



**Department of  
Education**

*Joel I. Klein, Chancellor*

TO: Senior Leadership Team, School Support Organizations, Community Superintendents, Superintendent of District 75, Superintendent of Alternative High Schools and Programs, Integrated Service Center Executive Directors, Principals, Pupil Accounting Secretaries and ATS Staff of all Day Schools

FROM: Kathleen Grimm  
Deputy Chancellor for Finance and Administration

SUBJECT: School Year 2008-2009 Attendance Calendar, Schedule of Attendance Periods, and Notes on Reporting for Purposes of the PAR

DATE: August 5, 2008

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The above cited attendance calendar, attendance period schedule and notes on reporting for purposes of the PAR (Period Attendance Report) and the attendance contact list are attached for your use. **Principals, Pupil Accounting Secretaries, and school personnel involved in scanning, updating and verifying data entered into the ATS system, should refer to them throughout the 2008-2009 school year for attendance reporting purposes.**

(1) **The STUDENT ATTENDANCE CALENDAR** (Attachment 1) is based on the maximum number of days that schools can schedule students for attendance or Regents examinations. The number of days differs from the school year calendar for 2008-2009 because that calendar also accounts for state aidable days. Since the calendar of Holy Days is automatically reported by ATS, that calendar is not attached. In accordance with New York City Department of Education policies, student absences resulting from appropriately documented religious obligations, and from appropriately documented released time for religious instruction on Wednesday afternoons, should be annotated in ATS with the relevant Reason Code. For additional information regarding the "Religious Accommodation of Students," consult Chancellor's Regulation A-630 on our website (click "Rules and Policies," and then "Chancellor's Regulations").

(2) **The SCHEDULE OF ATTENDANCE PERIODS** (Attachment 2) lists the due dates for electronic signoff of the PAR.

(3) **The NOTES ON REPORTING ATTENDANCE AND FOR PURPOSES OF THE PAR** (Attachment 3) should serve as a guide throughout the year.

(4) **The PERIOD ATTENDANCE REPORT (PAR) CONTACT LIST** (Attachment 4) is to serve when there are questions.

Thank you for your cooperation.

**STUDENT ATTENDANCE CALENDAR**  
**ELEMENTARY, INTERMEDIATE/JUNIOR HIGH SCHOOLS, SPECIAL SCHOOLS AND HIGH SCHOOLS**  
**2008-2009 SCHOOL YEAR**

MAXIMUM DAYS STUDENTS CAN BE SCHEDULED FOR ATTENDANCE (INCLUDES HALF DAYS) OR FOR REGENTS EXAMINATIONS	STUDENT HOLIDAYS DURING THE 2008-2009 SCHOOL YEAR		
	<b>2008</b>		
<b>2008</b>	<b>2009</b>	September 1	Labor Day
September (20)	February(15) (14-HS*)	September 30- October 1	Rosh Hashanah
M T W TH F	M T W TH F	October 9	Yom Kippur
-- 2 3 4 5	2* 3 4 5 6	October 13	Columbus Day Observed
8 9 10 11 12	9 10 11 12 13	November 4	Election Day
15 16 17 18 19	-- -- -- -- --	November 11	Veterans Day
22 23 24 25 26	23 24 25 26 27	November 27-28	Thanksgiving Recess
29 --		December 24 – January 2 (included)	Winter Recess
October (20)	March (22)	<b>2009</b>	
M T W TH F	M T W TH F	January 19	Martin Luther King, Jr. Day
-- 2 3	2 3 4 5 6	February 16-20	Midwinter Recess (including Washington's Birthday)
6 7 8 -- 10	9 10 11 12 13	April 9-17	Spring Recess (including Good Friday, Easter and Passover)
-- 14 15 16 17	16 17 18 19 20	May 25	Memorial Day
20 21 22 23 24	23 24 25 26 27	June 4	Chancellor's Conference Day (no students) IN ALL FIVE BOROUGHES
27 28 29 30 31	30 31	<b>IN ALL FIVE BOROUGHES</b>	
November (16)	April (15)		
M T W TH F	M T W TH F		
3 -- 5 6 7	1 2 3		
10 -- 12 13 14	6 7 8 -- --		
17 18 19 20 21	-- -- -- -- --		
24 25 26 -- --	20 21 22 23 24		
	27 28 29 30		
December (17)	May (20)		
M T W TH F	M T W TH F		
1 2 3 4 5	1		
8 9 10 11 12	4 5 6 7 8		
15 16 17 18 19	11 12 13 14 15		
22 23 -- -- --	18 19 20 21 22		
-- -- --	-- 26 27 28 29		
<b>2009</b>	June** (19)		
January (19)	M T W TH F		
M T W TH F	1 2 3 -- 5		
5 6 7 8 9	8 9 10 11 12		
12 13 14 15 16	15 16 17 18 19		
-- 20 21 22 23	22 23 24 25# 26		
26 27 28 29 30			
		Sept - Jan	92
		Feb - June	91
		<b>TOTAL</b>	<b>183</b>
			<b>182*#</b>
		<b>Notes:</b>	
		<ul style="list-style-type: none"> <li>The High School Spring Term starts on Tuesday, February 3, 2009.</li> <li>For PreK totals, consult the Borough Early Childhood Director.</li> </ul>	

	All students report on Tuesday, September 2, 2008. The last day for students is Friday, June 26, 2009.
*	No high school students are in attendance on February 2 (this day was deducted above for high schools only). District 75 high school level students are in attendance on February 2.
**	Important: For the June 9 and June 15, 2009 Clerical Shortened Days in elementary and middle schools, and in District 75 School Programs, please refer to section 3(e) in Attachment 3 "Notes on Reporting Attendance and for Purposes of the PAR."
#	In non District 75 high schools having to administer Regents Exams, there will be no regularly scheduled classes for students on June 25 (Regents Rating Day). If this applies, deduct this day from the above total and refer to section 3(g) of Attachment 3. District 75 high school level students are in attendance on June 25.
Note	Students are required to attend school on June 26, and pupil attendance must be taken, recorded and reported with the early dismissal that day (see section 13 of the 2008-2009 School Year Calendar Additional Information PDF document, on the DOE web site at <a href="http://schools.nyc.gov/calendar">http://schools.nyc.gov/calendar</a> ).

### SCHEDULE OF ATTENDANCE PERIODS FOR THE 2008-2009 SCHOOL YEAR

#	Period Begins	Period Ends	Maximum No. of Days of Pupil Attendance/Regents	Weeks	Electronic signoff of prior month PAR by
1.	Sep. 2, 2008	Sept. 29, 2008	20	4	Oct. 10, 2008
2.	Oct. 2, 2008	Oct. 31, 2008	20	4	Nov. 10, 2008
3.	Nov. 3, 2008	Nov. 26, 2008	16	4	Dec. 8, 2008
4.	Dec. 1, 2008	Dec. 23, 2008	17	3	Jan. 9, 2009
5.	Jan. 5, 2009	Jan. 30, 2009	19	4	Feb. 6, 2009
6.	Feb. 2, 2009	Feb. 27, 2009	15 (14 in HS) –See Att. 1 note “*” on February 2	3	March 6, 2009
7.	Mar. 2, 2009	Mar. 31, 2009	22	4	April 7, 2009
8.	Apr. 1, 2009	Apr. 30, 2009	15	4	May 8, 2009
9.	May 1, 2009	May 29, 2009	20	4	June 9, 2009
10.	Jun. 1, 2009	Jun. 26, 2009	19 (See Att. 1 note “#” on June 25 for HS and “note” on June 26 for all grade levels)	4	June 30, 2009

**NOTES ON REPORTING ATTENDANCE AND FOR PURPOSES OF THE PAR  
(For questions refer to the PAR Contact List in Attachment 4)**

- (1) Since Holy Days are automatically reported by ATS, a Calendar of Holy Days is not attached. In accordance with Department of Education attendance policies, full day absences resulting from documented religious obligation should be annotated on the CIND (Individual Student Attendance Screen) with Reason Code #05; for partial day religious observances, use Reason Code 55; for partial day release for religious instruction, Reason Code 56.
- (2) **For the reporting of attendance, please ensure the following (for questions see Attachment 4):**
- a) When Full Day and Half Day PreK Programs are not in session.  
**On the attendance scan sheet**, bubble in **BOTH** "Attendance Taken" **AND** "Released from School"  
**On the following day of the release**, select the option of the CCLA function with corresponding Reason Code in the A.M. and/or P.M. field(s).
  - b) When a grade, or grades, or the whole school schedule(s) a 1/2 day for any reason:  
**On the following day of the release**, select the option of the CCLA function with the corresponding Reason Code in the P.M. section only.
  - c) Schools with grades 6 through 12 on January and June Regents Exam Days:  
**For full Regents exam days** for grades 9-12 only, follow the same procedure noted in section 2(a).
  - d) High Schools with grades 9 through 12 only on January and June Regents Exam Days:  
 Use ATS function "ERES-Enter Regents Exam schedule." Daily Attendance Sheets will not be generated.
- (3) For purposes of the PAR, the following should be recorded as **NON-Instructional**:  
 (On the PAR Non-Instructional Screen, enter the date and appropriate Reason Code, and place an "X" next to the appropriate grade(s) mentioned below.)
- (a) All Full Day and Half Day PreK Programs when not in Session.
  - (b) September 2 and 3, 2008 – Early Dismissal for non-District 75 full day PreK and Kindergarten Students Only.
  - (c) February 2, 2009 (Non-District 75 High School Grade Levels 9 through 12 Only).
  - (d) All days scheduled for afternoon Parent-Teacher Conferences.
  - (e) On the two **June 2009 Clerical Half Days (Tuesday, June 9 and Monday, June 15, 2009):**  
 The following are **NON**-instructional: Grades seven and above and secondary level special education grades in Elementary and Middle schools, and District 75 School Programs. (All grades kindergarten through 6 are recorded as instructional.)  
  
**Important Exception:** Schools with a regular **instructional** day of **at least 6 hours for grades 7 and above, EXCLUSIVE OF LUNCH**, and **EXCLUSIVE of the 37.5 minute extra session for targeted students**, should contact Suleyni Moneró by e-mail at [Smonero@schools.nyc.gov](mailto:Smonero@schools.nyc.gov), for information on how to record the two June Clerical Shortened Days.
  - (f) January 27 through January 30 and June 16 through June 24 REGENTS EXAMINATION DAYS  
 The **Regents exam days are NON-instructional** for grades scheduled for Regents examinations during Regents days. **For grades not scheduled** for Regents examinations and scheduling regular instruction during Regents Examination days, these days are recorded as instructional.
  - (g) June 25 (Regents Rating Day), 2009 - High School Grades 9 through 12 Only  
**For Non-District 75 HIGH School grade levels 9 through 12** scheduling Regents Examinations over the Regents Examination periods in June, there will be no regularly scheduled classes for students on Thursday, June 25 (Regents Rating Day). If this applies, this day will be recorded as **NON**-instructional.  
  
**For all District 75 grades and all grades not scheduled for** Regents Examinations over the Regents Examination periods in June, and scheduling regular instruction on Thursday, June 25, this day will be recorded as instructional.

## PERIOD ATTENDANCE REPORT (PAR) CONTACT LIST

<b>BOROUGH</b>	<b>DISTRICTS</b>	<b>PHONE #</b>	<b>STAFF ASSIGNED</b>
<b>MANHATTAN</b>	<b>1, 2, 3, 4, 5, 6, 75, 79</b>	<b>718-935-5228</b>	<b>NAOMI HERNANDEZ</b>
<b>BRONX</b>	<b>7, 8, 9, 10, 11, 12, 75, 79</b>	<b>718-935-3872</b>	<b>SANDRA DIAZ</b>
<b>BROOKLYN</b>	<b>13, 14, 15, 16, 17, 18, 79</b>	<b>718-935-5228</b>	<b>NAOMI HERNANDEZ</b>
<b>BROOKLYN</b>	<b>19, 20, 21, 22, 23, 32, 75, 79</b>	<b>718-935-5227</b>	<b>ELVIRA LERNER</b>
<b>QUEENS</b>	<b>24, 25, 26, 27, 28, 29, 30, 75, 79</b>	<b>718- 935-5227</b>	<b>ELVIRA LERNER</b>
<b>STATEN ISLAND</b>	<b>31, 75</b>	<b>718-935-3872</b>	<b>SANDRA DIAZ</b>