

2025-2026 Attendance Coding

Statutory References:

- 2024 Iowa Acts chapter 1153 (Senate File 2435)
- 2025 Iowa Acts chapter 52 (Senate File 277)
- 2025 Iowa Acts chapter 143 (House File 870)

2024 Iowa Acts chapter 1153 ([Senate File 2435](#)), signed into law on May 9, 2024, adopted changes to Iowa's attendance and truancy law established under Iowa Code chapter 299. 2025 Iowa Acts chapter 52 ([Senate File 277](#)), signed into law on May 6, 2025, and 2025 Iowa Acts chapter 143 ([House File 870](#)), signed into law on June 6, 2025, made additional modifications to Iowa Code chapter 299. The following provides a summary of district responsibilities related to attendance and chronic absenteeism and reflects changes to the law passed during the 2025 legislative session.

Missing school is shown to have negative impacts on students' academic performance, graduation rates and well-being. Further, high levels of school absence disproportionately impact underserved student groups. Statewide data from the Spring Student Reporting in Iowa (SRI) data collection for the 2023-24 year shows that 21.6% of enrolled Iowa students were chronically absent, defined as missing *10% or more of scheduled school days or instructional hours, regardless of the reason for the absence*. Increasing statewide rates of attendance will increase broad outcomes for Iowa learners.

Attendance Coding

Our education system works to ensure consistency of attendance coding decision-making and practice between schools. Iowa's definition of a student absence is adapted from the U.S. Department of Education and in accordance with the Office for Civil Rights' guidance,

A student is absent if they are not physically on school grounds or are not participating in an expected and school-directed activity under the direction, supervision or instructional guidance of educational staff at an approved off-grounds location.

Frequently Used Codes

A wide range of student attendance scenarios exist across, within and between schools. Likewise, different absence coding options exist across the multiple Student Information Systems (SIS) used in Iowa's schools. Schools will use the student absence definition and accompanying SIS reporting configuration to code attendance. Public schools are encouraged to code and report attendance in accordance with the coding configuration presented in [Table 1](#). Schools may continue to make additional local coding decisions, yet additional **local decisions do not replace or supplant the recommended coding**.

It is recommended that all districts adopt the following codes universally, and if not, at a minimum, add the eight **bolded** codes below for district tracking purposes. All codes should be set up following the instructions in the appropriate school's SIS appendix:

- [Appendix 1: Infinite Campus](#)
- [Appendix 2: PowerSchool](#)
- [Appendix 3: JMC](#)

Table 1

Frequently Used Codes	Possible Use Case
SRP – School Related Participant ¹	<ul style="list-style-type: none"> ● Field trip ● Extra-curricular activity participant
SRNP – School Related Non-participant	<ul style="list-style-type: none"> ● Student attending a school-sponsored event, but not participating
MED – Medical	<ul style="list-style-type: none"> ● Illness, Hospitalization ● Treatment, Appointment
ISS – In School Suspension ¹	
OSS – Out of School Suspension	
CV – College visit	
UN – Unexcused absence	<ul style="list-style-type: none"> ● Skipped class ● Absent - no parent contact
FAM – Family leave	<ul style="list-style-type: none"> ● Vacation/Out of town ● Parent excused ● Family emergency, Car trouble
SOV – School Office Visit ¹	<ul style="list-style-type: none"> ● Nurse's office ● Principal's office ● Counselor's office
GRDX – Completed grad. requirements ²	
CRTX – Court exempt ²	
RELX – Religious exempt ²	
MEDX – Medical exempt ²	
IEPX – IEP exempt ²	
504X – 504 exempt ²	
MILX – Military processing or service ²	
FAMX – Funeral or Wedding ²	

¹ Do not count against a student's daily absence(s) and attendance summary.

² Used for truancy exemptions under state law; these are still marked (and reported) as absences in the attendance code set up.

With the continuation of ESSA accountability and the new state requirements, the following attendance decisions are made:

1. Is the student absent or present? (page 1 definition)
2. If absent, is the absence exempt from required actions per SF2435 or SF277?

Exemptions under State Law

[Table 2](#) provides a list of allowable exemptions. School teams have access to information to make accurate decisions on whether a student's absence is exempt from student-level consequences. The judicious use of exemptions aids schools in the identification of students whose attendance patterns warrant additional support and interventions.

Table 2

Exemption Category (Recommended SIS Code)	Description
Graduated (GRDX)	Completed requirements for graduation or obtained a HS equivalency diploma
Court Ordered (CRTX)	Excused for sufficient reason by any court of record or judge. (e.g., jury duty)
Religious (RELX)	Attending religious services or receiving religious instructions
Medical (MEDX)	Unable to attend school due to legitimate medical reason(s)
Individualized Educational Plan (IEPX)	Individualized Education Program (IEP) that affects attendance
Section 504 (504X)	Section 504 plan under the Rehabilitation Act of 1973 that affects attendance
Military Processing/Service (MILX)	Applicant undergoing military entrance processing or engaged in service
Funeral or Wedding (FAMX)	Traveling to attend a funeral or wedding

Attendance Decision-Making

It will be the responsibility of the building staff to accurately, consistently and objectively use an exemption when reliable and credible evidence exists. Appropriate use of exemptions will be vital to accurate coding and intervention practices to increase student attendance. The following scenarios are provided as examples of decisions that would be made according to the Absent definition on page 1 and allowable exemptions under state law that are outlined in [Table 2](#).

Table 3

Exempt Scenarios	Decision 1 Absent or Present ¹	Decision 2 Exempt Absence?
Attending a community college course, CTE placement	Present	NA
School-directed/supervised activity (e.g., FFA Conference, art show, or class trip)	Present	NA
In School Suspension (ISS)	Present	NA
Youth Shelter/Detention Center ²	Present	NA
Medically homebound/Medical excuse, but completing work ²	Present	NA
Participating in state athletic competition, Show Choir, or art show	Present	NA
Watching classmates in state athletic competition, Show Choir, or art show	Absent	No
Out of School Suspension (OSS)	Absent	No
Absent; parent excused, no reason given	Absent	No
Family Vacation, "Out of town"	Absent	No
Car trouble, vehicle accident	Absent	No
Helping family (e.g., planting, harvesting, working a shift at the family business)	Absent	No
College visit, not school-directed/supervised	Absent	No
Arrived at school, then skipped classes	Absent	No
Absent; no parent contact	Absent	No
Absent; parent cites "Family Reasons"	Absent	Local ³

Exempt Scenarios	Decision 1 Absent or Present ¹	Decision 2 Exempt Absence?
Planned medical treatment	Absent	Local ³
Medical appointment; Reportedly home ill	Absent	Local ³
Parent or sibling medical emergency	Absent	Local ³
Religious service or education	Absent	Yes
Court-directed activity, Jury Duty	Absent	Yes
IEP that restricts attendance	Absent	Yes
Section 504 plan that restricts attendance	Absent	Yes
Military-related (e.g., entrance processing, engaged in service)	Absent	Yes
Attending funeral	Absent	Yes
Attending wedding	Absent	Yes
Left the country, prolonged absence, transfer process initiated	Exit student, see Appendix 4	

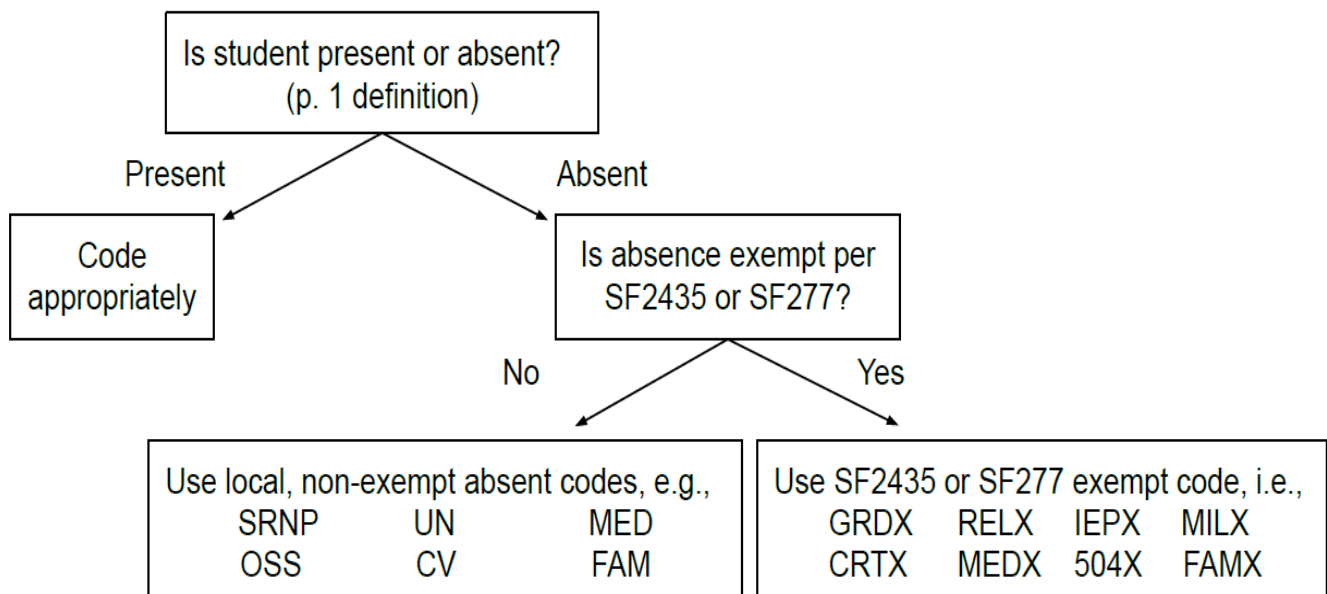
¹ These absences must be reported as SRI absences

² Requires a Service Provider/Facility on the enrollment record

³ Schools will decide, based on the information available, if an absence is exempt per SF2435 or SF277

These examples do not capture all attendance scenarios, yet provide robust examples of the types of decisions schools will make. Building teams will be knowledgeable of the definition and able to objectively apply (1) the definition for student absence, and (2) allowable exemptions, when applicable. The goal is to accurately determine the rate at which students are absent from school or expected school-directed activities. **Overuse or misuse of exemptions has the potential to misrepresent student attendance and miss those who should receive additional attention and support.** The following decision-making tree can help provide schools with a tool to determine proper coding.

Attendance Coding Attendance Decision Tree



Additional Factors Affecting Attendance Data

Enrolling and Exiting

The accuracy of attendance data can be increased with timely and appropriate student enrollment and exit procedures. The scenarios and actions provided in [Appendix 4: Enrolling and Exiting Students](#) illustrate common scenarios where schools accumulate absences unnecessarily due to not properly or promptly exiting students who are no longer attending. Timely enrollment and exiting decisions will increase attendance data accuracy.

Attendance Calculation

Each student information system uses settings to define how individual student period attendance is combined to create a daily absence value that also feeds into the student attendance summary used to calculate chronic absenteeism reporting. Refer to the appropriate SIS appendix for setup:

- [Appendix 1: Infinite Campus](#)
- [Appendix 2: PowerSchool](#)
- [Appendix 3: JMC](#)

Attendance coding and reporting continue to be required for the following three educational placements:

- Statewide Voluntary Preschool Programs (SWVPP)
- 4+ Programs
- Online and Virtual School Attendance

Attendance codes are not expected for students enrolled in youth shelters or detention centers, as these facilities do not report to SRI. Districts with students enrolled in these facilities are designated with appropriate service facility types.

Appendix 1: Infinite Campus

SRP, ISS, SOV

The directions below (SRP, ISS, SOV, etc.) assume that the district is adopting the recommended attendance codes listed in [Table 1](#).

Attendance Office > Attendance Code Setup

AttendanceExcuse Detail
*Code: SRP
*Description: School Related
Status: Present (dropdown)
Excuse: Exempt (dropdown)
 Display code in behavior resolution
 Use code in virtual attendance posting

AttendanceExcuse Detail
*Code: SOV
*Description: School Office Visit (nurse, counselor, principal)
Status: Present (dropdown)
Excuse: Exempt (dropdown)
 Display code in behavior resolution
 Use code in virtual attendance posting

AttendanceExcuse Detail
*Code: ISS
*Description: In School Suspension
Status: Present (dropdown)
Excuse: Exempt (dropdown)
 Display code in behavior resolution
 Use code in virtual attendance posting

Codes for Exemptions under State Law

AttendanceExcuse Detail

*Code
GRDX

*Description
Met Grad Requirement exempt

Status: Absent (v) Excuse: Excused (v)

Display code in behavior resolution

Use code in virtual attendance posting

AttendanceExcuse Detail

*Code
CRTX

*Description
Court exempt

Status: Absent (v) Excuse: Excused (v)

Display code in behavior resolution

Use code in virtual attendance posting

AttendanceExcuse Detail

*Code
RELX

*Description
Religious exempt

Status: Absent (v) Excuse: Excused (v)

Display code in behavior resolution

Use code in virtual attendance posting

AttendanceExcuse Detail

*Code
MEDX

*Description
Medical exempt

Status: Absent (v) Excuse: Excused (v)

Display code in behavior resolution

Use code in virtual attendance posting

AttendanceExcuse Detail

*Code
IEPX

*Description
IEP exempt

Status: Absent (v) Excuse: Excused (v)

Display code in behavior resolution

Use code in virtual attendance posting

AttendanceExcuse Detail

*Code
504X

*Description
504 exempt

Status: Absent (v) Excuse: Excused (v)

Display code in behavior resolution

Use code in virtual attendance posting

AttendanceExcuse Detail

*Code
MILX

*Description
Military Exempt

Status: Absent (v) Excuse: Excused (v)

Display code in behavior resolution

Use code in virtual attendance posting

AttendanceExcuse Detail

*Code
FAMX

*Description
Family Wedding/Funeral Exempt

Status: Absent (v) Excuse: Excused (v)

Display code in behavior resolution

Use code in virtual attendance posting

All other attendance codes from [Table 1](#) or district-defined:

AttendanceExcuse Detail

*Code
Abs

*Description
Absent

Status: Absent (v) Excuse: Excused (v)

Display code in behavior resolution

Use code in virtual attendance posting

*Code and description will vary by attendance code, but Status will be Absent, and Excuse will be Excused.

Period Setup

For each building, make sure the Period Setup (Scheduling & Courses > Calendar Setup > Period Setup) reflects the school day for the students in that building.

Confirm the Instructional Minutes align with what a typical school day looks like. If a school's period structure includes lunch time, record the minutes in the affected period. Any periods in which attendance is not taken should be marked Non-Instructional.

Please consult with your Infinite Campus account representative to confirm or review the appropriate setup.

Sample 8-period schedule:

Period Schedule Info						
*Name	*Sequence	Exception/Special Day		Instructional Minutes	School Day	
A	1	<input type="checkbox"/>		361	435	

Period Info						
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 0	1	07:45 AM	08:13 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 1	2	08:15 AM	09:07 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 2	3	09:09 AM	10:01 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 3	4	10:03 AM	10:55 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 4	5	10:57 AM	11:49 AM	15	<input type="checkbox"/>	<input type="checkbox"/>
X 5	6	11:51 AM	12:43 PM	15	<input type="checkbox"/>	<input type="checkbox"/>
X 6	8	01:15 PM	02:07 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 7	9	02:09 PM	02:51 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 8	10	02:53 PM	03:30 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X Activity	11	03:30 PM	03:45 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Sample AM/PM schedule:

Period Schedule Info						
*Name	*Sequence	Exception/Special Day		Instructional Minutes	School Day	
1	1	<input type="checkbox"/>		389	410	

Period Info						
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X AM	1	08:15 AM	12:00 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X PM	2	12:01 PM	03:05 PM	20	<input type="checkbox"/>	<input type="checkbox"/>
X Academic	3	03:20 PM	03:25 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Activity	4	03:25 PM	03:30 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Appendix 2: PowerSchool

SRP, ISS, SOV

The directions below (SRP, ISS, SOV, etc.) assume that the district is adopting the recommended attendance codes listed in [Table 1](#).

School Management > Attendance > Attendance Codes

Label	Value
Code	SRP
Description	School Related Participant
Presence Status	<input checked="" type="radio"/> Present <input type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	<input type="checkbox"/>
Considered in ADA Calculations	<input checked="" type="checkbox"/>
Counts Towards Membership	<input checked="" type="checkbox"/>
Sort Order for Display	1

Label	Value
Code	ISS
Description	In School Suspension
Presence Status	<input checked="" type="radio"/> Present <input type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	<input type="checkbox"/>
Considered in ADA Calculations	<input checked="" type="checkbox"/>
Counts Towards Membership	<input checked="" type="checkbox"/>
Sort Order for Display	1

Label	Value
Code	SOV
Description	School Office Visit (Nurse, C
Presence Status	<input checked="" type="radio"/> Present <input type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	<input type="checkbox"/>
Considered in ADA Calculations	<input checked="" type="checkbox"/>
Counts Towards Membership	<input checked="" type="checkbox"/>
Sort Order for Display	1

Codes for Exemptions under State Law

Label	Value
Code	GRDX
Description	Graduation Requirement Ex
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Unexcused
Points	<input type="text"/>
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	<input type="checkbox"/>
Considered in ADA Calculations	<input checked="" type="checkbox"/>
Counts Towards Membership	<input checked="" type="checkbox"/>
Sort Order for Display	1

Label	Value
Code	CRTX
Description	Court Exempt
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Unexcused
Points	<input type="text"/>
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	<input type="checkbox"/>
Considered in ADA Calculations	<input checked="" type="checkbox"/>
Counts Towards Membership	<input checked="" type="checkbox"/>
Sort Order for Display	1

Label	Value
Code	RELX
Description	Religious Exempt
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Unexcused
Points	<input type="text"/>
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	<input type="checkbox"/>
Considered in ADA Calculations	<input checked="" type="checkbox"/>
Counts Towards Membership	<input checked="" type="checkbox"/>
Sort Order for Display	1

Label	Value
Code	MEDX
Description	Medical Exempt
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Unexcused
Points	<input type="text"/>
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	<input type="checkbox"/>
Considered in ADA Calculations	<input checked="" type="checkbox"/>
Counts Towards Membership	<input checked="" type="checkbox"/>
Sort Order for Display	1

Label	Value
Code	IEPX
Description	IEP Exempt
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	<input type="checkbox"/>
Considered in ADA Calculations	<input checked="" type="checkbox"/>
Counts Towards Membership	<input checked="" type="checkbox"/>

Label	Value
Code	504X
Description	504 Exempt
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	<input type="checkbox"/>
Considered in ADA Calculations	<input checked="" type="checkbox"/>
Counts Towards Membership	<input checked="" type="checkbox"/>
Sort Order for Display	1

Label	Value
Code	FAMX
Description	Family wedding/funeral Exe
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	<input type="checkbox"/>
Considered in ADA Calculations	<input checked="" type="checkbox"/>
Counts Towards Membership	<input checked="" type="checkbox"/>
Sort Order for Display	1

Label	Value
Code	MILX
Description	Military Exemption
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	<input type="checkbox"/>
Considered in ADA Calculations	<input checked="" type="checkbox"/>
Counts Towards Membership	<input checked="" type="checkbox"/>
Sort Order for Display	1

All other attendance codes from [Table 1](#) or district-defined:

Label	Value
Code	<input type="text" value="A"/>
Description	<input type="text" value="Absent"/>
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused <input type="checkbox"/> Tardy <input type="checkbox"/> Unexcused
Points	<input type="text" value="1"/>
Teacher Can Assign	<input type="text" value="Yes"/>
Lock Attendance Record when Administrator Entered	<input type="checkbox"/>
Considered in ADA Calculations	<input checked="" type="checkbox"/>
Counts Towards Membership	<input checked="" type="checkbox"/>
Sort Order for Display	<input type="text" value="2"/>

Period

Consult with PowerSchool tech support for the appropriate conversion setup.

The screenshot shows the PowerSchool SIS navigation interface. The main menu on the left includes categories like People, Attendance, Health, School Enrollment, Courses and Programs, Data and Reporting, School Management, and System Management. The 'Attendance' category is expanded, showing sub-items such as Academics, Assets, Attendance, Courses and Programs, Display Preferences, Fees, Postsecondary Plans, Scheduling, School Parameters, Teacher Applications, and User Access. The 'Attendance' sub-item is further expanded, showing a list of options including Attendance Preferences, Attendance Bridge Synchronization Preferences, Attendance Code Categories, Attendance Codes, Attendance Conversions (highlighted), Attendance Tracking Modes, Full-Time Equivalencies, Illness Tracking Categories, Map Attendance and Action Codes, Section Attendance Settings, and Unexcused Tracking Categories.

Appendix 3: JMC

Period Attendance > Data > Edit Reasons and Cutoffs

The following shows the setup for the codes listed in [Table 1](#).

	Exempt from Truancy	Include in Conversion	Number	Reason
Edit	<input type="checkbox"/>	<input type="checkbox"/>	0	
Edit	<input type="checkbox"/>	<input type="checkbox"/>	1	SRP
Edit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	SRNP
Edit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	MED
Edit	<input type="checkbox"/>	<input type="checkbox"/>	4	ISS
Edit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	OSS
Edit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6	CV
Edit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	UN
Edit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8	FAM
Edit	<input type="checkbox"/>	<input type="checkbox"/>	9	SOV
Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	GRDX
Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11	CRTX
Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12	RELX
Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13	MEDX
Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	14	IEPX
Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15	504X
Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16	MILX
Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17	FAMX

SRP, ISS, and SOV should not be checked for 'Include in Conversion'. This will allow a student to be counted absent for a specific class period, but that absence will not be included in the daily attendance or attendance summary total.

All other absence codes must be checked 'Include in Conversion'. The absence will be counted, but the school will be able to view the reason to determine whether to include it in the Truancy tracking.

Verify each grade has the correct number of periods.

Period Attendance settings for data entry as relates to Period Attendance > Reports > For a Threshold			
	Grade	Num Periods	Periods
Edit	0	8	1, 2, 3, 4, 5, 6, 7, 8
Edit	9	8	1, 2, 3, 4, 5, 6, 7, 8
Edit	10	8	1, 2, 3, 4, 5, 6, 7, 8
Edit	11	8	1, 2, 3, 4, 5, 6, 7, 8
Edit	12	8	1, 2, 3, 4, 5, 6, 7, 8

Appendix 4: Enrolling and Exiting Students

The accuracy of building attendance data can be increased with timely and appropriate student enrollment and exit procedures. One set of practices that can significantly affect chronic absenteeism data is how and when schools handle exiting students who are no longer attending the school. The following scenarios and actions cover some of the more common situations where schools often accumulate absences unnecessarily due to not properly or promptly exiting students who are no longer attending.

Scenario	Action
* Has not been in attendance for two weeks (or the threshold for the district’s attendance policy), and the parent will not return phone calls.	Exit Code ‘32’ after the last day of physical attendance. If the student needs to be “kept active” for reporting purposes, create a new enrollment with Entry Code ‘55’ and mark the enrollment state-excluded.
* Going on a trip out of the country for several weeks with no definite return date.	Exit Code ‘1’ and Destination Code ‘9’ – Transfer out of the country after the last day of physical attendance. If the student needs to be “kept active” for reporting purposes, create a new enrollment with Entry Code ‘55’ and mark the enrollment state-excluded.
States they are transferring to another district, but no record request has been received.	Exit Code ‘1’ and Destination Code ‘13’ – Transfer to unknown after the last day of physical attendance. Once the record request is received, update the exit information accordingly.
States they are moving out of state, but no record request has been received.	Exit Code ‘1’ and Destination Code ‘13’ – Transfer to unknown after the last day of physical attendance. Once the record request is received, update the exit information accordingly.
Completed the registration process, but decided not to attend the district.	Exit Code ‘13’ No Show on the same day as the Entry Date, and clear any attendance. Mark the enrollment as State Exclude.
Moved over the summer, but a record request did not arrive until a few weeks after the start of the year.	Infinite Campus: Use the Exit Date prior to the first day of school. PowerSchool: Use the Exit Date as the first day of school. JMC: Use the Exit Date as Day ‘0’ Prior to School Year.
Was expelled.	Exit code ‘5’ Expelled on the date the expulsion was issued. Infinite Campus: Exit date and removal date must be the same. PowerSchool: Exit date must be one day after the removal date. JMC: Exit date and removal date must be the same. If the expelled student must be “active” to access online coursework, create a new enrollment with Entry Code ‘55’ and mark the enrollment state-excluded.
Has an IEP or 504, and the plan states that the student attends less than a full day of school.	Make sure the FTE (percent enrolled) and schedule reflect the amount of time the student is being served by the district.

* The Iowa Department of Education encourages districts to expedite the re-enrollment process for these students if they return; the students should be re-enrolled immediately upon return with no delay to prevent additional days missed.