



Attendance Handbook Basics

DISTRICT ATTENDANCE PROCEDURES

Attendance Calculations

Full Day Absence: missing more than 75% of the day

Half Day Absence: missing 25% to 75% of the day

Class Absence: missing more than 25% of the class period

Tardy: student is not present at the start of class and arrives within the first 25% of the class period or entire morning or afternoon session if the sessions are not divided into individual periods.

Attendance Definitions¹

Excused Absence: reason has been provided by a parent/guardian verbally or in writing prior to the absence or within three days after return.

Unexcused Absence: parent/guardian provided no excuse within three days after the student returned to school or those presented fell outside excusable absences as determined by the district.

Authorized Absence: an absence from class while participating in an instructional activity such as a field trip, outdoor school, testing or school event.

Please reference the Attendance Handbook online for complete procedures: <https://www.pps.net/Page/1081>. Additional Synergy support can be found on the [Application Support Resources site](https://www.pps.net/Page/1081) and at <https://goo.gl/yXxhLR>

Elementary & K-8 Schools on Daily Attendance

- Attendance must be taken at the beginning of the school day and again after lunch.
- Auto-dialer calls occur once, daily.
- Attendance reasons, early dismissals and tardies, must be updated in Synergy by 10:20 am; attendance auto-dialer calls begin at 10:30 am.

K- 8 Schools, Middle Schools & High Schools on Period

Attendance

- Attendance must be taken at the beginning of every period.
- Auto-dialer calls occur twice, daily.
- Attendance reasons, tardies, and early dismissals must be updated in Synergy by 12:45 pm and 5:15 pm, daily.
- Attendance auto-dialer calls begin at 1:00 pm and 5:30 pm.

When to Take Attendance

Teachers are to take attendance within the first 10 minutes of each class period.

Marking Absences Excused

When a parent/guardian appropriately notifies the school of a student's absence and the student's absence is excused (as defined in the Attendance Handbook), it is **required** that the school mark the absence in Synergy as excused. Every absence is considered unexcused in Synergy unless it is specifically marked as excused.

10 Consecutive Days Absent Withdrawal

When a student has been absent for 10 consecutive days, the student **must be** withdrawn from the rolls. **A student who is absent from school but completing assignments at home, must still be withdrawn as required by state law.**

Enter the **Leave Date** as the student's last day of attendance, and use a leave code of '10+Days Absent'. The Oregon Administrative Rule regarding withdrawing students states that the student must be withdrawn no later than the 11th day.

Home Instruction

A student who is receiving tutoring from a licensed teacher provided by PPS must be withdrawn after 10 consecutive days of absence and must be re-enrolled for part-time instructional hours. There are special enrollment instructions for these students. Please refer to the Enrollment Handbook, or contact the IT Service Desk at itservicedesk@pps.net / 503.916.3375 to reach the SIS team for assistance with the Synergy process.

Attendance Letters

Form letters are available in supported languages online for schools to use when communicating with parents/guardians regarding excessive absences and/or tardies.

Remember to put a copy in the cumulative folder of any attendance letter sent home.

<https://www.pps.net/Page/1081>

AUTODIALER PROCEDURES

Auto-dialer Call Information

Parents/guardians of students with unexcused absences are called via the Auto-dialer calling system daily.

Auto-dialer Call Times

ES & K - 8: Daily Attendance
Calls begin at 10:30 am daily.

K-8, MS, & HS: Period Attendance
Morning calls begin at 1:00pm
Afternoon calls begin at 5:30 pm

Late Opening: Daily Attendance
Calls are delayed and begin at 11:30 am.
Data must be entered by 11:15 am.

¹ See chart on back



Attendance Handbook Basics

Portland Public Schools Attendance Reason Codes

Code	Description	Definition	Type	Code	Description	Definition	Type
L	Class - Tardy	Tardy marked by teacher	Unexcused Tardy	Absences marked with the following codes are considered “excused”. *Note that excused and unexcused absences affect student absentee rates equally			
LUX	Tardy - Unexcused	Student is tardy for reasons not deemed excusable by the district	Unexcused Tardy	APT	Appointment	Doctor, Dentist, Counseling, translating for family, Take Your Child To Work Day, etc.	Excused
LX	Tardy – Excused	Student is tardy for any reason considered excused as an absence but has arrived within 25% of the class period/session	Excused Tardy	CLV	College Visitations	Student (jr./sr. only) absent because traveling to various colleges to determine best choices	Excused
LBS	Tardy – Bus	Student is tardy due to school bus or other school provided transportation delayed arrival	Excused Tardy	FEM	Family Emergency	Student absent from class due to family emergency	Excused
A	Class - Absent	Absent marked by teacher	Unexcused	FRL	Funeral	Student absent because attending a funeral	Excused
CUT	Cutting	Teacher observes student cutting class	Unexcused	HEX	Health Exclusion	Student absent due to immunization exclusion, head lice, chicken pox, etc.	Excused
LAT	Late After Tardy	Student is tardy for reasons not deemed excusable by the district, and arrived after 25% of the class period/session has passed	Unexcused	ILL	Illness or Injury	Student or member of family is sick (State Law)	Excused
“School Activity” type codes are authorized codes and count students as attending school and do not send auto-dialer phone calls home				HSP	Hospital	Student absent because in hospital and not receiving tutoring	Excused
ATH	Athletic Event (HS)	Authorized school athletic event	School Activity	ISN	ISS without Instruct	Student absent from class due to in school suspension, and not receiving instruction during suspension	Excused
FTP	Field Trip	Student absent from class because on a class field trip	School Activity	RH	Religious Holiday	Student absent due to religious holiday	Excused
ISA	In-School Appt.	Student absent due to appointment or meeting with school personnel.	School Activity	RI	Religious Instruct	Student absent due to attending a school giving instruction in religion (elem. max 2 hrs/wk, sec. max 5 hrs/wk - State Law)	Excused
ISY	ISS with Instruct	Student absent from class due to in school suspension and is receiving instruction	School Activity	SSC1	SSC Exclusion	Student absent because on waiting list for the SSC program	Excused
ODS	Outdoor School	Student is a student leader at or is attending outdoor school	School Activity	SSP	Suspended Out of School	Student is suspended out of school	Excused
SEV	School Event	Student absent due to preparing for or attending school event (i.e. assembly) includes Rose Festival Princess absences	School Activity	VAC	Vacation	Student absent because on family vacation	Excused
TPL	Teen Parent Leave	Student is attending Teen Parent program	School Activity	ED *new*	Early Dismissal	Student excused after meeting minimum seat time requirements. Code does not impact ADA	Excused
TST	Testing	Student is absent because they are testing	School Activity	CEM *new*	Community Emergency	Student absent due to community emergency such as extreme weather, evacuation, or safety concern	Excused
SSC	SSC Attending	Student absent because attending SSC	School Activity				