

ABSENCE DOCUMENTATION CODES

ATTENDANCE PLANS

X= Un-excused- Reason for Absence Does Not Have a Code

E= Enrolled

T= Transfer

NA=Full Day Parent Has No Work or School and Not Expected to Attend on These Days (Expected Attendance Time Is Already Planned or Met)

W= Withdraw

NS= No School for the Program

F= Family Situation

I= Illness (Ie., Cold, Allergies, Asthma, Flu)

H= Hospitalized

D= Death in the Family

IW= Inclement Weather

EX=exclusionary (Ie., Scabies, Chicken Pox, Measles, Strep Throat, Head Lice)

TR= Head Start Transport Issue/problem

M= Medical/Dental Appointment (not counted as a possible day of attendance)

DATES

CHILD/FAMILY

DATES

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