COVID-19 SIRS Reporting Guidance: Day Calendar, Student Daily Attendance and Teacher Attendance FREQUENTLY ASKED QUESTIONS (FAQ)

1. Are the SIRS and the SAMS integrated reporting systems?

    No. SIRS and SAMS are not integrated. The SIRS is the data reporting completed by an LEA, District, School or BOCES for the reporting of student level data to the Student Information and Repository System. The SAMS is for the fiscal reporting requirements for State Aid in the State Aid Management System.

2. At what organizational level can a SIRS Day Calendar Type be reported?

    A SIRS Day Calendar Type can be reported at the grade, school, Local Educational Agency (LEA), or Board Of Cooperative Educational Services (BOCES) level.

3. When is it appropriate to use the "Pub health/inst" or the "Pub health/no inst" Codes?

    The two (2) new SIRS Day Calendar Type Codes are to be used when an LEA, BOCES or school closure occurs due to COVID-19, including any closures that occurred prior to the Executive Order.

4. Can I use the "Pub health/inst" SIRS Day Calendar Type Code if I do not take individual student attendance?

    The "Pub health/Inst" SIRS Day Calendar Type Code does not rely on taking student attendance. Using "Pub health/Inst" is deemed to be an instructional day in your school district's SIRS Day Calendar. No other SIRS Student Daily Attendance Code is needed.

5. Do we have to report students in SIRS as suspended during a school closure for a "Pub health/inst" in the SIRS Day Calendar?

    No SIRS Student Daily Attendance Codes are reported on a day that is coded as "Pub health/inst."

6. What are considered acceptable means of reporting Student Daily

Attendance in SIRS when students are not physically present in school during an instructional day when the "Pub health/inst" SIRS Day Calendar Type Code is used in the SIRS Day Calendar?

SIRS Student Daily Attendance is not reported when students are not physically present in school during an instructional day when the "Pub health/inst" SIRS Day Calendar Type Code is used.

7. What SIRS Student Daily Attendance Code should I use if a student is absent from instruction on a day when the "Pub health/inst" SIRS Day Calendar Type Code is reported in the SIRS Day Calendar?

SIRS Student Daily Attendance codes are not reported when using "Pub health/inst" and "Pub health/no inst."

8. What SIRS Student Daily Attendance Code should I use on a day when I used the "Pub health/no inst" SIRS Day Calendar Type Code?

SIRS Student Daily Attendance codes are not reported when using "Pub health/no inst."

9. What do I record if Continuity of Learning options are offered when a grade or school was scheduled to some but not all students in a grade, school, BOCES, or LEA?

The LEA would report a "Pub health/no Inst" if continuity of learning is not being provided for all students within the same grade.

10. Should "Public health/inst" or "Pub health/no Inst" code be used when a grade or school was scheduled to provide continuity of learning but was unable to do so (e.g., area wide power outage during the instructional day, software issue, or hardware issue)"?

"Pub health/no inst" code should be used when a grade or school was scheduled to provide continuity of learning but was unable to do so.

11. How is the SIRS Day Calendar Type Code used?

A SIRS Day Calendar Type Code reported in SIRS is used for State and federal educational reporting purposes related to Accountability.

12. Is a SIRS Day Calendar Type Code connected to the computation of State

Aid or the 180-Day Session/Hour requirement?

The SIRS Day Calendar Type Code is not used in the computation or allocation of State Aid. The data used for the computation of State Aid is reported in the State Aid Management System (SAMS).

13. How does the use of the "Pub health/inst" SIRS Day Calendar Type Code factor into the computation of chronic absenteeism rates and average daily attendance rates?

Days on which the "Pub health/inst" SIRS Day Calendar Type Code is reported are excluded from the calculation of chronic absenteeism rates and average daily attendance.

14. How does the use of the "Pub health/no inst" SIRS Day Calendar Type Code factor into the computation of chronic absenteeism rates and average daily attendance rates?

Days on which the "Pub health/no inst" SIRS Day Calendar Type Code is reported are excluded from the calculation of chronic absenteeism rates and average daily attendance.

15. Should the "Pub health/inst" or "Pub health/no inst" SIRS Day Calendar Type Code be used on a day when a school was previously scheduled to be closed for instruction, such as vacation, if that day occurs during the period of a public health closure?

Pub health/inst" should be used when Continuity of Learning is provided and "Pub health/no inst" should be used on a day when no Continuity of Learning is provided.

16. What days can I report as a holiday in the SIRS Daily Calendar and are those days also a holiday for the 180-day Session/Hourly Calendar in SAMS?

A "Holiday" SIRS Daily Calendar-Type code is determined and reported by the school district in the SIRS. For purposes of the 180-day/instructional hour requirement in SAMS, days of session may not be held on the following holidays specifically enumerated in state law. Any other holidays may have a day of session, but such decision is at the

local discretion of the school district.

School district officials may not schedule days of session on a Saturday, Sunday, or a legal holiday, except Election Day, Washington's Birthday, or Lincoln's Birthday. (Education Law §3604(8)). Legal holidays include:

- New Year's Day (January 1st, unless on a Sunday)
- Dr. Martin Luther King, Jr. Day (Third Monday in January)
- Lincoln's Birthday* (February 12th)
- Washington's Birthday* (Third Monday in February)
- Memorial Day (Last Monday in May)
- Flag Day (Second Sunday in June)
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Election Day* (First Tuesday after the first Monday in November)
- Veterans Day (November 11th, unless on a Sunday)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25th, unless on a Sunday)

Pursuant to NYS General Construction Law §24, if a legal holiday (other than Flag Day) falls on a Sunday, the next day becomes a legal holiday. For example, if New Year's Day falls on a Sunday, Monday January 2nd would be a legal holiday on which a school district may not be in session.

17. <u>How do I change the Day Calendar-Type in SIRS from a vacation* (or non-instructional day) to an instructional day?</u>

Since all data reported in SIRS is determined by an LEA, District, School or BOCES for the reporting of Day Calendar and Day Calendar-Type Codes, the reporting entity can use any appropriate Instructional Day Code to change a Non-Instructional Day Calendar-Type Code to an Instructional Day Calendar-Type Code.

*NOTE: "Vacation" is not a valid Day Calendar-Type Code in SIRS. A reporting entity may use "Other" or "Holiday" non-instructional Day Calendar-Type codes for reporting a day of vacation in the SIRS Day

Calendar.

18. To abide by the Governor's Executive Order to provide continuity of learning for students, how do we change spring break to reflect an instructional day in the SIRS Day Calendar?

Each required reporting entity can use any appropriate Instructional Day Calendar-Type Code to change their spring break to an Instructional Day Calendar-Type Code.

SIRS Student Daily Attendance Codes

1. Should a SIRS Student Daily Attendance Code be reported when the student's entire class, grade, or school is closed because of a public health event?

   No. An LEA, BOCES, or school should not report a SIRS Student Daily Attendance Code when the student's entire class, grade, or school is closed because of a public health event.

2. Should a SIRS Student Daily Attendance Code be reported when a student is absent from instruction on a day that the LEA, BOCES or school is closed but is providing alternative instruction options (i.e., SIRS Day Calendar Code = Pub Health/inst)?

   No. A SIRS Student Daily Attendance Code should not be reported when the grade, school, BOCES or LEA is closed. The LEA or BOCES should report an applicable SIRS Day Calendar Type Code.

3. Should a SIRS Student Daily Attendance Code ever be reported when the SIRS Day Calendar Code is either "Pub health/inst" or "Pub health/no inst"?

   A SIRS Student Daily Attendance Code should not be reported when the SIRS Day Calendar Code is either "Pub health/inst" or "Pub health/no inst" is used.

4. Prior to and after the Governor's executive order, what SIRS Student Daily Attendance Code should be used when a parent chooses not to send a child to school when the school was open, even though there is no officially recognized public health event?

The school would utilize the best applicable SIRS Student Daily Attendance Code relating to why the student was absent.

SIRS Student Daily Attendance Codes and Descriptions	
Code	Description
E	Excused
ISS	In-School Suspension
OSS	Out-of-School Suspension
T	Tardy
U	Unexcused

SIRS Teacher Attendance Codes

1. Should a SIRS Teacher Attendance Code be reported when the student's entire class, grade, or school is closed because of a public health event?

No. An LEA, BOCES, or school should not report a SIRS Teacher Attendance Code when the student's entire class, grade, or school is closed because of a public health event.

2. Should a SIRS Teacher Attendance Code ever be reported when the SIRS Day Calendar Code is either "Pub health/inst" or "Pub health/no inst"?

Days on which an LEA, BOCES or school are closed (e.g., snow days) do not count as an absence for teachers. Therefore, on days when an LEA or school is closed due to COVID-19 (i.e., SIRS Day Calendar Type Codes "Pub health/inst" or "Pub health/no inst") no teachers are to be reported as absent.