



STUDENT DAILY ATTENDANCE

Reporting Daily Positive Attendance

7

WHY?

Daily Positive Attendance

Instructional Modality

2/9/2021

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WHAT?

New Attendance Codes

Instructional Modality

2/9/2021

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WHO? & WHERE?

Grade levels

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2/9/2021

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WHEN?

Due Dates

2/9/2021

HOW?

WHAT DATA IS NEEDED

2/9/2021

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LEVEL 0: THE HOW

Major Changes for Student Daily Attendance in Level 0

2/9/2021

LEVEL 1 & L2RPT

- Level 1:**
 - All existing 20-21 student daily attendance data in the WNYEC Data Warehouse (Level 1) has been deleted.
 - If you run a WNYEC Data Warehouse attendance report for 20-21, you will get a message indicating no results and/or missing data.
 - As districts begin submitting the new attendance data, WNYEC will determine what changes need to be made to the attendance reports.
- L2RPT**
 - At this time, the L2RPT reports in the Attendance folder have not been updated to reflect the new reporting requirements.
 - Impacted reports: SRS-351, SRS-360, SRS-361 and SRS-370.
 - All 2020-2021 student attendance data submitted to L2RPT prior to February 1, 2021 is currently what is reflected in the SRS Attendance Reports.
 - The changes to Student Daily Attendance will NOT affect how Chronic Absenteeism is determined.

2/9/2021

QUESTIONS?

2/9/2021

AGENDA: REPORTING STUDENT DAILY ATTENDANCE

- ❖ Introductions
- ❖ The “Why”, “What”, & “How”
- ❖ Level 0
- ❖ L2RPT changes
- ❖ Q&A
- ❖ DDC Workshop 2/25





WHY?

**Daily Positive
Attendance**

**Instructional
Modality**

WHY? “PRESENT”

- State Memo:
“Recording and Reporting Attendance and Hours of Instruction for In-Person and Remote Instruction in the 2020-21 School Year”
 - <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/documents/2020-21RemoteLearning180DaysMemo12-1-20.pdf>
 - **“Reporting In-person and Remote Attendance:** For the purpose of collecting and reporting daily student-level attendance of students in different learning modalities, the Department will introduce new reporting requirements to record attendance used beginning with September of the 2020-21 school year. **Reporting entities will now have to report to the Department for each enrolled student for each day whether the student was present or absent.** All student level attendance data are to be reported daily throughout the school year.” ...
 - (emphasis DSL)

WHY? “INSTRUCTIONAL MODALITY”

- State Memo:
“Recording and Reporting Attendance and Hours of Instruction for In-Person and Remote Instruction in the 2020-21 School Year”
 - <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/documents/2020-21RemoteLearning180DaysMemo12-1-20.pdf>
 - “The reporting entity must be prepared to report the attendance (both positive and negative attendance) by instructional modality (in-person, remote or both on the same day.”
 - **Recording In-person and Remote Instruction for State Aid Purposes:** Districts are responsible for developing a mechanism to collect and report daily teacher/student engagement or attendance regardless of the instructional setting. For state aid purposes for school districts only, the Department will continue to use the calendar spreadsheet and SAMS 180-day form process for the 2020-21 school year, which districts are to complete in Summer 2021. The Office of State Aid will provide more detailed instructions later in the school year

WHY? “INSTRUCTIONAL MODALITY”

- **Each day a Present or Tardy attendance code is reported for a student, an instructional modality must also be reported.** This identifies the mode for which the instruction was provided to that student on that day. The codes are as follows: R (Remote); IN (In-Person); B (Both).
- Remote – The student received instruction remotely for the day. The student and teacher(s) are not together in the same physical classroom for instruction for the day.
- In-Person – The student and teacher(s) are together in the same physical classroom for instruction for the day where instruction was delivered in the traditional sense.
- Both – The student's instruction was both remote and in-person for instruction on the same day.

(SIRS 16.7, Chapter 2, “Daily Attendance”)



WHAT?

**New Attendance
Codes**

**Instructional
Modality**

**WHAT?
NEW STUDENT
ATTENDANCE
CODES**

PRSNT

Present

PRSNT-IN

Present In School

PRSNT-OUT

Present Out Of School

T-IN

Tardy In School

T-OUT

Tardy Out Of School

Used to indicate student was in attendance (In person or remote) for that day

**WHAT?
NEW FIELD:
“INSTRUCTIONAL
MODALITY”**

New required field

IN	In Person
R	Remote
B	Both

Identifies the mode for which the instruction was provided to that student on that day.

INSTRUCTIONAL MODALITY

- **In Person** - The student and teacher(s) are in the same physical location for the day for where a teacher is delivering in-person instruction.
- **Remote** – The student received instruction remotely for the day. The student and teacher(s) are not in the same physical location for in-person instruction for the day.
- **Both** – The student’s instruction was both remote and in-person for instruction on the same day.

LEAs should continue to use their local attendance policies to determine the particular time each day when attendance would be taken for reporting Student Daily Attendance.

CODES

		Learning Modality		
		In-Person (IN)	Remote (R)	Both (B)
Attendance Codes	Present (PRSNT)	X	X	X
	Present In School (PRSNT-IN)	X	X	X
	Present Out of School (PRSNT-OUT)	X	X	X
	Tardy (T)	X	X	X
	Tardy In School (T-IN)	X	X	X
	Tardy Out of School (T-OUT)	X	X	X
	Excused Absence (E)			
Unexcused Absence (U)				
Suspension Codes	In-School Suspension (ISS)			
	Out-Of-School Suspension (OSS)			

	For each day a student is present, you will report one of these codes and one learning modality
	For each day a student is absent, you will report one of these codes. You will NOT report a learning modality
	For each day a student is suspended, you will report of these codes. You will also report an attendance code and learning modality

2/9/2021



WHO? & WHERE?

Grade levels

Locations

**WHO / WHERE?
WHAT STUDENTS
NEED TO BE
REPORTED**

- Required for districts, charters & BOCES
- All K-12 students
 - Pre-K not required
- BOCES report by program (VLC)
- In the case of out-of-district placed students, attendance must be reported by the entity where the student is attending (i.e., district, BOCES where the student is placed)
 - **Not** by the home district

**WHO?
0777 HOME
BOUND/HOME
TUTORED**

- **Districts need to include Home Bound/Home Tutored students**
 - Location 0777
 - Reporting Attendance for 0777 students not new, but may be complicated by the new Positive Daily Attendance rules
 - Reporting based on hours and grade levels
 - Elementary = 5 hours/week
 - Secondary = 10 hours/week
- Attendance prorated based on hours
 - See SIRS 16.7, Chapter 2 “Homebound (Home-Tutored students”
 - Reporting attendance for homebound students is required as part of district accountability
 - Modality also required

**WHO?
0777 HOME
BOUND/HOME
TUTORED**

Day Calendar

- Per SIRS 16.7
- “For attendance reporting, Day Calendar must be submitted using the homebound location code. Since only a single calendar can be submitted per location, the calendar should be flexible and capture instructional days for all homebound students.”
- Also include suspensions



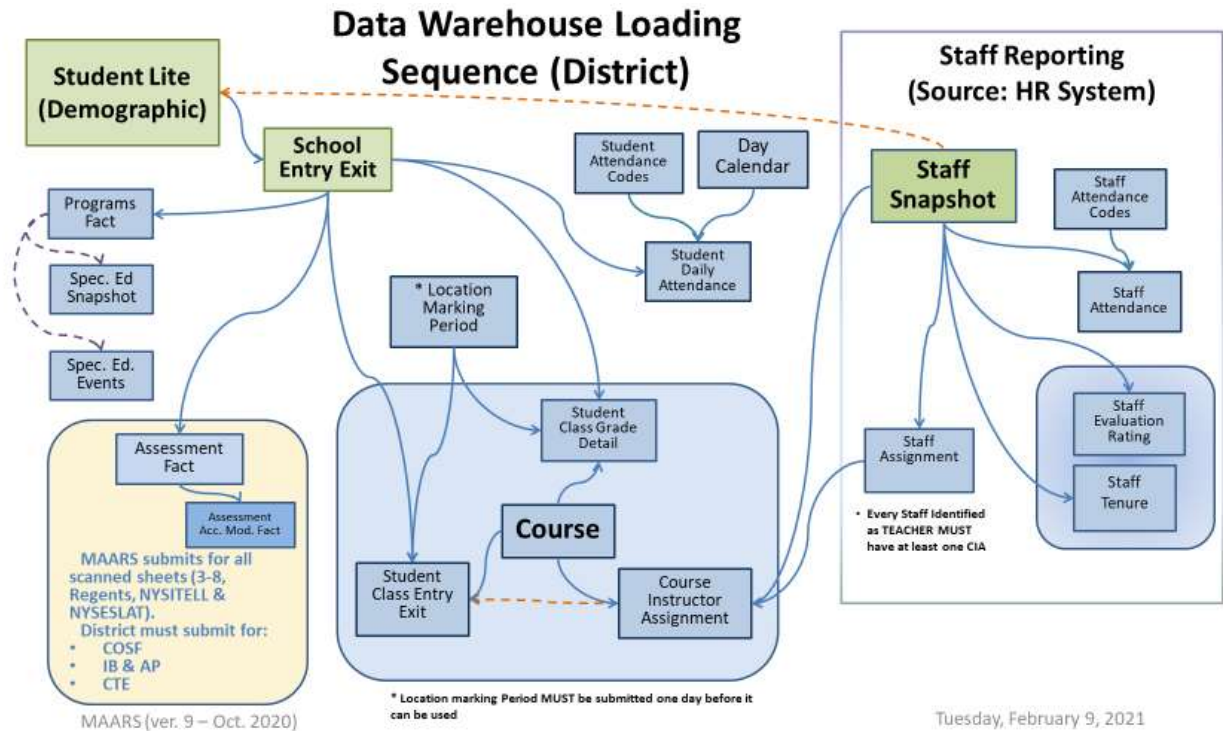
WHEN?

Due Dates

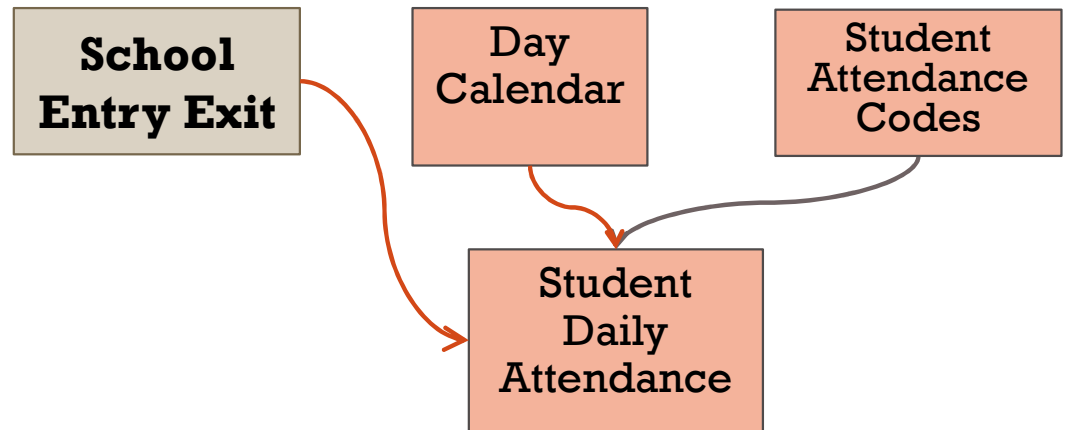
WHEN? DUE DATES

- **August 19th 2021**
 - **EOY cut-off for All Attendance data**
- **But start working on this as soon as you are able**

HOW? WHAT DATA IS NEEDED



HOW? WHAT DATA IS NEEDED



- **School Entry Exit (Enrollment)**
 - “When” is the student supposed to be attending
- **Day Calendar**
 - What days are “Instructional” days
 - These are days the student would be “in class”
 - Needs to include 0777 location
- **Student Attendance Codes**
 - How local attendance codes are mapped to state codes
- **Student Daily Attendance**
 - Did the student actually participate in instruction on a specific day, and How

25

LEVEL 0: THE HOW

Major Changes
for Student Daily
Attendance in
Level 0

STUDENT DAILY ATTENDANCE MANUAL ENTRY SCREEN

Current Student: [redacted] Record Status: **Valid** Last Update: 2/1/2021 8:52:47 AM By: **Auto-Import**

*denotes a required field

*Student ID: 0012 *Attendance Date: 2020-10-30 *Instructional Modality: IN :: In-Person *Attendance Code Long: PRSNT :: PRSNT *Location Code: 0002 :: [redacted]

Import Validation Messages:

Delete Record **Validate & Save Student Data** Curr. Student / Add New Clear

- New Attendance Codes must be added in the “**Student Attendance Codes**” screen/data
- New Modality codes are not school specific and are already populated
- **Each day a Present or Tardy attendance code is reported for a student, an instructional modality must also be reported.**

STUDENT DAILY ATTENDANCE ELECTRONIC IMPORT

Stu/Daily/Attend Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

Comma Delimited Text


Step 2 - Delete current Level 0 valid Stu/Daily/Attend records for this district and school year?

DO NOT Delete Level 0 Stu/Daily/Attend Records Delete All Stu/Daily/Attend records for current district and current year

Step 3 - Import File Location: (Use browse button to find file)

Browse... No file selected.

Step 4 - Click button to prepare file for validation:

Prepare Import File 

Step 5 - Click button to validate data file:

Validate Data

Import/Validation Messages:

Can Not Validate at this time - Daily Attendance imports currently locked by another user. Try again shortly. 

STUDENT DAILY ATTENDANCE REPORTS

Stu/Daily/Attend Report Choices:

[Run Verification Rpt](#)

- Dist. Import Errors (Error Rpt #1)
- Dist(s) Summary
- Dist. School Summary
- Dist. Upload Log Dates
- Import Log
- Lock History
- View Verif. Errors (Error Rpt #2)
- Unlock History
- No Enrollment Rpt
- Attendance Breakdown
- Import Message Log
- Missing Attendance

To help ensure accuracy, please resolve any outstanding errors before running this report

Attendance Counts for District:

Attendance Code:	Last Year Total:	Last Year (as of 2020-02-09):	This Year (as of 2021-02-09):	Change:	Percent Change:	Mod. IN:	Mod. R:	Mod. B:	Error Records:
Positive Attendance									
Present (PRSNT)	0	0	324,574	324,574	100%	257,055	67,519	0	380
Present In School (PRSNT-IN)	0	0	0	0	0%	0	0	0	0
Present Out Of School (PRSNT-OUT)	0	0	0	0	0%	0	0	0	0
Tardy (T)	0	0	3,696	3,696	100%	3,667	29	0	0
Tardy In School (T-IN)	0	0	0	0	0%	0	0	0	0
Tardy Out Of School (T-OUT)	0	0	0	0	0%	0	0	0	0
Suspension									
In-School Suspension (ISS)	0	0	67	67	100%	NA	NA	NA	0
Out-of-School Suspension (OSS)	0	0	357	357	100%	NA	NA	NA	0
Negative Attendance									
Excused (E)	0	0	4,230	4,230	100%	NA	NA	NA	2
Unexcused (U)	0	0	7,040	7,040	100%	NA	NA	NA	0

STUDENT DAILY ATTENDANCE REPORTS – MISSING ATTENDANCE

Stu/Daily/Attend Report Choices:

Run Verification Rpt

- Dist. Import Errors (Error Rpt #1)
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- Dist. School Summary
- Dist. Upload Log Dates
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- Lock History
- View Verif. Errors (Error Rpt #2)
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- No Enrollment Rpt
- Attendance Breakdown
- Import Message Log
- Missing Attendance

To help ensure accuracy, please resolve any outstanding errors before running this report

- Note: Students that are only reported as ISS or OSS on an instructional day will be included in the Missing Attendance report.

Select Month For Report:

September

Filter Options:
- By Month required

Location Filter:

Dates that Attendance record missing

18 missing attendance records for September:

Student ID:	Last Name:	First Name:	Grade:	Loc. Code:	Loc. Name:	Day Type:	Attend. Date:
0000			12	0001		HS	Instructional day
0000			12	0001		HS	Instructional day
0000			12	0001		HS	Instructional day
0000			12	0001		HS	Instructional day

STUDENT DAILY ATTENDANCE REPORTS — SDA DETAILS FOR STUDENT

Filters

Stu/Daily/At
 Month: **September** Attendance Group:

Red highlighted cells indicate duplicate state attendance records for the same date and location. **9 records**

	Status:	Attendance Date:	Instruc	Local Attendance Code:	Location:	State Code:
View	Valid	2020-09-30	IN :: In-Person	PRSN :: PRSN	0001 ::	HS PRSNT
View	Valid	2020-09-28	IN :: In-Person	PRSN :: PRSN	0001 ::	HS PRSNT
View	Valid	2020-09-23	IN :: In-Person	PRSN :: PRSN	0001 ::	HS PRSNT
View	Valid	2020-09-21	IN :: In-Person	PRSN :: PRSN	0001 ::	HS PRSNT
View	Valid	2020-09-18	IN :: In-Person	PRSN :: PRSN	0001 ::	HS PRSNT
View	Valid	2020-09-17	IN :: In-Person	PRSN :: PRSN	0001 ::	HS PRSNT

Student missing Attendance records for 2020-09-22, etc. - Need to figure out the gaps

Use “Month” dropdown to filter

- Find gaps in days that the student was enrolled
- Create attendance record(s) in SMS

LEVEL 1 & L2RPT

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QUESTIONS?

MAARS CONTACTS

(ALL PHONE # START WITH 585-349-####)

- | | | |
|----------------------|-------|--|
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FUTURE DDC TRAINING SESSIONS

- Please mark your calendar for the following dates
- As we get closer to each session, I will send out registration forms and further details.

DDC Training session	Date	Time
DDC Training #4, PS Deep Dive, 3-8 Testing	2/25/2021	1-3 pm
DDC Training #5, EOY Prep & June Regents	4/6/2021	9-11 am