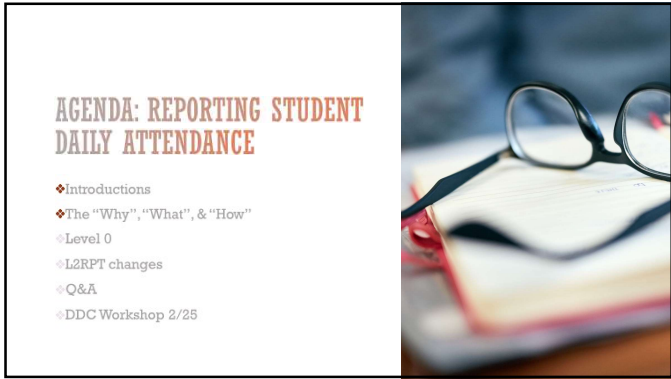
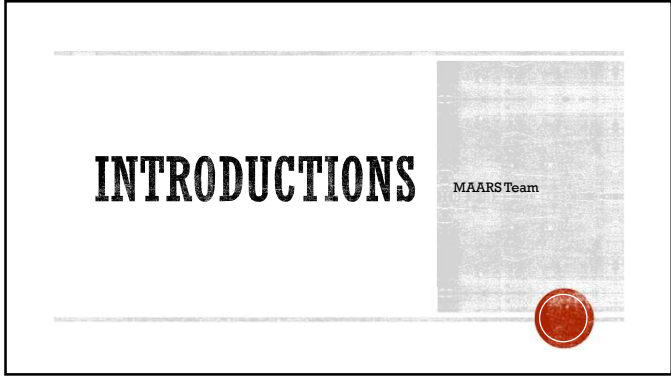


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4



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GENERAL PRESENTATION GUIDELINES AND CONSIDERATIONS

- **Emphasis**
 - **Why** this new data collected
 - **When**
 - Not due until EOY
 - **What** data
- **Planning**
 - Who in district responsible
 - Multiple: DDC, attendance Clerk, teachers
 - Who will coordinate
 - How to update year to date info
 - How to plan going forward
 - District policies

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WHY?

Daily Positive Attendance

Instructional Modality

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WHY? "PRESENT"

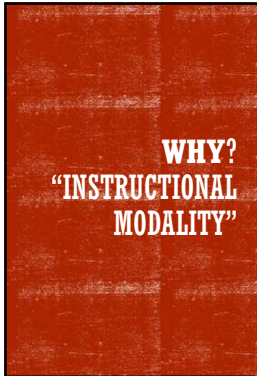
- State Memo: **"Recording and Reporting Attendance and Hours of Instruction for In-Person and Remote Instruction in the 2020-21 School Year"**
 - <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/documents/2020-21RemoteLearning180DaysMemo12-1-20.pdf>
- **"Reporting In-person and Remote Attendance:** 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)

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Slide 6

DL1 [@Laurie Hazard] , thios slide is where I'm puting my "guiding thoughts" for this presentation. Its hidden, but I wanted a spot to park some thoughts and guidance for the presentation. Feel free to add or comment on these.

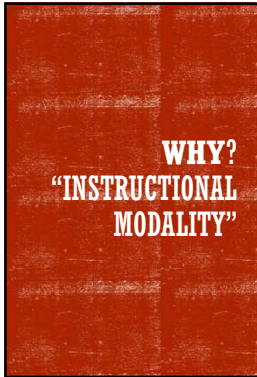
Daron Lowell, 2/4/2021



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


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WHY?
"INSTRUCTIONAL MODALITY"

- SIRS blurb

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WHAT?

New Attendance Codes

Instructional Modality

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**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

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**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.

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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.

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CODES


		Learning Modality		
		In-Person (IN)	Remote (R)	Both (B)
Attendance Codes	Present (PRSNP)	X	X	X
	Present In School (PRSNP-IN)	X	X	X
	Present Out of School (PRSNP-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)			
Suspension Codes	Unexcused Absence (U)			
	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

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WHO? & WHERE?

Grade levels

Locations

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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

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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


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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

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 **WHEN?** **Due Dates**


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WHEN?
DUE DATES

- August 19th 2021
 - EOY cut-off for All Attendance data

- But start working on this as soon as you are able

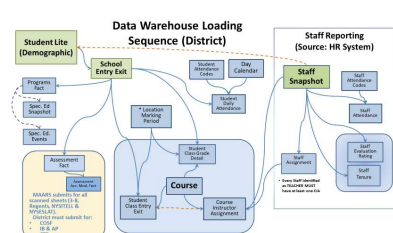
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Add diagram of related templates who any K-12 student that need attendance reported
Who OTTT kids
:

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HOW?
WHAT DATA IS NEEDED



MAARS (ver. 9 - Oct. 2020) Tuesday, February 9, 2021

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**HOW?
WHAT DATA IS NEEDED**

```

    graph TD
      A[School Entry Exit] --> B[Day Calendar]
      A --> C[Student Attendance Codes]
      B --> D[Student Daily Attendance]
      C --> D
  
```

- 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

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**LEVEL 0:
THE HOW**

Major Changes for Student Daily Attendance in Level 0

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**STUDENT DAILY ATTENDANCE
MANUAL ENTRY SCREEN**

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

*Denotes a required field

*Attendance: [Field] *Instructional: [Field] *Attendance Code Long: [Field] *Location Code: [Field]

*Student ID: [Field] Date: 2/2/2021-10:30 Modality: [Field] Attendance Code Long: PRSNT = PRSNT Location Code: 0002 = [Field]

Import Validation Messages: [Field]

Delete Record [Button] Validate & Save Student Data [Button] Curr. Student / Add New [Button] Clear [Button]

- 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.

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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.

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STUDENT DAILY ATTENDANCE REPORTS

Stu/Daily/Attend Report Choices:

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

Attendance Counts for District:

Attendance Code	Last Year Total	Last Year (6 of 6) 2020-02-09	This Year (6 of 6) 2021-02-09	Change	Percent Change	Mod. TR	Mod. R	Mod. E	Error records
Overall Attendance	0	0	324,574	324,574	100%	257,055	67,519	0	252
Present (PRESENT)	0	0	0	0	0%	0	0	0	0
Present In School (PRESENT-IN)	0	0	0	0	0%	0	0	0	0
Present Out of School (PRESENT-OUT)	0	0	3,695	3,695	100%	3,667	29	0	0
Tardy (T)	0	0	0	0	0%	0	0	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
Unexcused	0	0	62	62	100%	NA	NA	NA	0
Out-of-School Suspension (OSS)	0	0	357	357	100%	NA	NA	NA	0
Out-of-School Suspension (OSS)	0	0	2,640	2,640	100%	NA	NA	NA	0
Negative Attendance	0	0	7,640	7,640	100%	NA	NA	NA	0
Unexcused (U)	0	0	7,640	7,640	100%	NA	NA	NA	0

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STUDENT DAILY ATTENDANCE REPORTS - MISSING ATTENDANCE

Stu/Daily/Attend Report Choices:

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

Note: Students that are only reported on instructional days will be included in the Missing Attendance report.

Select Month for Report: September
 Location Filter:

Filter Options:
 - By Month required

Dates that Attendance record missing

18 missing attendance records for September:

Student ID	List Name	First Name	Grade	Loc. Code	Loc. Name	Day Type	Attend. Date
0000			12	0001	HS	Instructional day	2020-09-22
0000			12	0001	HS	Instructional day	2020-09-24
0000			12	0001	HS	Instructional day	2020-09-25
0000			12	0001	HS	Instructional day	2020-09-29

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STUDENT DAILY ATTENDANCE REPORTS – SDA DETAILS FOR STUDENT

Use "Month" dropdown to filter

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

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LEVEL 1 & L2RPT

- Level 1:**
 - All existing 20-21 student daily attendance data in the WNYRIC Data Warehouse (Level 1) has been deleted
 - If you run a WNYRIC 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, WNYRIC 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: SIRS-351, SIRS-360, SIRS-361 and SIRS-370
 - All 2020-2021 student attendance data submitted to L2RPT prior to February 1, 2021 is currently what is reflected in the SIRS Attendance Reports.
 - The changes to Student Daily Attendance will NOT affect how Chronic Absenteeism is determined

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GENERAL INFO

- Link to MAARS website
- Handouts and materials
- Link to video/Zoom recording

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

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- Mari-Ellen Maloney x9025 mmaloney@bocesmaars.org
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- Lorena Stabins x9068 lstabins@bocesmaars.org
- Ryan Maier x9063 rmaier@monroe2boces.org
- Kerri Baxendell x9077 kbaxende@bocesmaars.org
- Cindi Clarke x9052 caclarke@bocesmaars.org

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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

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