July 2026

Attendance Coding

Senate File 2435, Senate File 277, House File 870, and Senate File 2219 established and modified Iowa's attendance and truancy law under Iowa Code chapter 299. The following provides a summary of district responsibilities related to attendance and chronic absenteeism.

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 2024-25 year shows that 15.8% of enrolled Iowa students were chronically absent, federally defined as missing *10% or more of scheduled school days or instructional hours, regardless of the reason for the absence*.

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. The student absence definition and accompanying SIS reporting configuration will be used by schools 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 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; if not, at a minimum add the nine **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

Code	Definition	Count
SRNP	School Related Non-participant • Student attending a school-sponsored event, but not participating	
MED	Medical • Illness, Hospitalization • Treatment, Appointment	
ISS	In School Suspension	Do not count against a student's daily absence(s) and attendance summary.
OSS	Out of School Suspension	
CV	College visit	
UN	Unexcused absence • Skipped class • Absent - no parent contact	
FAM	Family leave • Vacation/Out of town • Parent excused • Family emergency, Car trouble	
SOV	School Office Visit • Nurse's office • Principal's office • Counselor's office	Do not count against a student's daily absence(s) and attendance summary.
GRDX	**Completed grad. Requirement**	**Used for truancy exemptions under state law; these are still marked (and reported) as absences in the attendance code set up.**
CRTX	**Court exempt**	**Used for truancy exemptions under state law; these are still marked (and reported) as absences in the attendance code set up.**
RELX	**Religious exempt**	**Used for truancy exemptions under state law; these are still marked (and reported) as absences in the attendance code set up.**
MEDX	**Medical exempt**	**Used for truancy exemptions under state law; these are still marked (and reported) as absences in the attendance code set up.**
IEPX	**IEP exempt**	**Used for truancy exemptions under state law; these are still marked (and reported) as absences in the attendance code set up.**
504X	**504 exempt**	**Used for truancy exemptions under state law; these are still marked (and reported) as absences in the attendance code set up.**
MILX	**Military processing or service**	**Used for truancy exemptions under state law; these are still marked (and reported) as absences in the attendance code set up.**
FAMX	**Funeral or wedding**	**Used for truancy exemptions under state law; these are still marked (and reported) as absences in the attendance code set up.**
SRPX	**School-related participant**	**Counts as a school absence but does not count towards the truancy**

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, SF277, or SF2219?

Exemptions under State Law

The following are allowable exemptions. School teams have available information to make accurate decisions on whether or not 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 Allowable Exemptions

Exemption Category (Recommended SIS Code)	Description
Graduated **(GRDX)**	Completed requirements for grad. or obtained a HS equivalency diploma
Court Ordered **(CRTX)**	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 Ed. Program **(IEPX)**	Individualized Education Program (IEP) that affects attendance
Section 504 **(504X)**	Section 504 plan under the Fed. Rehabilitation Act 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
School Related Participant **(SRPX)**	Participation in school-sponsored activity, program, competition or project.

Attendance Decision Making

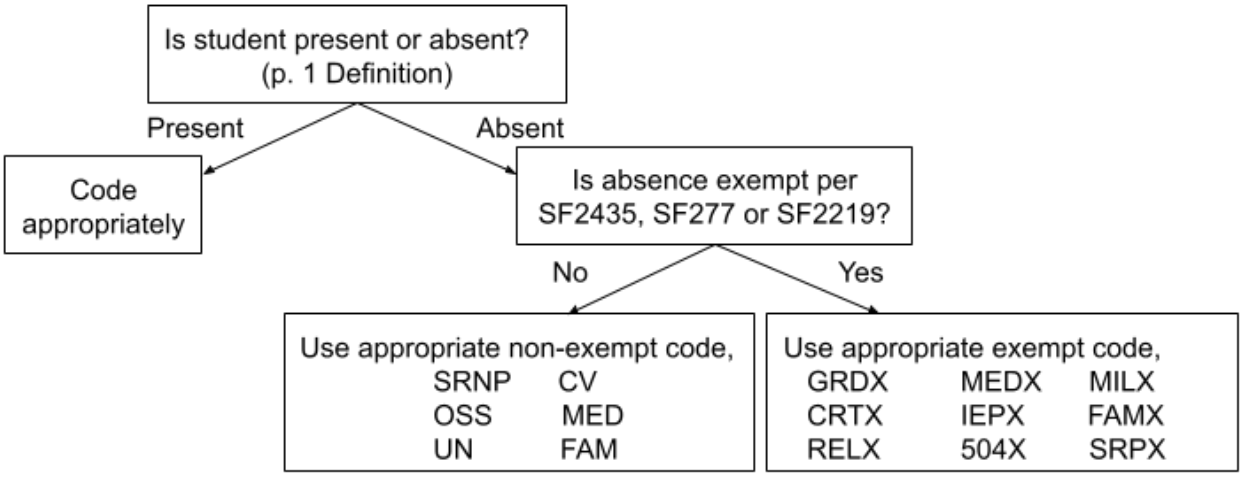
It will be the responsibility of building staff to accurately, consistently and objectively use an exemption when reliable and credible evidence exists. Appropriate use of exemptions will be vital to accurate coding and intervention practices to increase student attendance. The following scenarios are 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 Attendance Scenarios

Exempt Scenarios	Decision 1 *Absent or Present*	Decision 2 Exempt Absence?	Count
Attending community college course, CTE placement	Present	NA	
School-sponsored/supervised activity (e.g., FFA Conference, Class Trip)	Present	NA	
In School Suspension (ISS)	Present	NA	
Youth Shelter/Detention Center [2]	Present	NA	Requires a Service Provider/Facility on enrollment record
Medically homebound/Medical excuse but completing work [2]	Present	NA	Requires a Service Provider/Facility on enrollment record

Exempt Scenarios	Decision 1 *Absent or Present*	Decision 2 Exempt Absence?	Count
Participating in state athletic competition, Show Choir, art show	Present	NA	
Watching classmates in state athletic competition, Show Choir, art show	Absent	No	These absences must be reported as SRI absences
Absent, parent excused, no reason given.	Absent	No	These absences must be reported as SRI absences
Family Vacation, “Out of town”	Absent	No	These absences must be reported as SRI absences
Car trouble, vehicle accident	Absent	No	These absences must be reported as SRI absences
Helping family (e.g., planting, harvest, working shift at family business)	Absent	No	These absences must be reported as SRI absences
College visit, not school directed/supervised	Absent	No	These absences must be reported as SRI absences
Arrived to school then skipped classes	Absent	No	These absences must be reported as SRI absences
Absent, no parent contact	Absent	No	These absences must be reported as SRI absences
Absent, parent cites “Family Reasons”	Absent	Local 3	Schools will make decision, based on information available, if an absence is exempt per SF2435, SF277 or SF2219.
Planned medical treatment	Absent	Local 3	Schools will make decision, based on information available, if an absence is exempt per SF2435, SF277 or SF2219.
Medical appointment; Reportedly home ill	Absent	Local 3	Schools will make decision, based on information available, if an absence is exempt per SF2435, SF277 or SF2219.
Parent or sibling medical emergency	Absent	Local 3	Schools will make decision, based on information available, if an absence is exempt per SF2435, SF277 or SF2219.
Out of School Suspension (OSS)	Absent	Yes	
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 country, prolonged absence, transfer process initiated			Exit student, see Appendix 4

These examples do not capture all attendance scenarios, yet provide robust examples of the decisions schools will make. Building teams will be knowledgeable of the definition and able to objectively apply (1) he 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.** Decision-making can be summarized:



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 describe the 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 continues 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.

Nontraditional Educational Settings

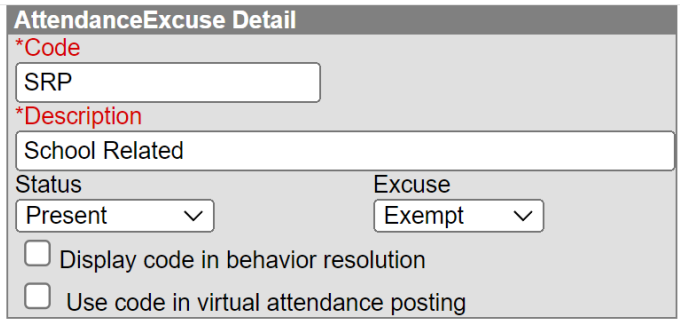
It is recognized that individual school instructional delivery, schedule and nature of student engagement will vary, yet the accurate and reliable attendance monitoring remains consistent, independent of setting. See Appendix 5 for recommendations for attendance coding in these settings.

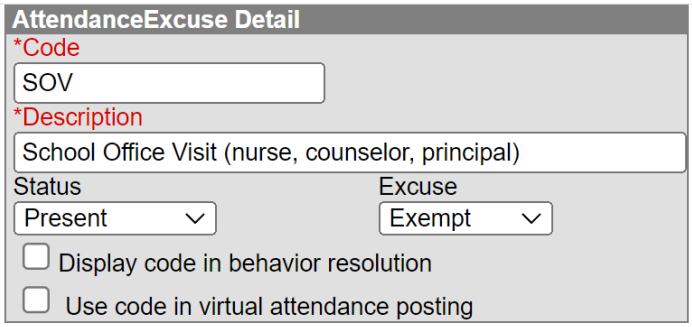
Appendix 1: Infinite Campus

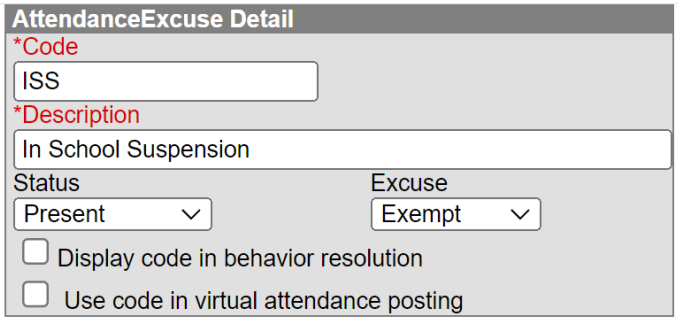
SRP, ISS, SOV

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

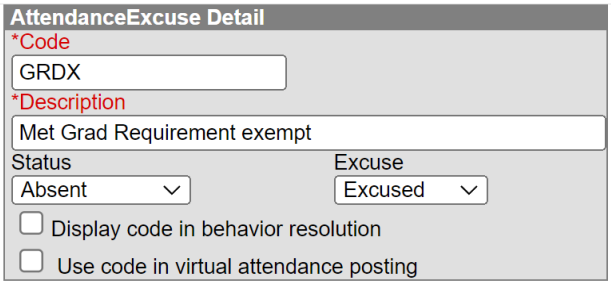
Attendance Office > Attendance Code Setup

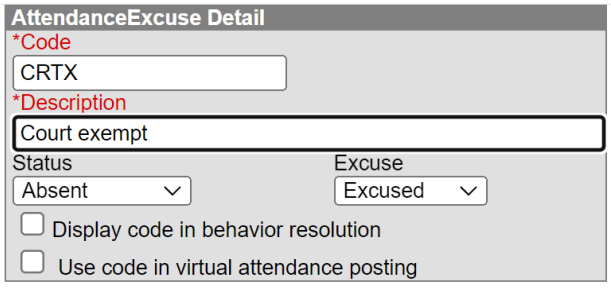


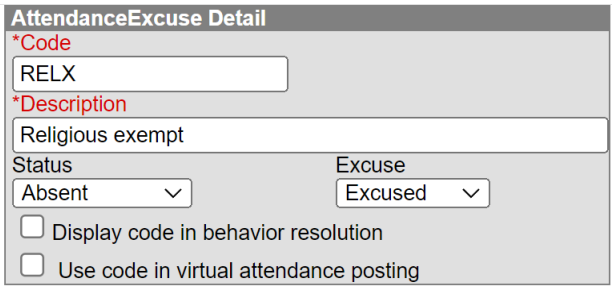


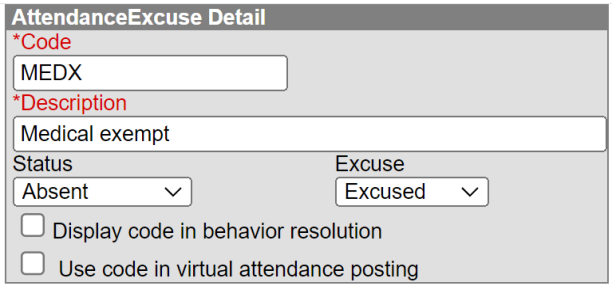


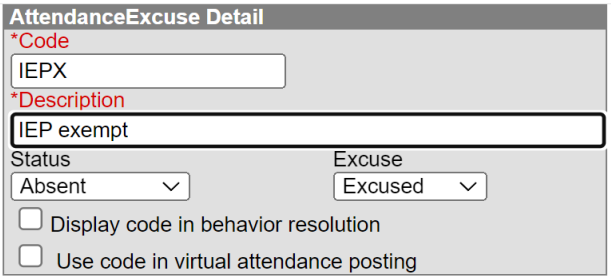
Codes for Exemptions under State Law

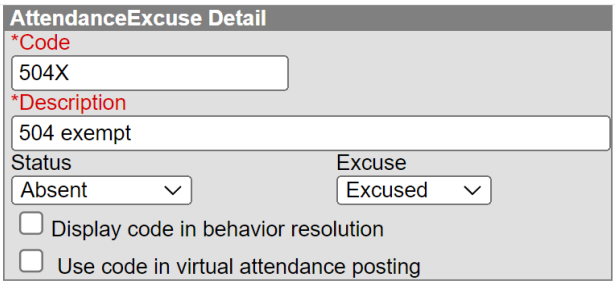


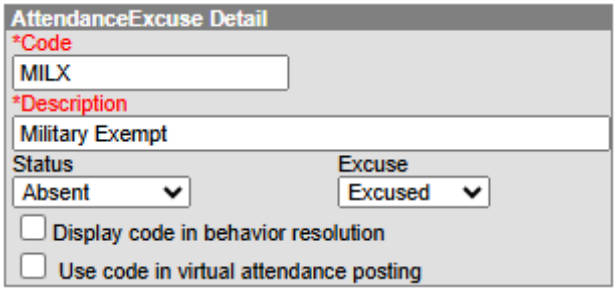


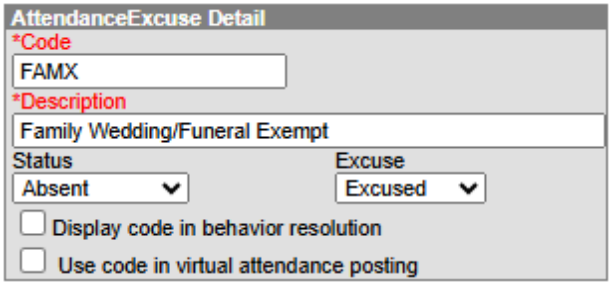


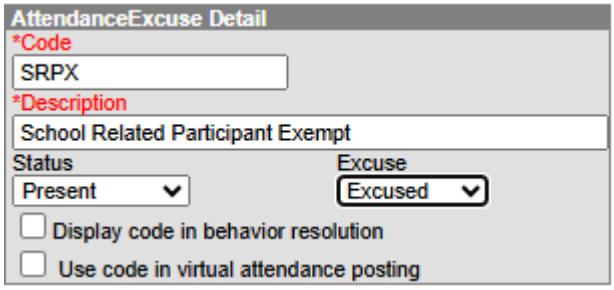




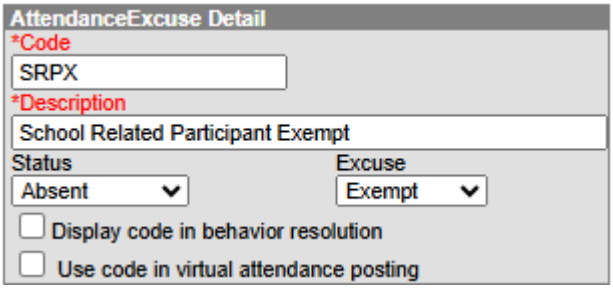




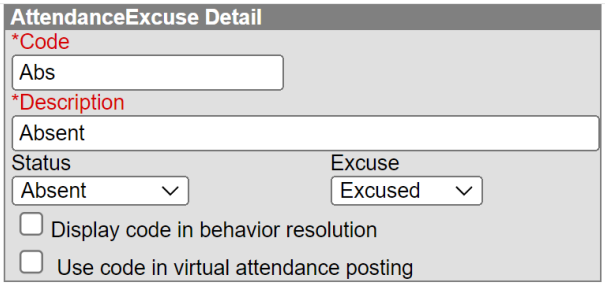




or



All other attendance codes from Table 1 or district defined:



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

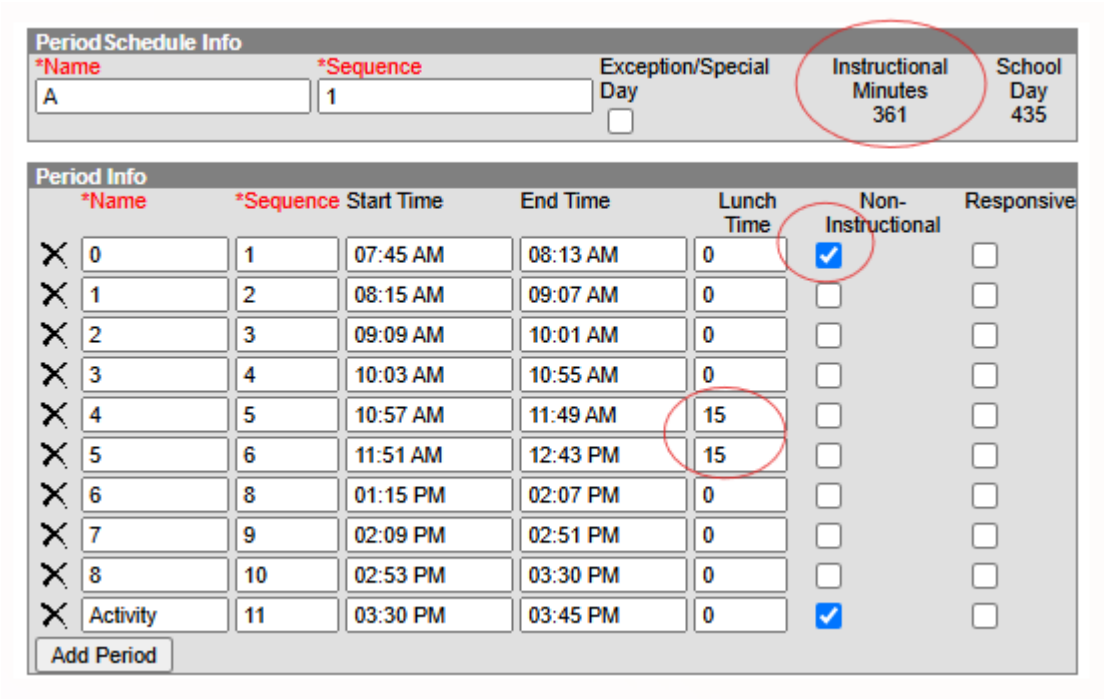
Period Setup

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 appropriate setup.

Sample 8-period schedule:



Period Schedule Info

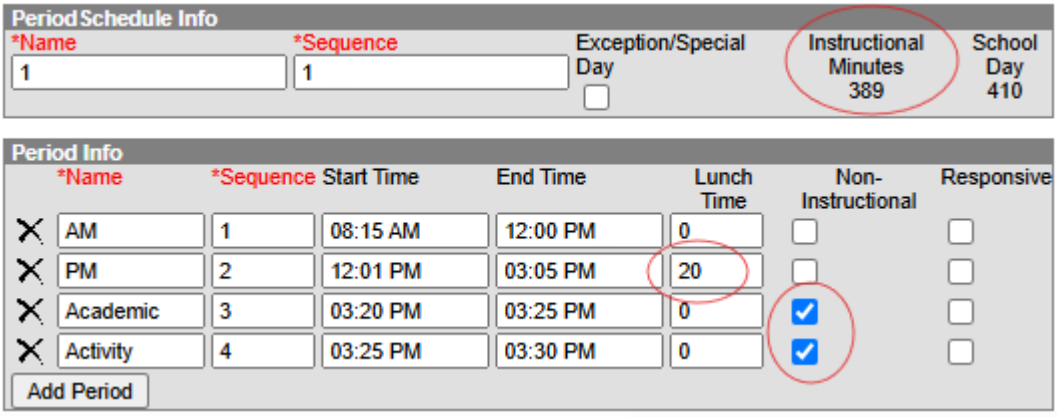
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
A	1	☐	361	435

Period Info

	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
✕	0	1	07:45 AM	08:13 AM	0	☑	☐
✕	1	2	08:15 AM	09:07 AM	0	☐	☐
✕	2	3	09:09 AM	10:01 AM	0	☐	☐
✕	3	4	10:03 AM	10:55 AM	0	☐	☐
✕	4	5	10:57 AM	11:49 AM	15	☐	☐
✕	5	6	11:51 AM	12:43 PM	15	☐	☐
✕	6	8	01:15 PM	02:07 PM	0	☐	☐
✕	7	9	02:09 PM	02:51 PM	0	☐	☐
✕	8	10	02:53 PM	03:30 PM	0	☐	☐
✕	Activity	11	03:30 PM	03:45 PM	0	☑	☐

Add Period

Sample AM/PM schedule



Period Schedule Info

*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
1	1	☐	389	410

Period Info

	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
✕	AM	1	08:15 AM	12:00 PM	0	☐	☐
✕	PM	2	12:01 PM	03:05 PM	20	☐	☐
✕	Academic	3	03:20 PM	03:25 PM	0	☑	☐
✕	Activity	4	03:25 PM	03:30 PM	0	☑	☐

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	(•) Present ( ) Absent
Code Categories	[x] Excused [ ] Tardy [ ] Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	[ ]
Considered in ADA Calculations	[x]
Counts Towards Membership	[x]
Sort Order for Display	1

Label	Value
Code	ISS
Description	In School Suspension
Presence Status	(•) Present ( ) Absent
Code Categories	[x] Excused [ ] Tardy [ ] Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	[ ]
Considered in ADA Calculations	[x]
Counts Towards Membership	[x]
Sort Order for Display	1

Label	Value
Code	SOV
Description	School Office Visit (Nurse, C
Presence Status	(•) Present ( ) Absent
Code Categories	[x] Excused [ ] Tardy [ ] Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	[ ]
Considered in ADA Calculations	[x]
Counts Towards Membership	[x]
Sort Order for Display	1

Codes for Exemptions under State Law

Label	Value
Code	GRDX
Description	Graduation Requirement Ex
Presence Status	○ Present ◉ Absent
Code Categories	☑ Excused ☐ Tardy ☐ Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	☐
Considered in ADA Calculations	☑
Counts Towards Membership	☑
Sort Order for Display	1

Label	Value
Code	CRTX
Description	Court Exempt
Presence Status	○ Present ◉ Absent
Code Categories	☑ Excused ☐ Tardy ☐ Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	☐
Considered in ADA Calculations	☑
Counts Towards Membership	☑
Sort Order for Display	1

Label	Value
Code	RELX
Description	Religious Exempt
Presence Status	○ Present ◉ Absent
Code Categories	☑ Excused ☐ Tardy ☐ Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	☐
Considered in ADA Calculations	☑
Counts Towards Membership	☑
Sort Order for Display	1

Label	Value
Code	MEDX
Description	Medical Exempt
Presence Status	○ Present ◉ Absent
Code Categories	☑ Excused ☐ Tardy ☐ Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	☐
Considered in ADA Calculations	☑
Counts Towards Membership	☑
Sort Order for Display	1

Label	Value
Code	IEPX
Description	IEP Exempt
Presence Status	○ Present ◉ Absent
Code Categories	☑ Excused ☐ Tardy ☐ Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	☐
Considered in ADA Calculations	☑
Counts Towards Membership	☑

Label	Value
Code	504X
Description	504 Exempt
Presence Status	○ Present ◉ Absent
Code Categories	☑ Excused ☐ Tardy ☐ Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	☐
Considered in ADA Calculations	☑
Counts Towards Membership	☑
Sort Order for Display	1

Label	Value
Code	FAMX
Description	Family wedding/funeral Exe
Presence Status	○ Present ◉ Absent
Code Categories	☑ Excused ☐ Tardy ☐ Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	☐
Considered in ADA Calculations	☑
Counts Towards Membership	☑
Sort Order for Display	1

Label	Value
Code	MILX
Description	Military Exemption
Presence Status	○ Present ◉ Absent
Code Categories	☑ Excused ☐ Tardy ☐ Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	☐
Considered in ADA Calculations	☑
Counts Towards Membership	☑
Sort Order for Display	1

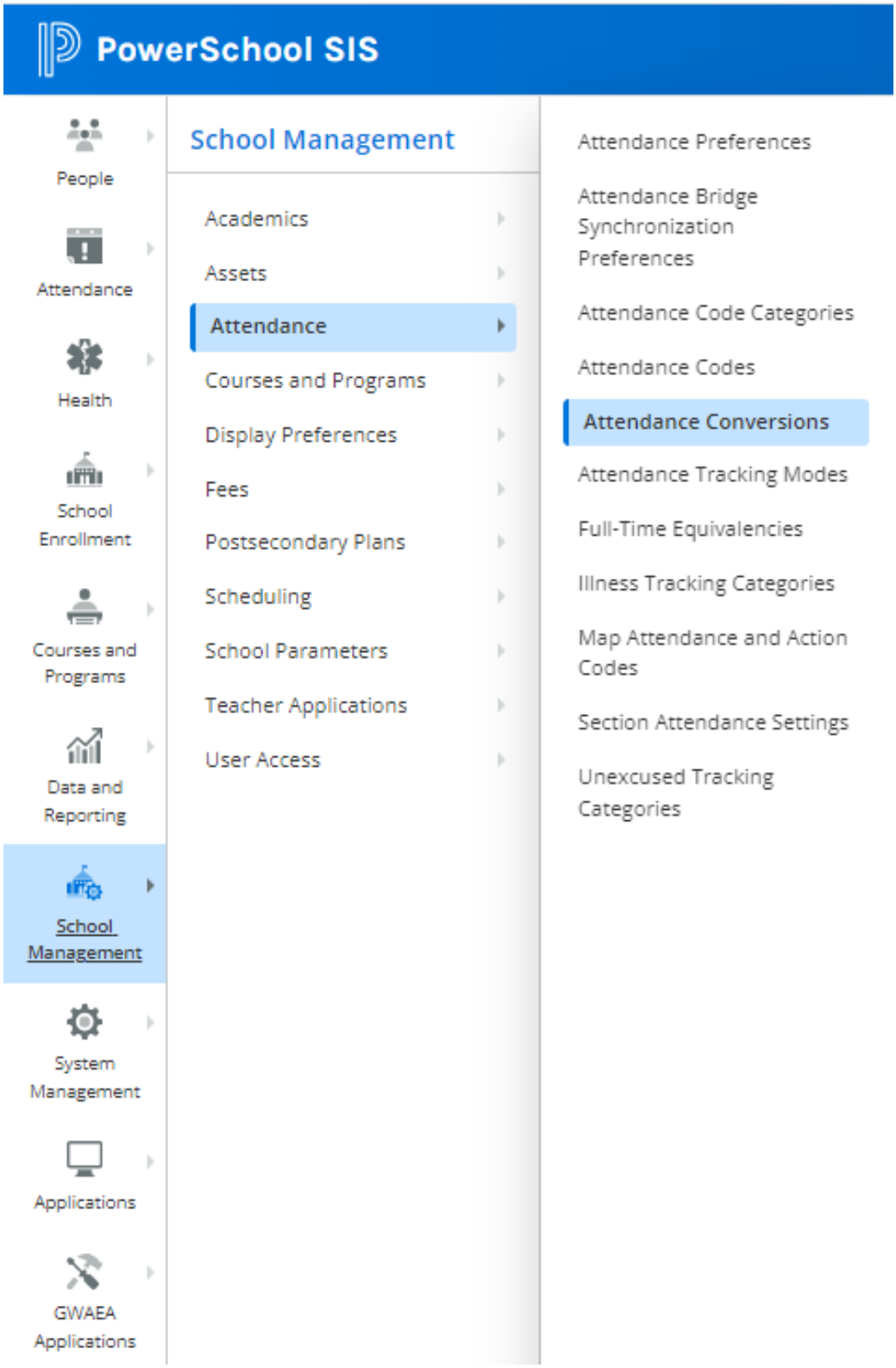
Label	Value
Code	SRPX
Description	School Particpant Exempt
Presence Status	◉ Present ○ Absent
Code Categories	☑ Excused ☐ Tardy ☐ Unexcused
Points	
Teacher Can Assign	No
Lock Attendance Record when Administrator Entered	☐
Considered in ADA Calculations	☑
Counts Towards Membership	☑
Sort Order for Display	1

All other attendance codes from Table 1 or district defined:

Label	Value
Code	A
Description	Absent
Presence Status	○ Present ◉ Absent
Code Categories	☑ Excused ☐ Tardy ☐ Unexcused
Points	1
Teacher Can Assign	Yes
Lock Attendance Record when Administrator Entered	☐
Considered in ADA Calculations	☑
Counts Towards Membership	☑
Sort Order for Display	2

Period

Consult with PowerSchool tech support for appropriate conversion setup.



Appendix 3: JMC

Period Attendance > Data > Edit Reasons and Cutoffs

The following shows the setup for codes listed in Table 1.

	Exempt from Truancy	Include in Conversion	Number	Reason
Edit	☐	☑	2	SRNP
Edit	☐	☑	3	MED
Edit	☑	☐	4	ISS
Edit	☑	☑	5	OSS
Edit	☐	☑	6	CV
Edit	☐	☑	7	UN
Edit	☐	☑	8	FAM
Edit	☑	☐	9	SOV
Edit	☑	☑	10	GRDX
Edit	☑	☑	11	CRTX
Edit	☑	☑	12	RELX
Edit	☑	☑	13	MEDX
Edit	☑	☑	14	IEPX
Edit	☑	☑	15	504X
Edit	☑	☑	16	MILX
Edit	☑	☑	17	FAMX
Edit	☑	☐	18	SRPX

SRPX, 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.

ISS, OSS, and those with an ‘X’ should be checked to be excluded from truancy.

Verify each grade has the correct number of periods.

Period Attendance settings for data entry as relates to SRI/Panorama attendance submissions as well as jmc report
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'.
* 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 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'.
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 at 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 Exit Date prior to the first day of school. PowerSchool: Use Exit Date as the first day of school. JMC: Use 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'.
Has an IEP or 504 and the plan states 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.

Appendix 5: Nontraditional, Online and Blended Learning

The following provides attendance coding technical assistance for non-traditional settings. Existing absence exemptions and codes (see Tables 1 and 2) apply to nontraditional, online, and blended learning settings. Schools will use the approved exempt reasons and known information to make appropriate exemption (per SF2435, SF277 and SF2219) decisions.

Scenario	Action
In-person	On school grounds or participating in school-directed activity under the direction, supervision or instructional guidance of educational staff at an approved location.
Virtual, Synchronous Live teacher-student learning delivered and received virtually (Google Meet, Zoom, Teams, etc).	Attendance in synchronous learning should be evidenced by a student being virtually/ electronically present during a scheduled class. Presence should be documented through a combination of the following reliable and trustworthy sources of evidence: • Chat, real-time polls, verbal discussion, visible via video • Completion of daily work, assignment, module, quiz • System log-in • Submission of required assignment, including make-up work from absence communicated in advance
Virtual, Asynchronous and Independent, Self-Paced Recorded instructional sessions students independently access. This may include recorded videos and/or a library of lessons aligned to established coursework as well as student-paced learning through established coursework, and self-paced learning (Edmentum, Edgenuity, etc.).	Attendance in asynchronous learning should be documented by a combination of the following reliable and trustworthy sources of evidence: • Check-ins or other student-educator event • Reliable platform access analytics to core content - recorded video, lectures, collection of evidence that students accessed the event • System log-in • Work completion/submission (e.g., assignment, module, quiz, “exit ticket”, exam) • On pace for successful course completion (e.g., portion of course requirements met within expected timeframe)
Blended/ Hybrid Combinations of synchronous and asynchronous instructional sessions OR combinations of in-person and online instruction previously defined.	Attendance should be coded as present/absent using the guidance provided that aligns to the mode of instructional delivery (i.e., virtual synchronous or asynchronous) for each course for the given day.[1]

[1] If the expectation is that a student completes an asynchronous module and later meets with an advisor synchronously to successfully complete the course for a day, both the asynchronous and the synchronous guidance for being present should be met in order for the student to be coded as present for that course.