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

<table>
<thead>
<tr>
<th>Count These Codes Towards Senior Exemptions</th>
<th>A, M, C, V, D, Y, U, EV, K</th>
</tr>
</thead>
<tbody>
<tr>
<td>All of these codes count toward exemptions, whether or not they are excused, <strong>even college visits.</strong></td>
<td></td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>In-School Suspension</th>
<th>I (will not be exempt from senior exams)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of School Suspension</td>
<td>S (will not be exempt from senior exams)</td>
</tr>
<tr>
<td>ALC</td>
<td>R (will not be exempt from senior exams)</td>
</tr>
</tbody>
</table>

#### Tardy Codes

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

<table>
<thead>
<tr>
<th>Excused Tardy</th>
<th>E – Excused Tardy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexcused Tardy</td>
<td>L – Unexcused Tardy</td>
</tr>
</tbody>
</table>