting, such as hospital/homebound instruction, residential special education facility, correctional institution, community, or technical college where the program is administrated by an agency that is considered a special school district or extension of a regular school district or the program is an off-campus offering of a regular school district. Special Education student who does not change district of residence, however, due to IEP is transferred to a special education placement (Student record would be updated to special education referral =Y, location code = 9999, graduation status = blank)</li> </ul>
WD03	Student transferred to a private or nonpublic school or out of the state of PA, or out of the United States:	<ul style="list-style-type: none"> <li>a. Transferred to a home-schooling program.</li> <li>b. Transferred to a non-public or private institution.</li> <li>c. Transferred out of the state of PA or foreign exchange program.</li> <li>d. Moved out of the United States, enrollment status not known.</li> <li>e. Attends postsecondary institution (early college).</li> <li>f. Attends an institution that is NOT primarily academic (military, possibly Job Corps, corrections, etc.) and offers a secondary education program.</li> <li>g. Verified physically or mentally incapacitated.</li> <li>h. Is not in school but known to be ill, verified as legitimate.</li> <li>i. Is not in school but known to be suffering long- term illness and NOT receiving education services (residential drug treatment, severe physical or mental illness).</li> <li>j. Is not in school but known to be suspended or expelled and their term of suspension or expulsion is not yet over.</li> <li>k. Is not in school but known to be planning to enroll late (e.g., extended family vacation, seasonal work).</li> </ul>
WD04	Student fulfilled graduation requirements.	Received some other recognized credential, such as a certificate of attendance or GED.

WD06	Student deceased	Student has died
WD09	Student enrolled but did not show:	<ul style="list-style-type: none"> <li>a. Status is unknown.</li> <li>b. Attended summer school – was not enrolled during the regular school year.</li> </ul>
WD11	Student changes program, grade, residency status, etc. but stays in same school/location within the same LEA during the school year.	<ul style="list-style-type: none"> <li>a. Must immediately reenroll with an R11-Reentry same school/location code</li> <li>b. Does not affect full academic year (FAY)</li> </ul>
WD12	Student changes program, grade, residency status, etc. resulting in a change in school/location within the same LEA during the school year.	<ul style="list-style-type: none"> <li>a. Must immediately reenroll with an R12- Reentry to different school/location code within the same AUN</li> <li>b. Does affect Full Academic Year (FAY)</li> </ul>

**For Attendance Questions & Support:**

Please reach out to the Office of Attendance & Truancy via phone at 215-400-4830, Option 1 or email at [attendanceandtruancy@philasd.org](mailto:attendanceandtruancy@philasd.org)

RELATED POLICIES

218: Student Conduct and Discipline

204: Attendance

206: Assignment within the District

248: Harassment and Discrimination of Students

249: Bullying/Cyberbullying

251: Students Experiencing Homelessness

252: Transgender and Gender Non-Conforming Students

255: Education Stability for Children in Foster Care

EFFECTIVE DATE February 21, 2017

REVISED DATE September 23, 2020