

## Aspen • Yukon Daily Attendance Standards

Situation	What do I enter in Aspen?
Student is absent, but you don't know why.	Absent (1.0) = Full Day
Student is absent, but is excused by parent.***	Absent + Excused (1.0) = Full Day
Student is absent, participating in offsite school activity	Absent (1.0) + Authorized
Student is absent, but arrives before 10:30 AM	Late + Arrival Time is recorded.
Student is absent, but arrives 10:30 - 1PM	Absent (.25) + Late + Arrival Time is recorded.
Student is absent, but arrives 1 - 2 PM	Absent (.50) + Late + Arrival Time is recorded.
Student is absent, but arrives 2 PM - end of day	Absent (.75) + Late + Arrival Time is recorded.
Student is at school, but leaves before 10:30 AM	Absent (.75) + Departure Time is recorded.
Student is at school, but leaves 10:30 - 1PM	Absent (.50) + Departure Time is recorded.
Student is at school, but leaves 1 - 2 PM	Absent (.25) + Departure Time is recorded.
Student is at school, but leaves 2 PM - end of day	Dismissed + Departure Time is recorded.

**\*\*\* Any time that the parent excuses the student: you will check the "Excused?" checkbox.**

Attendance Description	Attendance Code
Absent	A
Absent + excused	AE
Student is absent, participating in offsite school activity	A Auth (Authorized)
Late	L
Dismissed	D



