



# End of Year Tip Sheet: #2 Attendance



[Link to Previous Tip Sheets](#)

Sheet Date: June 24, 2024

All Data Due: Aug. 15, 2024

Helpdesk: [DWTShelp@esboces.org](mailto:DWTShelp@esboces.org)

Local Educational Agencies (LEAs) are required to report and confirm attendance data. Verification of the SIRS-371 & SIRS-375 to are required adhere to state regulations and monitor student attendance. It is essential for LEAs to submit daily attendance and instructional codes for every student to maintain precise records. Any students who are **missing** attendance data for an instructional day ([See Day Calendar](#)), are considered **absent** in all State Aid and ESSA calculations

- [The SIRS-371](#) report offers comprehensive district-wide attendance information
  - Use the 'District Roll Up' to see the entire district's attendance counts
  - Verify that the 'Last Attendance Date Loaded' is on or after the 'Attendance Through' date

School Year: 2023-24  
 District: [blurred]  
 Location: District Rollup  
 Type of Attendance: All Attendance Types

Finish

Data Refresh Date: Jun 22, 2024

Attendance Through: Jun 15, 2024

Last Attendance Date Loaded: Jun 17, 2024

Type of Attendance	Total	Modality		
		In Person	Remote	Both
Present In School	847,155	846,896	0	259
Present Out Of School	14	12	2	0
Tardy In School	58,475	58,427	0	48
Tardy Out Of School	0	0	0	0
In-School Suspension	525			
Out-of-School Suspension	587			
Excused	20,682			
Unexcused	37,023			
Missing	0			

Above Counts are as of "Attendance Through"

Students with Missing attendance are considered Absent in all calculations.

- [The SIRS-375](#) report tracks attendance patterns
  - Verify that the totals match the SIRS 371
  - Look for missing data
    - Missing attendance is considered absent for State Aid and ESSA reporting

Data Refresh Date: Jun 22, 2024  
 Attendance Through: Jun 15, 2024  
 Last Attendance Date loaded: Jun 17, 2024

Missing attendance is considered absent.

Location a	Location BEDS Code	Last Attendance Date loaded	Present (PRSNT) b	Present in School (PRSN-IN) c	Present Out of School (PRSN-OUT) d	Tardy (T) e	Tardy In School (T-IN) f	Tardy Out Of School (T-OUT) g	Out of School Suspension (OSS) h	In School Suspension (ISS) i	Excused Absences (E) j	Unexcused Absences (U) k	Missing l
...	...	Jun 17, 2024	0	847,155	14	0	58,475	0	587	525	20,682	27,023	0
...	...	Jun 17, 2024	0	80,326	0	0	2,651	0	0	1	3,420	2,096	0
...	...	Jun 17, 2024	0	48,672	0	0	943	0	0	1	2,434	1,059	0
...	...	Jun 17, 2024	0	77,139	2	0	2,786	0	2	4	3,163	2,119	0
...	...	Jun 17, 2024	0	46,659	1	0	1,440	0	0	2	1,157	2,444	0
...	...	Jun 17, 2024	0	21	0	0	0	0	0	0	0	0	0
...	...	Jun 17, 2024	0	200,423	0	0	8,874	0	196	214	5,158	10,025	0
...	...	Jun 13, 2024	0	264,646	10	0	37,677	0	384	303	857	14,217	0
...	...	Jun 17, 2024	0	47,384	1	0	1,470	0	0	0	2,345	1,192	0
...	...	Jun 17, 2024	0	81,835	0	0	2,634	0	5	0	2,148	3,871	0

Above Counts are as of "Attendance Through"  
 \*\*Students with Missing attendance are considered Absent in all calculations.

SIRS-375 Summary

- [The SIRS-107](#) calculates the percentage of students chronically absent under ESSA
  - This is how your absence rates will be indicated on the School Report Card

New York State Education Department



Chronic Absenteeism Accountability Report  
 Data Contained in the Student Information Repository System

School Year: 2023-24  
 District: ...  
 Location: All Locations  
 Subgroup: All Students

Finish

Data Refresh Date: Jun 22, 2024  
 Attendance Through: Jun 15, 2024  
 Last Attendance Date Loaded: Jun 17, 2024

Location Name	Location BEDS Code	Last Attendance Date Loaded	Student Subgroup (accountability subgroups are marked with an asterisk (*)	Elementary/Middle Level Chronic Absenteeism for Accountability (Grades 1-8 & Ungraded Age Equivalent Students)			High School Level Chronic Absenteeism for Accountability (Grades 9-12 & Ungraded Age Equivalent Students)		
				Number of Students Enrolled 10 or More Instructional Days** (a)	Students Absent 10% or More of Enrolled Instructional Days (b)	Percentage of Students Chronically Absent (c) = ((b)/(a))*100	Number of Students Enrolled 10 or More Instructional Days** (d)	Students Absent 10% or More of Enrolled Instructional Days (e)	Percentage of Students Chronically Absent (f) = ((e)/(d))*100
...	...	Jun 17, 2024	*All Students	3,399	555	19.3%	1,907	219	11.5%
...	...	Jun 17, 2024	*All Students	445	75	16.6%	0	0	0.0%
...	...	Jun 17, 2024	*All Students	261	39	14.9%	0	0	0.0%
...	...	Jun 17, 2024	*All Students	422	66	15.6%	0	0	0.0%
...	...	Jun 17, 2024	*All Students	255	48	18.8%	0	0	0.0%
...	...	Jun 17, 2024	*All Students	1,326	289	21.8%	2	0	0.0%
...	...	Jun 13, 2024	*All Students	0	0	0.0%	1,905	219	11.5%
...	...	Jun 17, 2024	*All Students	237	54	21.0%	0	0	0.0%
...	...	Jun 17, 2024	*All Students	444	92	19.6%	0	0	0.0%

## To Do:

### Check the SIRS 107 Report

- Do the percentages of Chronically Absent students make sense for your district

### Verify the SIRS 371 & SIRS 375

- Load all attendance data through the last day of school
  - Every Day listed as "Instructional" in Day Calendar must have attendance data
- Check the 'missing attendance' and make corrections (if possible)
  - Use the SIRS 360 Report to quickly identify missing attendance dates