

# FATAL-29

10/02/2026 6:35 am EDT

## Rule: Students Marked Tardy Instead of Absent 1L/2L

### Summary

This validation identifies students with a **tardy attendance code** whose recorded absence minutes exceeds 50% of the instructional day.

A student must be present for at least 50% of the instructional day to be considered present for daily attendance. Review the student's attendance entry and recorded time to determine whether the tardy information accurately reflects the student's attendance for the identified date.

### Severity

FATAL

### What to Review

For each student reported in the validation, review the attendance information for the **Date of Absence** identified in the validation.

- Search for the student.
- Open *Student Information > General > Attendance*.
- Locate the **Date of Absence** reported in Fatal-29.

| DateOfAbsence | AbsentMinutes | studentDay | percentAbsentFirstDay |
|---------------|---------------|------------|-----------------------|
| 08/27/2026    | 270           | 420        | 0.64285714285714      |
| 08/31/2026    | 255           | 420        | 0.60714285714285      |

- Review the attendance code entered for the student.
- Review the student's recorded attendance time and/or minutes.
- Determine how much of the instructional day the student was present.
- Verify the attendance code entered for the student.
- Review the student's recorded attendance time or minutes.

| Attendance Information |          |            |          |                     |        |        |                 |                  |  |
|------------------------|----------|------------|----------|---------------------|--------|--------|-----------------|------------------|--|
| Date:                  |          | 08/31/2026 |          |                     |        |        |                 |                  |  |
| Period                 | Start    | End        | Duration | Code                | Status | Excuse | Present Minutes | Comments         |  |
| ATT                    | 08:15 AM | 03:15 PM   | 420      | 2L: Unexcused Tardy | T      | U      | 165             | CheckIn 12:30 PM |  |

- Determine how much of the instructional day the student was present.
- Verify that the attendance code and recorded time accurately reflect the student's attendance for the day.

The validation provides information such as **Date of Absence**, **Absent Minutes**, **Student Day**, and **Percent Absent First Day** to help identify the attendance record requiring review.

## Recommended Action

Determine whether the student's **attendance code** or **recorded attendance time** is incorrect.

### Attendance Time Is Incorrect

If the tardy code accurately represents the student's attendance but the recorded time is incorrect:

- Review the documentation supporting the student's arrival or attendance time.
- Open the attendance entry for the reported date.
- Correct the applicable time information.
- Confirm that the attendance entry accurately reflects the amount of time the student was present.
- Select **Save**.

| Attendance Information |          |            |          |                     |        |        |                 |                  |  |
|------------------------|----------|------------|----------|---------------------|--------|--------|-----------------|------------------|--|
| Date:                  |          | 08/31/2026 |          |                     |        |        |                 |                  |  |
| Period                 | Start    | End        | Duration | Code                | Status | Excuse | Present Minutes | Comments         |  |
| ATT                    | 08:15 AM | 03:15 PM   | 420      | 2L: Unexcused Tardy | T      | U      | 285             | CheckIn 10:30 AM |  |

### Attendance Code is Incorrect

If the student was absent for more than 50% of the instructional day and the tardy code does not accurately represent the student's attendance:

- Review the documentation supporting the student's absence.
- Determine the appropriate attendance code according 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>).
- Open the attendance entry for the reported date.
- Update the attendance code as appropriate.
- Verify the applicable time information.
- Select **Save**.

| Attendance Information |          |            |          |                      |        |        |                 |                  |
|------------------------|----------|------------|----------|----------------------|--------|--------|-----------------|------------------|
| Date:                  |          | 08/31/2026 |          |                      |        |        |                 |                  |
| Period                 | Start    | End        | Duration | Code                 | Status | Excuse | Present Minutes | Comments         |
| ATT                    | 08:15 AM | 03:15 PM   | 420      | 2A: Unlawful Absence | A      | U      | 165             | Checkin 12:30 PM |



**Important:** Do not change an attendance code or attendance time only to clear the validation. Attendance information must accurately reflect the student's actual attendance for the instructional day.

## Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-29 when the attendance information has been corrected.
- Continue reviewing any remaining FATAL validation results.

---

NCSIS Knowledgebase | Article: FATAL-29 | Last Updated: 10/02/2026 6:35 am EDT

---