THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

L2RPT Report Guide

SIRS-371 Student Attendance Count Report
SIRS-375 Student Attendance Count (by District) Report
SIRS-376 Student Attendance Data Flow Report

About the Reports

The Student Attendance Count (SIRS-371), Student Attendance Count (by District) (SIRS-375), and Student Attendance Data Flow (SIRS-376) reports provide Local Educational Agencies (LEAs) with a breakdown of individual student attendance that has been reported to the Level 2 data warehouse. SIRS-371 and 375 are similar in appearance, however the SIRS-375 provides an overview of attendance within the district and an overview by all locations within the district. Both reports provide drill-downs to a student-level detail report. The SIRS-375 is best used for reviewing attendance data for each location in a district. SIRS-376 provides a method to monitor attendance flow by student subgroup and attendance month or year to date and does not display student-level data.

Beginning in the 2020-21 school year, LEAs must report both a student daily attendance code, and an instructional modality code. More detail is provided below. Also beginning in the 2020-21 school year, both positive and/or negative attendance must be reported for each student using the Student Daily Attendance template. See the SIRS Manual for more in-depth guidance on attendance reporting.

Students present for instruction on a given day, regardless of instructional modality (in-person or remote), should be reported with one of the "Present" attendance codes: PRSNT-IN, PRSNT-OUT, T-IN, T-OUT). There MUST be an attendance record for every student on all days identified as "instructional" in the Day Calendar reported for that location. Failure to report an attendance record will be considered "missing" and counted as absent for all attendance calculations, except for the enrollments listed below. In the 2020-21 school year, students could be reported with the less specific PRSNT or T codes; these are no longer allowed for reporting students who are present.

Why These Reports are Important

Since SIRS-371, SIRS-375 and SIRS-376 report straightforward counts of attendance in Level 2, these reports should be a first stop/priority when verifying attendance records were reported correctly or when troubleshooting attendance problems. SIRS-375 provides an overview of attendance within the district and an overview by all locations within the district, both with drill-downs to the detail report. The SIRS-375 is best used for reviewing attendance data for each

location in a district. SIRS-376 is a higher-level report that is useful for tracking the flow of attendance data throughout the school year.

Although all these reports are refreshed weekly, all attendance data in these reports are lagged one week.

Additional information on student attendance reporting can be found in the [SIRS Manual](#).

Student Attendance Codes and Instructional Modalities

Type of Attendance

A row displays for each attendance type reported. **Missing** attendance is calculated when a student has an enrollment record and neither positive nor negative attendance has been reported on an instructional day for this student. The only exceptions to this are students enrolled in grades PKF/PKH and students with 0055 enrollment codes. No Missing attendance records will be generated for those students.

(Note: Drilling down on the Missing field, opens a student-level detail report. This detail ONLY displays students with Missing attendance records. Drilling down on any other field opens a detail report that displays all students included in the count for that field and a count of days reported for each student.)

Attendance Codes

PRSNT (Present)

Student was present on an instructional day. Instructional modality is required. This code is no longer used beginning in the 2021-22 SY.

PRSNT-IN (Present In School)

Student was present on an instructional day. This code provides an additional level of detail indicating that a student was physically present in the reported location on this day. Instructional modality is required.

PRSNT-OUT (Present Out Of School)

Student was present on an instructional day. This code provides an additional level of detail indicating that a student was present in a location outside of the one reported on this day. An example of this could be a homebound student or a student who was in OSS and being instructed elsewhere. Instructional modality is required.

E (Excused)

Student had an excused absence on an instructional day.

ISS (In-School Suspension)

Student had in-school suspension on an instructional day. This code must be reported in conjunction with a code of PRSNT, PRSNT-IN, PRSNT-OUT, T, T-IN, T-OUT, E or U. If the

suspension code is reported without one of these codes, it will be considered MISSING and default to an unexcused absence in all calculations.

OSS (Out-of-School Suspension)

Student had out-of-school suspension on an instructional day. This code must be reported in conjunction with a code of PRSNT, PRSNT-IN, PRSNT-OUT, T, T-IN, T-OUT, E or U. If the suspension code is reported without one of these codes, it will be considered MISSING and default to an unexcused absence in all calculations.

T (Tardy)

Student was tardy on an instructional day. The student is considered present on this day. Instructional modality is required. This code is no longer used beginning in the 2021-22 SY.

T-IN (Tardy In School)

Student was tardy on an instructional day. This code provides an additional level of detail indicating that a student was physically tardy in the reported location on this day. The student is considered present on this day. Instructional modality is required.

T-OUT (Tardy Out Of School)

Student was tardy on an instructional day. This code provides an additional level of detail indicating that a student was tardy in a location outside of the one reported on this day. The student is considered present on this day. Instructional modality is required.

U (Unexcused)

Student had an unexcused absence on an instructional day.

Instructional Modalities

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.

R (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.

IN (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.

B (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 whether a student is considered present, tardy, absent, or suspended for the day.

Pre-K Students

Currently attendance for students enrolled in pre-kindergarten programs is not required. Failure to report positive or negative attendance records for students enrolled in full-day or half-day pre-kindergarten (grades PKF or PKH) does not generate MISSING records. When non-accountability chronic absenteeism is calculated (SIRS-360 and 361), the denominator used will be the sum of all positive and negative attendance records reported.

P-TECH Students

Students enrolled in the NYS P-TECH (program service code 4026) or NYC P-Tech (program service code 4027) who have already been reported with an exit enrollment code of 0065, indicating they've met the requirements for gradation, are not included in any attendance reports.

SIRS Data that are Included in the Reports

The following enrollments are included in this report.

- 0011   Enrollment in building or grade
- 0022   Foreign exchange student enrollment in building or grade)
- 0055   Enrolled for instructional reporting only *(see note below)
- 5544   Transferred in under the ESEA Title I "School in Improvement Status" transfer option
- 5654   Enrollment in a AHSEP program
- 7000   Transferred in under the ESEA "Persistently Dangerous School" transfer option
- 7011   Transferred in under the ESEA "Victim of Serious Violent Incident" transfer option

Note that students who are reported with an "0011" or other "regular" enrollment record and a "0055" instructional record (students attending half-day program at a BOCES location or receiving instruction for one or more classes in a school other than their school of regular enrollment, etc.) will be reflected on the attendance report for both schools if both locations reported **Day Calendar** records. **BOCES locations are only responsible for reporting attendance for students on the days that the BOCES location is scheduled to provide instruction.** Only the days where positive or negative attendance is reported will be used in chronic absenteeism calculations.

In circumstances when student attendance records are reported but there is no corresponding enrollment record in that location or day calendar, the attendance records will not appear in this report.

SIRS-371 Student Attendance Count Summary

This report breaks down student attendance by type and modality, including a "Total" column that sums all reported attendance records for all the modalities.

Data Elements

School Year: The reporting school year.

District Name: Name of reporting district, charter school, BOCES or NYS school.

School Location: Name of the location reported for the student on the attendance record. For BOCES programs, students should be reported as a unique BOCES program location code, if available; otherwise, the general BOCES code should be used.

Data Refresh Date: Date of last Level 2 data refresh. Usually this will be the prior Saturday.

Attendance Through: Because attendance data is lagged one week, this will usually be one week prior to the refresh date.

Last Attendance Date Loaded (MIN): The first (minimum) attendance date for a location pulled from the STUD_ATTEND_DAY table. The Last Attendance Date Loaded (MIN) and Last Attendance Date Loaded (Max) dates can be different for a District only.

Last Attendance Date Loaded (MAX): The last (maximum) attendance date for a location pulled from the STUD_ATTEND_DAY table. The Last Attendance Date Loaded (MIN) and Last Attendance Date Loaded (Max) dates can be different for a District only.

Modality

For each positive attendance type (all present and tardy codes), a modality is required. A count for each of the modalities displays in the columns on the report.

SIRS-371 Student Attendance Count Detail Report

This detail report provides a local-level detail of student attendance for the selected field.

Data Elements

Location Name: Name of the location reported on the student's attendance record.

Student ID: Local unique identifier assigned to the student by the Local Education Agency (LEA) in which the student is enrolled on June 30 of the reporting year or the date of their last enrollment record if prior to June 30. Drilling down on this field opens the SIRS-371.1 detail.

NYSSIS ID: Unique statewide student identifier assigned by the New York State Student identifier (NYSSIS) system.

Student: Student's Last name, First name.

Grade: Student's grade level. Ungraded primary and ungraded secondary students are displayed as "13" and "14", respectively.

Gender: Student gender as of June 30 of the reporting year or the date of their last enrollment record if prior to June 30.

Ethnicity: Student ethnicity as of June 30 of the reporting year or the date of their last

enrollment record if prior to June 30. Students reported with Yes for Hispanic/Latino ethnicity indicator are shown as Hispanic. Students reported with No for Hispanic/Latino ethnicity indicator are shown as the ethnicity indicated by the Race Code reported. If multiple Race Codes are reported for a non-Hispanic/Latino student, the student is shown as Multiracial.

Economically Disadvantaged: Economically disadvantaged students are those who participate in, or whose family participates in, economic assistance programs, such as the free or reduced-price lunch programs, Social Security Insurance (SSI), food stamps, foster care, refugee assistance (cash or medical assistance), Earned Income Tax Credit (EITC), Home Energy Assistance Program (HEAP), Safety Net Assistance (SNA), Bureau of Indian Affairs (BIA), or Family Assistance: Temporary Assistance for Needy Families (TANF). If one student in a family is identified as low income, all students from that household (economic unit) may be identified as low income. These students are identified at any point during the school year with a Program Service Code of 0198 "Poverty – from low-income family." A "YES" will display in the field if the program service code was reported at any point in the school year; otherwise the field is null.

ELL Eligible: Identifies the student's status as an English Language Learner (ELL). ELLs are those students who, by reason of foreign birth or ancestry, speak or understand a language other than English and speak or understand little or no English, and require support in order to become proficient in English and are identified pursuant to Section 154.3 of Commissioner's Regulations. These students were reported with a Program Service Code of 0231 "ELL Eligible." A "YES" will display in the field if the program service code was reported at any point in the school year; otherwise the field is null.

Former ELL: A student who was identified as an English Language Learner in any of the four years prior to the reported school year and who was exited from the status because they demonstrated proficiency in English will display a "YES", otherwise the field is null.

Disability Status: For a student who is reported with a disability program service code at any time during the school year or as of the date of the student's last enrollment record, the code description will display here; otherwise the field is null.

Migrant: A student is a migrant child if the student is, or whose parent, guardian, or spouse is, a migratory agricultural worker, including a migratory dairy worker or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent, guardian, or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work has moved from one school district to another. If a program service code of 0330 Title I – Part C: Education of Migratory Children was reported at any point in the school year, a "YES" will display in the field; otherwise the field is null.

Homeless: Student's homeless status. Homeless students are reported with Program Service Code 8262 – Homeless Status as well as a Homeless Primary Nighttime Residence code. A "YES" will display in the field if the program service code was reported at any point in the school year; otherwise the field is null.

In Foster Care: Student's foster care status. Students who are in foster care are reported with

Program Service Code 8300 – Child in Foster Care. A "YES" will display in the field if the program service code was reported at any point in the school year; otherwise the field is null.

Parent in Armed Forces: If one or more parents or guardians of the student is a member of the Armed Forces and on active duty, the student should be reported with Program Service Code 8292 – Student with a Parent or Guardian on Active Duty in the Armed Forces. A "YES" will display in the field if the program service code was reported at any point in the school year; otherwise the field is null.

The next 14 columns identify the various attendance and modality codes. Modalities are only included with positive attendance.

SIRS-371.1 Student Attendance Count Detail Report

This report displays student-level attendance details for a location and can be accessed two different ways. Drilling down on a NYSSIS ID on the SIRS-371 Detail opens the report with all reported attendance data for that student.

Drilling down on the MISSING count from either SIRS-371 or SIRS-375 Summary reports displays all the students with MISSING attendance records for that location, sorted first by date and then alphabetically by student name.

Data Elements

Student ID, NYSSIS ID, Student, Grade definitions: See above section.

Date: Reporting date for attendance.

Local Attendance Code/Description: If reporting entity includes a local attendance code and description, they will display, otherwise the fields will be null.

State Attendance Code/Description: Attendance code and description.

Modality: Instructional modality is only reported with positive attendance.