



New York State
EDUCATION DEPARTMENT
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Data Community of Practice Monthly Meeting SIRS Attendance Reporting

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Introduction



This past year has been fraught, we know. On top of everything else you've had to deal with, NYSED instituted a new data reporting requirement in December of last year. The way that you need to report attendance has changed to include daily reports of both attendance and modality. For schools in the rest of state, this was an additional requirement, but SIRS reporting was a process they already worked with. For schools in NYC there was a complete change in process from ATS with NYCDOE to SIRS with ESBOCES. This change in reporting was necessitated by the Federal government's new data reporting requirements for State Education Agencies. The data will also be put toward other important uses that will benefit students as we'll discuss shortly.

We appreciate everyone here who is taking the time to listen, ask questions, and help us to get this right!

Agenda



- Why Attendance w/Modality Reporting
- The 180-day Memo
- The Reports
 1. Day Calendar
 2. School Entry/Exit
 3. Student Daily Attendance
- The Reporting Process - Level 0
- Regional Information Centers (RICs)
- The Verification Process – Level 2
- Important Take-aways
- Additional Resources

Why Attendance w/Modality Reporting?



- It is a federal reporting requirement for the American Rescue Plan Elementary and Secondary School Emergency Relief Fund that SEAs collect, report, and publish modalities
 - It's possible the USDOE will require compliance with modality reporting in order for LEAs to be considered eligible.
- Data will be used to calculate Pandemic EBT (P-EBT) benefits for your students' families
 - The Office of Temporary and Disability Assistance is using the school building daily modality reports collected by DOH to build monthly predominant modality profiles based on in-person (0 days remote), hybrid (1-12 days remote), or fully-remote (>12 days remote) – for each National School Lunch Program participating school for each month.
 - If a school has not reported daily modality to NYSDOH, there would be no way to administer initial benefits. The benefits for the enrolled students in these schools would be contingent on SIRS attendance reporting.
 - May 18, 2021 Memo: [*Mandatory Collection of Student Enrollment, Free and Reduced Price Eligibility, and Instructional Modality Data for the Issuance of Pandemic Food Benefits*](#)
- Chronic Absenteeism
 - In the event that daily data for your students is missing, the default will be an absence which could result in 100% Chronic Absenteeism for your school.

The 180-Day Memo



- On December 1, 2020 the memo titled [*Recording and Reporting Attendance and Hours of Instruction for In-Person and Remote Instruction in the 2020-21 School Year*](#) was sent to all charter school leaders.
- *“All reporting requirements and additional clarification contained in this memorandum apply to the beginning of the 2020-21 school year in September 2020 and are supplemental to previous directives issued by NYSED.”*
- *“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).”*
- **SAMS** reporting only applies to districts. Charter schools **DO NOT** use SAMS reporting.

The Reports – See the [SIRS Manual](#) for reference



- Day Calendar
 - Must be submitted first
 - Should have at least 365/366 records or more
 - Day Type – Page 185
- School Entry/Exit
 - Record of each student’s entrance/exit from a school building
 - Reason for Beginning Enrollment Code – Page 205
 - Reason for Ending Enrollment Code – Page 207
 - Grade Level Codes – Page 219
- Student Daily Attendance
 - Record of each student’s attendance and modality for each school day
 - For example – a school has 100 students and a 180-day school year; that school will report 18,000 records.
 - Attendance Code Long – Page 255
 - Attendance Instructional Modality Code – Page 255

Day Calendar



FIELD NAME from eScholar template (DATA ELEMENT NAME) as used by NYSED, if different from eScholar template name * = Required for all students + = Required only for specified students	NYS, Regional, or Local Purpose	Instructions or Rules
*DISTRICT CODE (DISTRICT OF RESPONSIBILITY CODE)	NYS Reporting	Public school districts: NYnnnnnn (NY followed by the first 6 digits of the BEDS code) Charter and nonpublic schools, State agencies, State-operated schools, AND childcare institutions with schools: 8nnnnnn (8 followed by the last 7 digits of their Institution code)
*LOCATION CODE (BUILDING OF ENROLLMENT CODE)	NYS Reporting	Building code used by the Data Warehouse, uniquely identifying the building, typically assigned by the local student management system.
*SCHOOL YEAR DATE	NYS Reporting	June 30 of the reported school year.
*SCHOOL DATE	NYS Reporting	Calendar date during school year. For each grade level reported, one record for each day of the year should be reported for a total of 365/366 records per grade level.
*LOCATION GRADE LEVEL	NYS Reporting	Grade level of students to which the "Day Type" for a particular date in the day calendar pertains. If the school calendar differs by grade level within a location, report one record for each grade level, otherwise use "AL."
DURATION		Leave blank.
*DAY TYPE	NYS Reporting	Type of day in the day calendar, designating whether or not the date is an instructional day or non-instructional day. Provide a Day Calendar record for each day of the calendar year (July 1 - June 30) using an available code to designate instructional and non-instructional days.
DAY STATUS		Leave blank.
DAY NUMBER		Leave blank.
SCHOOL MONTH NUMBER		Leave blank.
SCHOOL MONTH NAME		Leave blank.
INSTRUCTIONAL MINUTES		Leave blank.

School Entry/Exit (Page 1)



FIELD NAME from eScholar template (DATA ELEMENT NAME) as used by NYSED, if different from eScholar template name * = Required for all students + = Required only for specified students	NYS, Regional, or Local Purpose	Instructions or Rules
*DISTRICT CODE (DISTRICT OF RESPONSIBILITY CODE)	NYS Reporting	Public school districts: NYnnnnnn (NY followed by the first 6 digits of the BEDS code) Charter and nonpublic schools, State agencies, State-operated schools, AND child care institutions with schools: 8nnnnnn (8 followed by the last 7 digits of their Institution code)
*LOCATION CODE (BUILDING OF ENROLLMENT CODE)	NYS Reporting and NYSSIS	Building code used by the Data Warehouse, uniquely identifying the building in which a student is enrolled, typically assigned by the local student management system.
*SCHOOL YEAR DATE	NYS Reporting and NYSSIS	June 30 of the reported school year.
*STUDENT ID (SCHOOL DISTRICT STUDENT ID)	NYS Reporting and NYSSIS	Unique identifier assigned by the Local Education Agency (LEA) in which the student is enrolled. Use 9 numeric characters, left padded with zeros. For example, for 51972, use 000051972.
*SCHOOL ENTRY DATE (ENROLLMENT ENTRY DATE)	NYS Reporting	Date a student enrolls in a building or grade level.
*SCHOOL ENTRY TYPE CODE (REASON FOR BEGINNING ENROLLMENT CODE)	NYS Reporting	Code used on each enrollment record that indicates the reason the student's enrollment began or type of enrollment begun. Populate only with codes that map to State codes.
SCHOOL ENTRY COMMENT	Local use only	
*ENROLLMENT GRADE LEVEL (GRADE LEVEL)	NYS Reporting	Grade level at the time of the enrollment date. Populate with Grade Level Codes.
RESIDENCE STATUS CODE		Leave blank.
ENROLL CHANGE CODE		Leave blank.

School Entry Exit (Page 2)



FIELD NAME from eScholar template (DATA ELEMENT NAME) as used by NYSED, if different from eScholar template name * = Required for all students + = Required only for specified students	NYS, Regional, or Local Purpose	Instructions or Rules
SCHOOL EXIT DATE (ENROLLMENT EXIT DATE)	NYS Reporting	Last date of enrollment for a student who changes grade level during the school year (i.e., July 1 – June 30) or leaves a school building, or when the enrollment record for a student who was enrolled solely as a walk-in for assessment purposes is being ended.
SCHOOL EXIT TYPE CODE (REASON FOR ENDING ENROLLMENT CODE)	NYS Reporting	Code used on each enrollment record that indicates the reason the student’s enrollment ended. Populate only with codes that map to State codes.
SCHOOL EXIT COMMENT	Regional Reporting	Used to provide additional details for student's exit type code.
DISTRICT CODE OF RESIDENCE		Leave blank.
ENROLLED AT SCHOOL YEAR START INDICATOR		Leave blank.
LOCATION CODE OF RESIDENCE		Leave blank.
SCHOOL CHOICE TRANSFER INDICATOR		Leave blank.
GRADE LEVEL PROGRAM TYPE CODE		Leave blank.
CLASS OF YEAR CODE		Leave blank.
EMPLOYED INDICATOR		Leave blank.
DISPLACED STUDENT INDICATOR		Leave blank.
PRIMARY ENROLLMENT LOCATION INDICATOR		Leave blank.
PROMOTION RETENTION REASON CODE		Leave blank.

Student Daily Attendance



FIELD NAME from eScholar template (DATA ELEMENT NAME) as used by NYSED, if different from eScholar template name * = Required for all students + = Required only for specified students	NYS, Regional, or Local Purpose	Instructions or Rules
*DISTRICT CODE (DISTRICT OF RESPONSIBILITY CODE or for out-of-district placed students, the district, BOCES where student is placed)	NYS Reporting	Public school districts: NYnnnnnn (NY followed by the first 6 digits of the BEDS code) Charter and nonpublic schools, State agencies, State-operated schools, AND child care institutions with schools: 8nnnnnnn (8 followed by the last 7 digits of their Institution code)
*LOCATION CODE (BUILDING OF ENROLLMENT CODE)	NYS Reporting	Building code used by the Data Warehouse, uniquely identifying the building in which a student is enrolled, typically assigned by the local student management system.
*STUDENT ID (SCHOOL DISTRICT STUDENT ID)	NYS Reporting	Unique identifier assigned by the Local Education Agency in which the student is enrolled. Use 9 numeric characters, left padded with zeros. For example, for 51972, use 000051972.
*ATTENDANCE DATE	NYS Reporting	Date of attendance (Present, Tardy, or In- or Out-of-School Suspension reported in field 8).
ATTENDANCE CODE		Leave blank.
ATTENDANCE COMMENT		Leave blank.
ABSENCE DURATION		Leave blank.
*ATTENDANCE CODE LONG	NYS Reporting	Local attendance code. Code that indicates the type of student attendance each day. Report a record for each day of enrollment. Use local attendance code assigned by the local student management system. One attendance and one suspension code may be reported for the same student on the same day, if applicable.
*SCHOOL YEAR DATE	NYS Reporting	June 30 of the reporting school year.
MARKING PERIOD CODE		Leave blank.
TERM CODE		Leave blank.
*ATTENDANCE INSTRUCTIONAL MODALITY	NYS Reporting	Report the code associated with the student's daily instructional modality IN (In-Person), R (Remote), B, (BOTH)

The Reporting Process - Level 0



- Student Management System (SMS)
 - For schools who use certain Student Management Systems, contact your vendor - they may have created specific reports for you to use
 - PowerSchool
 - eSchoolData
 - Schooltool
 - Infinite Campus
- For schools with other SMSs or no SMS – contact your RIC for guidance
- For ALL technical questions – contact your RIC
- [Level 0 Validation Errors](#)

Regional Information Centers (RICs)



- [Central New York \(CNY\) RIC](#)
- [Eastern Suffolk \(SUFF\) RIC \(For NYC\)](#)
- [EduTech RIC](#)
- [Greater Southern Tier \(GST\) RIC](#)
- [Lower Hudson \(LH\) RIC](#)
- [Mid Hudson \(MH\) RIC](#)
- [Mohawk \(Mo\) RIC](#)
- [Monroe RIC](#)
- [Nassau RIC](#)
- [Northeastern \(NE\) RIC](#)
- [South Central \(SC\) RIC](#)
- [Western New York \(WNY\) RIC](#)

The Verification Process – Level 2



- Day Calendar
 - [SIRS-370 Day Calendar Summary Report](#)
- Student Entry/Exit – only students with the Reason for Enrollment codes listed below will appear on the verification reports
 - 0011 Enrollment in building or grade
 - 0022 Foreign exchange student enrollment in building or grade
 - 0055 Enrolled for instructional reporting only
 - 5544 Transferred in under the ESEA Title I "School in Improvement Status" transfer option
 - 7000 Transferred in under the ESEA "Persistently Dangerous School" transfer option Page 4 of 6
 - 7011 Transferred in under the ESEA "Victim of Serious Violent Incident" transfer option
- Student Attendance
 - [SIRS-360 Daily Student Attendance Daily Summary Report](#)
 - [SIRS-361 Year-to-Date Student Attendance/Absenteeism Summary Report](#)
 - [SIRS-371 Student Attendance Count](#)
 - first stop/priority when verifying attendance records were reported correctly or when troubleshooting attendance problems.

Important Take-aways



- Reporting Student Daily Attendance this year is incredibly important to your school and to your students' families.
- If you haven't started yet – **START NOW!**
- Work with your RIC – they are your best source of practical and technical assistance
- Take advantage of the ability to verify your data in Level 2

Additional Resources



- [SIRS MANUAL](#)
 - Quite literally the most complete resource for questions about reporting
- [YouTube tutorial on Attendance Reporting for schools without an SMS](#)
 - Produced by ESBOCES for NYC charter schools but may be helpful to others
- [Level 2 Reports \(all\)](#)
 - Just in case you'd like to review other data reports



Thank you!

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