

SIS Attendance Codes

3-Sep-12

Description	Code	Register*	Report Card**	Notes
Absent	A	Absent	Absent	<i>Student is absent</i>
Present	P	Not reported	Not reported	<i>Student is present</i>
Late	L	Late	Not reported	<i>Student arrives late</i>
Grant Day***	G	Grant day	Not reported	<i>Student is unable to attend due to weather, public health reason, mechanical breakdown or direction of the Minister</i>
Excursion	E	Not reported	Excused	<i>Student is unable to attend due to a school team excursion (e.g. field trip, sports trip) during which the student is accompanied by a teacher</i>
Family trip	F	Absent	Absent	<i>Student is on a family trip or vacation with the parents' or guardians' approval</i>
<i>Codes inspired by the Education Act:</i>				
Health	H	Absent	Absent	<i>Student is unable to attend for a health reason or other unavoidable cause</i>
Out on land	O	Absent	Absent	<i>Student is participating in traditional activities on the land or in other learning experiences away from the community</i>
Spiritual	S	Absent	Absent	<i>Student is participating in a spiritual or religious observance</i>
Suspension	U	Suspended	Not reported	<i>Student has been suspended or expelled from school</i>
Compassionate	C	Absent	Absent	<i>Student has been excused by the principal on special or compassionate grounds such as a death or illness in the family</i>

Register*: when printing student's full and half day registers, what do you want the attendance code to show up as?

- POSSIBLE VALUES:**
- Absent
 - Late
 - Suspended
 - Grant day
 - Not reported

Report card:** when printing report cards, what do you want the attendance code reported as?

- POSSIBLE VALUES:**
- Absent
 - Excused
 - Not reported

Grant day***

On a Grant Day, student's possible days of being present (or absent) is reduced by one.

A grant day (previously known as non-sessional day) is recorded as a general absence upon the principal’s and DEA’s decision for any of the following reasons:

The school is closed for Public Health reasons.

Inclement weather has caused a school closure.

The school is closed due to mechanical breakdown (e.g. plumbing, heating etc.)

The school has been closed for the day under the direction of the Minister.