

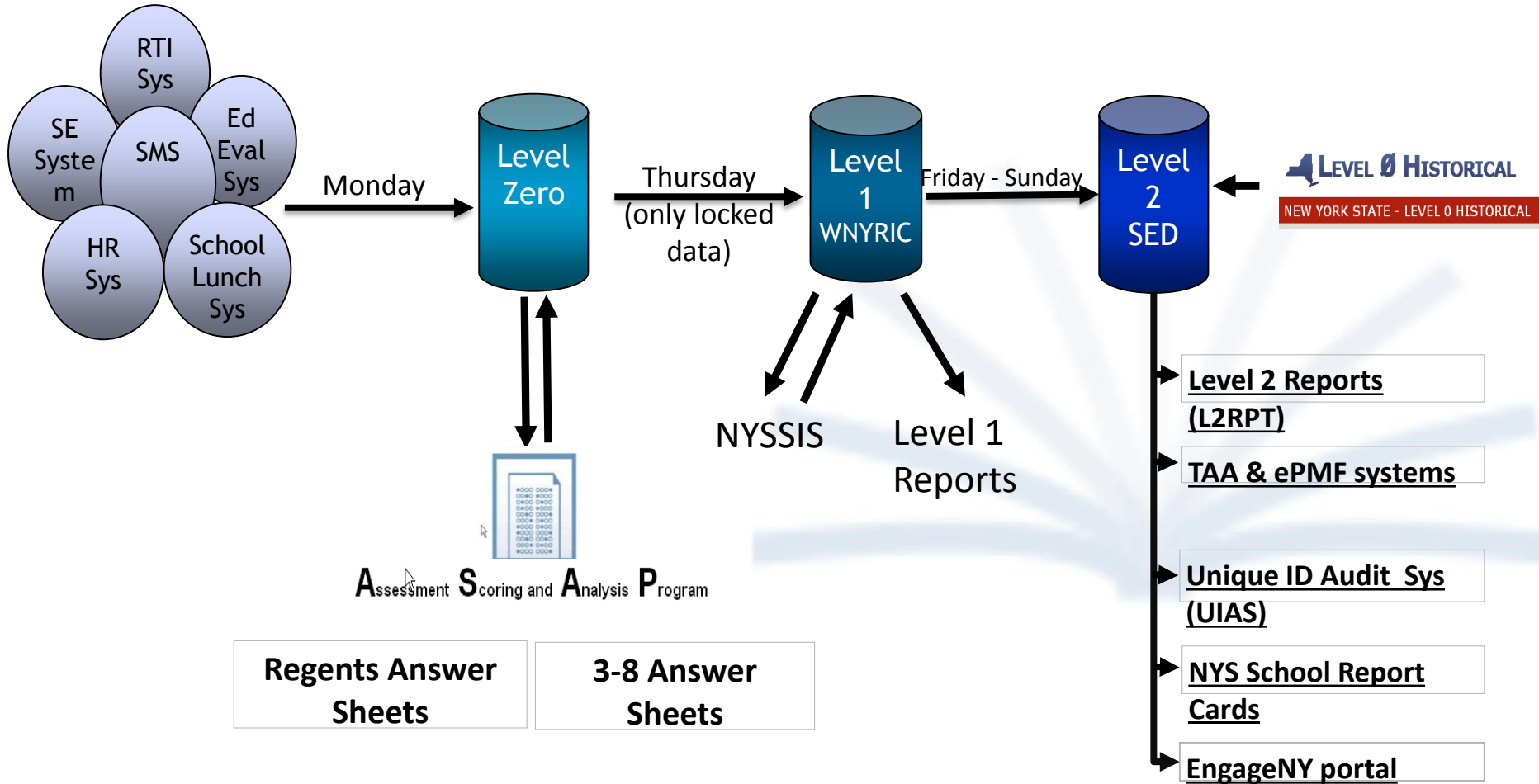
District Data Coordinator

New User Series-Session IV



Educational
Technology Service
Genesee Valley
Wayne-Finger Lakes

The Weekly Data Journey





Attendance Data Reporting

Attendance Data Reporting

- Attendance Data is used for:
 - State Attendance Aid
 - Chronic Absenteeism
 - Calculation of instructional minutes for staff student course template (if classroom attendance is not taken, daily attendance is used for the calculation)



State Attendance Aid

- Reporting of this data is not done through the NYS Data Warehouse
- Business Officials (typically) utilize reports that can be generated from the student management system to enter into SAMS
- Uses Daily Attendance Values



State Attendance Aid

- Required to be in session for all students for not less than 180 days
- 180 days includes:
 - Days where attendance is taken
 - Regents exams, state assessments, or local exams are given
 - Superintendent's Conference Days
 - Session days should not be scheduled in July or August unless for Supt Conference Days in last two weeks of August and no sessions days after June Regents Exams



Attendance Data Reporting

– Templates that Impact Attendance Data

- Location Marking Period (only loaded at the beginning of the school year and then by request)
- Day Calendar
- Attendance Codes (must be loaded and locked for 24 hour turn around to create table in Level 1)
- Student Daily Attendance



Attendance Data Reporting

– Location Marking Period

- Start of the semester defines 1st day instructional classes begin
- End of the last marking period defines the last day of instructional classes
- Level 1 Verification>Course>Location Marking Period



Attendance Data Reporting

– Day Calendar

- Reports out calendar days that are an instructional day or non-instructional day
- Instructional Day: days when school is in session, all students are expected to be in attendance and attendance is taken
- Report Regents days as instructional days if all students are expected to attend and attendance is taken
- Year round schools only report attendance and day calendar from September to June



Attendance Data Reporting

– Day Calendar

- Level 2 Codes that count as Instructional Days:
 - Instructional Day
 - Make-Up day
 - Late Arrival/Early Dismissal
 - Regents-attendance taken: all students are expected to be in attendance whether participating in the exam or not
- Level 2 Codes that count as Non-Instructional Days:
 - Teacher only day
 - Holiday
 - Weather
 - Emergency day
 - Strike
 - Regents-attendance not taken: only student taking an exam are expected to be in attendance
 - Superintendent Conference full-day
 - Other



Attendance Data Reporting

– Student Attendance Codes

- Loaded only at the beginning of the school year
- Must be locked and loaded to Level 1 to create table
- Process takes 24 hours for the table to get loaded back down into Level 0
- If changes are made later in the year, district needs to request a reload of attendance codes to Level 0
- Prekindergarten daily attendance reporting is not required



Attendance Data Reporting

– Student Attendance Codes

Code	Description
E	Excused
ISS	In-School Suspension
OSS	Out-of-School Suspension
T	Tardy
U	Unexcused



Attendance Data Reporting

– Student Attendance Codes

- Excused and Unexcused: types of absence
 - Chronic Absenteeism Reporting: combines excused and unexcused into total absences
- Tardy: report out as tardy even if SMS (student management system) tracks excused and unexcused
- OSS (Out-of-School-Suspension) and ISS (In-School-Suspension) : only report full day instances
 - Used in 2018-2019 to create baseline for future accountability determinations



Attendance Data Reporting

- Student Daily Attendance Template
 - Prekindergarten daily attendance reporting is not required
 - Student Daily Attendance for BOCES is reported by program
 - Daily Attendance is reported based on the enrollment building of the student



Attendance Data Verification

- Level 0

– Day Calendar>Manual Input>enter search criteria

View	Valid	2019-06-23		10	Other
View	Valid	2019-06-23		11	Other
View	Valid	2019-06-23		12	Other
View	Valid	2019-06-23		14	Other
View	Valid	2019-06-24		09	Other

- Days to Review
 - Regents Days
 - Superintendent’s Conference Days
 - Half Days



Attendance Data Verification

- Level 2
 - L2RPT Reports>SIRS-370 Day Calendar Summary Report

Grade reported in Day Calendar Template a	Instructional Day b	Make-up day c	Late Arriv/ Early Dism d	Regents Attendance e	Teacher only day f	Holiday g	Weather day h	Emergency day i	Strike j	Regents No Attendance k	Supt. Conference Full Day l	Other m	Total instructional days n= (b+c+d+e)	Total Non-instructional days o= (f+g+h+i+j+k+l+m)
09	173	0	0	0	0	25	2	0	0	0	2	163	173	192
10	173	0	0	0	0	25	2	0	0	0	2	163	173	192
11	173	0	0	0	0	25	2	0	0	0	2	163	173	192
12	173	0	0	0	0	25	2	0	0	0	2	163	173	192
14	173	0	0	0	0	25	2	0	0	0	2	163	173	192



Attendance Data Verification

- Attendance Codes

- Level 0>Level 0 Express>Stud. Attend. Codes>View All Lookup

Attend. Code Type:	Attend. Code Long:	Attend. Description:	State Attend. Code and Description:
STUDENT	E	E	E :: Excused
STUDENT	E0004Excused	E0004Excused	E :: Excused
STUDENT	EExcused	EExcused	E :: Excused
STUDENT	ETardy	ETardy	E :: Excused
STUDENT	In-School Suspension	In-School Suspension	ISS :: In-School Suspension
STUDENT	ISS	In-School Suspension	ISS :: In-School Suspension
STUDENT	ISS - Hours	ISS - Hours	ISS :: In-School Suspension
STUDENT	ISS to OSS	ISS to OSS	OSS :: Out-of-School Suspension
STUDENT	OSS	Out-of-School Suspension	OSS :: Out-of-School Suspension
STUDENT	OSS - Hours	OSS - Hours	OSS :: Out-of-School Suspension
STUDENT	OSS to ISS	OSS to ISS	ISS :: In-School Suspension
STUDENT	Out-of-School Suspension	Out-of-School Suspension	OSS :: Out-of-School Suspension

STUDENT	OS	Out of School Susp	U :: Unexcused
STUDENT	OSS	Out-of-School Suspension	OSS :: Out-of-School Suspension
STUDENT	T	Tardy	T :: Tardy
STUDENT	TE	Tardy Excused	T :: Tardy
STUDENT	TN	Tardy No Excuse	T :: Tardy
STUDENT	TO	TIME OUT	
STUDENT	TU	Tardy UnExcused	T :: Tardy
STUDENT	U	Unexcused	U :: Unexcused
STUDENT	UA	Unexcused Absence	U :: Unexcused



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STUDENT	ISS	In-School Suspension	ISS :: In-School Suspension
STUDENT	ISS - Hours	ISS - Hours	ISS :: In-School Suspension
STUDENT	ISS to OSS	ISS to OSS	OSS :: Out-of-School Suspension
STUDENT	OSS	Out-of-School Suspension	OSS :: Out-of-School Suspension
STUDENT	OSS - Hours	OSS - Hours	OSS :: Out-of-School Suspension
STUDENT	OSS to ISS	OSS to ISS	ISS :: In-School Suspension
STUDENT	Out-of-School Suspension	Out-of-School Suspension	OSS :: Out-of-School Suspension

STUDENT	OS	Out of School Susp	U :: Unexcused
STUDENT	OSS	Out-of-School Suspension	OSS :: Out-of-School Suspension
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STUDENT	TO	TIME OUT	
STUDENT	TU	Tardy UnExcused	T :: Tardy
STUDENT	U	Unexcused	U :: Unexcused
STUDENT	UA	Unexcused Absence	U :: Unexcused



Attendance Data Verification

- Student Daily Attendance
 - Level 0>Reports>Stu/Daily/Attend>Attendance Breakdown

Attendance Code:	Last Year Total:	Last Year (as of 5/21/18):	This Year (as of 5/21/19):	Change:	Percent Change:	Error Records:
Attendance						
Excused (E)	5,383	4,996	4,715	-281	6%	0
Tardy (T)	2,706	2,387	2,194	-193	8%	0
Unexcused (U)	1,426	1,229	1,167	-62	5%	0
Suspension						
In-School Suspension (ISS)	99	88	36	-52	59%	0
Out-of-School Suspension (OSS)	137	88	211	123	140%	0

- Level 1>Verification Reports>Student Attendance-Counts of Days Absent



Attendance Data Verification

- Student Daily Attendance
 - Level 2 Reports
 - L2RPT>Attendance>SIRS-351 Student Attendance Summary Report
 - Reflects Excused, ISS, OSS, Tardy and Unexcused in a given range of days i.e 1-5 days and total summary column can include students more than once
 - L2RPT>Attendance>SIRS-360 Attendance Absence Summary Report
 - Reflects number of absences broken out for each day into excused, unexcused and tardy
 - L2RPT>Attendance>SIRS-361 Year to Date Attendance/Absenteeism Summary Report
 - Reflects number and percentage of students absent



Attendance Data Verification

- Student Daily Attendance
 - Level 2 Reports
 - L2RPT>Accountability>SIRS-107 Chronic Absenteeism Accountability Report
 - Students must be enrolled at least 10 days and be present for at least 1 day to be included
 - Students who have been absent more than 10% of enrolled instructional days are reflected





Discipline Data Reporting

Discipline Data

- Students suspended from school must be reported as continuously enrolled by the school from which they were suspended
- Students suspended for half day should NOT be report as suspended for that day
- Full Day ISS and OSS should be reported in the Student Daily Attendance Template



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Discipline Data Verification

- Discipline Reports

- Level 2 Reports

- L2RPT>Accountability>SIRS-110 Student Daily Suspension Accountability Report
 - L2RPT>Accountability>SIRS-111 School Year Suspension Accountability Report
 - Number of students suspended 1 or more days during the year (unduplicated)
 - Number of suspension days



Data Warehouse Support

- Support Team
 - Tammy Reilley
 - Luke Newhart
 - Chris Voit
 - Rich Yeoman
- EduTech Support Contact Information
 - E-mail – datawarehouseextracts@edutech.org
 - Phone – 1-800-722-5797 option 7



Discussion

A 3D rendering of the letters 'Q & A' in a light blue, metallic-looking font. The letters are positioned on a reflective surface, creating a subtle reflection below them. The background is white with faint, light blue rays emanating from behind the letters, suggesting a sun or a bright light source.

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