

FATAL-30

09/23/2026 12:07 pm EDT

Rule: Student Attendance Records Without Associated Codes/Excuses

Summary

This validation identifies student attendance records that do not have an associated **Attendance Code/Excuse**.

Review the reported attendance record and assign the appropriate attendance code based on the reason for the student's absence or partial day attendance.

Severity

FATAL

What to Review

For each student reported in the validation, review the attendance record identified in the validation results.

- Search for the student.
- Open *Student Information > General > Attendance*.
- Locate the attendance record identified in the validation.
- Review the date and attendance information.

Period	Start	End	Duration	Code	Status	Excuse	Present Minutes	Comments
ATT	08:15 AM	03:15 PM	420	Code dropdown menu			150	
CRS			0					

1A: Illness or Injury
1B: Medical or Dental Appointment
1C: Death in the Immediate Family
1D: Quarantine- or Covid-Related Absence

Cannot record attendance. Student

- Determine the reason for the student's absence or partial day attendance.
- Review available attendance documentation to determine the appropriate Attendance Code/Excuse.

Refer to the [School Attendance and Student Accounting \(SASA\) Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting>) when determining the appropriate attendance code.

Note: Attendance records must accurately reflect the reason for the student's absence or partial day

attendance. The SASA (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394>) identifies the approved attendance codes and requirements for their use.

Recommended Action

If the attendance record does not have an associated Attendance/Code Excuse:

- Review the documentation supporting the student's attendance for the reported date.
- Refer to the [SASA Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394>) to determine the appropriate attendance code.
- Open *Student Information > General > Attendance*.
- Select the attendance record identified in the validation.
- Select the appropriate Attendance Code/Excuse.

The screenshot shows the 'Attendance Information' form. At the top, there is a 'Date' field set to '09/09/2026' and a 'Refresh' button. Below this is a table with columns: Period, Start, End, Duration, Code, Status, Excuse, Present Minutes, and Comments. The first row shows 'ATT' for the period '08:15 AM' to '03:15 PM' with a duration of '420'. The 'Code' column for this row has a dropdown menu open, showing options: '1A: Illness or Injury', '1B: Medical or Dental Appointment', '1C: Death in the Immediate Family', and '1D: Quarantine- or Covid-Related Absence'. A red arrow points to the dropdown menu. Below the table, there is a red error message: '**=Cannot record attendance. Student i'.

- Verify any applicable attendance time information.
- Select **Save**.

Important: Do not select an attendance code only to clear the validation. The selected code must accurately reflect the reason for the student's absence or partial day attendance.

Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-30 after the appropriate Attendance Code/Excuse has been assigned.
- Continue reviewing any remaining FATAL validation results.