

Senior Attendance for Exemptions

- 1) Register for a Parent Portal account and log on to see your attendance.
- 2) Count the absence codes for each period. Remember if you are not in class for 10 or more minutes at any point during the period, you can be marked absent.
- 3) You must have Six (6) or fewer absence codes per period, per semester in order to be exempt AND have at least a 91 average in the class.
- 4) If you believe that an absence is not correct, review it **with your teacher** and have the teacher **email** Mrs. Everding to have it corrected. **Give these corrections overnight to show in Parent Portal.**
- 5) Teachers have the final say regarding attendance – if you are border-line, you should double check with your teacher's attendance.

Senior Exemption Codes to Count

Count These Codes Towards Senior Exemptions

A, M, C, V, D, Y, U, EV, K

All of these codes count toward exemptions, whether or not they are excused, **even college visits.**

HOW TO READ ATTENDANCE CODES – WHAT DO THEY MEAN?

Absence Codes

Excused Absences

A – Excused Absence
M – Medical Excuse
C – College Visit
F – Field Trip (does not apply towards exemptions)
V – Pre-Arranged Absence
D – Early Dismissal
H – Homebound (does not apply towards exemptions)
Y – Residential Facility Attendance

Unexcused Absences

U – Unexcused

Present

P – Present (appears if we have corrected an absence)

Discipline Codes

Seniors will *not be exempt* from exams with any of these codes.

In-School Suspension

I (will not be exempt from senior exams)

Out of School Suspension

S (will not be exempt from senior exams)

ALC

R (will not be exempt from senior exams)

Tardy Codes

These codes ***do not apply*** toward exemptions.

Excused Tardy

E – Excused Tardy

Unexcused Tardy

L – Unexcused Tardy