



TEACHER ASSIGNED CODES

Taking attendance is an important part of the teacher's responsibilities and should be made a priority every day (once per day for elementary teachers and in every class or study hall in middle school and high school). Without proper attendance recording, the Administration may unnecessarily contact parents, indicating that their student(s) is/are absent; cannot monitor and enforce state truancy laws; and cannot ensure student safety during emergency situations/drills. Teacher should use only the following attendance codes:

AU (ABSENT UNEXCUSED)

- Any student who is not present at the beginning of the class should be marked with this code.
- If a teacher receives a GCA Office Pass to Class, they should be aware that the student's arrival has been recorded by the receptionist.
- Teachers should put on the Pass the time that the student entered class (so that the Administration can know if they signed in and then took more time than needed to get to their class).
- Teachers should give the Pass to the Dean of Students (he has an envelope on the divider of his cubicle).
- The Attendance Secretary will change the recorded AU to the appropriate category by the end of the school day.
- Teachers should NOT change this code.

P (PRESENT)

- If a student is in class when the bell rings, they should be marked with this code.

TC (TEACHER PASS TO CLASS)

- These passes are from teacher to teacher (to allow a student who is tardy into class).
- Teachers should only use these passes when a student is going to be late to his next class or if they have been given permission to go speak to someone else in the building.
- When you receive one of these passes for a student being tardy to class, it is your responsibility to change the attendance code in RenWeb from AU or TU to the TC category.
- Put in the comments section (on RenWeb) the time and the teacher's name that signed the pass. It is helpful if you can also note the time the student entered class (so that the Administration can know if they took more time than needed to get to their class).
- Give the pass to the Dean of Students (he has an envelope on the divider of his cubicle).

TU (TARDY UNEXCUSED)

- Any student arriving late to class without a pass should be marked with this code.

- The only time a teacher should change this code is if he/she receives a Teacher Pass to Class, at which time he/she should follow the directions for that pass.
- If a teacher receives a GCA Office Pass to Class, they should be aware that the student's arrival has been recorded by the receptionist.
- Teachers should put on the Pass the time that the student entered class (so that the Administration can know if they signed in and then took more time than needed to get to their class).
- Teachers should give the Pass to the Dean of Students (he has an envelope on the divider of his cubicle).
- The Attendance Secretary will change the recorded TU to the appropriate category by the end of the school day.
- Teachers should NOT change this code.

OFFICE ASSIGNED CODES

The Office staff has additional codes that are for other specific instances. The definitions that follow are for informational purposes only, as only the Office staff will mark these codes.

AE (ABSENT EXCUSED)

- When a student is absent from school with parent permission, the Office staff will mark this code.

AU (ABSENT UNEXCUSED)

- When a student is absent from school without parent permission, the Office staff will mark this code.

NS (NO SCHOOL)

- If school is cancelled, this code may be used to indicate that school was not in session.

PFT (PLANNED FIELD TRIP)

- When a student is absent because he/she is attending a field trip, the Office staff will mark those students who actually attended the field trip with this code. If a student is scheduled to attend, yet does not, the Office staff will mark the student Absent Excused or Absent Unexcused with the information they receive.

PTEST (PROFICIENCY TEST)

- When a student is out of class for a GCA-administered proficiency test, the Office staff will mark this code.

TE (TARDY EXCUSED)

- When a student is tardy to school with parent permission, the Office staff will mark this code.

TU (TARDY UNEXCUSED)

- When a student is tardy to school without parent permission, the Office staff will mark this code.