Department of Education
Dennis M. Walcott, Chancellor

School Year 2012-2013 Attendance Calendar, Schedule of Attendance Periods, and Notes on Reporting for Purposes of the PAR

August 23, 2012
Revised September 13, 2012* (Attachment 2 ONLY)
Revised December 5, 2012 (See Section 1a)
Revised January 22, 2013 (Attachment 2 Only –Pupil Days)

The above cited attendance calendar, attendance period schedule, notes on reporting for purposes of the PAR (Period Attendance Report) and the PAR 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 2012-2013 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 2012-2013 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 the DOE website (click "Rules and Policies," and then "Chancellor's Regulations").

a. Per the Chancellor's Announcement on November 19, 2012, as a result of an agreement between the CSA, UFT and the DOE to recoup instructional days lost due to Hurricane Sandy, mid-winter recess will be shortened by 3 days. Wednesday, February 20 through Friday, February 22 will be full instructional days for students. Tuesday, June 4, the 1st June Clerical Shortened Session, is now a full instructional day.

(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 AND JUNIOR HIGH SCHOOLS, SPECIAL SCHOOLS, HIGH SCHOOLS
2012-2013 SCHOOL YEAR

MAXIMUM DAYS STUDENTS CAN BE SCHEDULED FOR ATTENDANCE (INCLUDES HALF DAYS) OR FOR REGENTS EXAMINATIONS

2012

September(14)				
M	T	W	Th	F
			6	7
10	11	12	13	14
		19	20	21
24	25	26	27	28

October (19)				
M	T	W	Th	F
1	2	3	4	5
	9	10	11	12
15	16	17	18	19
22	23	24	25	26
~~29~~	~~30~~	~~31~~		

November (16)				
M	T	W	Th	F
			~~1~~	~~2~~
5		7	8	9
	13	14	15	16
19	20	21		
26	27	28	29	30

December (15)				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21

2013

February (18)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
		20	21	22
25	26	27	28	

March (16)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22

April (20)				
M	T	W	Th	F
		3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May (22)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
	28	29	30	31

January 2013 (21) (20 HS)[a]				
M	T	W	Th	F
		2	3	4
7	8	9	10	11
14	15	16	17	18
	22	23	24	25
28[a]	29	30	31	

June[b] (17) (16 HS)[c]				
M	T	W	Th	F
3	4	5		7
10[b]	11	12	13	14
17	18	19	20	21
24*	25*	26*		

STUDENT HOLIDAYS AND OTHER STUDENT NON ATTENDANCE DAYS DURING THE 2012-2013 SCHOOL YEAR

2012	
September 3	Labor Day
September 17-18	Rosh Hashanah
September 26	Yom Kippur
October 8	Columbus Day
November 6	Election Day
November 12	Veterans Day (observed)
November 22-23	Thanksgiving Recess
December 24 - January 1	Winter Recess
2013	
January 1	Last day of Winter Recess
January 21	Martin Luther King, Jr Day
February 18-19	Mid-Winter Recess (including Washington's Birthday)
March 25-April 2	Spring Recess (including Good Friday, Easter and Passover)
May 27	Memorial Day
June 6	Anniversary Day (in all five boroughs) (no students in attendance)

IN ALL FIVE BOROUGHS

	All Grades K-MS 9 & All District 75	HS (Non-District 75)
Sept-Jan	85	84[a]
Feb-June	93	92[c]
TOTAL	**178**	**176**

Notes:
- The High School Spring term starts on Tuesday, January 29, 2013.
- For Pre-K totals, consult the Borough Early Childhood Director.

[a] No high school students are in attendance on January28, 2013 (deduct one day for high schools only). District 75 high school level students are in attendance on January 28,2013

[b] Important: For the June 10 Clerical Shortened Day in elementary, middle and D75 School Programs, please refer to section 1(f) in Attachment 3 ("Notes on Reporting for Purpose of the PAR").

[c] In non District 75 high schools having to administer Regents exams, there will be no high school students in attendance on Friday, June 21, 2012 (Regents Rating Day). If this applies, deduct this additional day (use Release Code 43 for Regents Rating Day)

***Students are required to attend school on Monday, June 24 and Tuesday, June 25, 2012. Pupil attendance must be taken, recorded and reported. The attendance on Wednesday, June 26 should be recorded noting the early dismissal (see section 13 of the 2012-2013 School Year Calendar PDF document on the DOE web site at** http://schools.nyc.gov/calendar).

SCHEDULE OF ATTENDANCE PERIODS FOR THE SCHOOL YEAR 2012-2013

ATTENDANCE PERIODS

	Period Begins		Period Ends		Maximum Number of Days of Pupil Attendance/Regents		Weeks		PAR RUN Date*
1.	Sept. 6, 2012		Sept. 28, 2012		14		3		**October 5, 2012**
2.	Oct. 1, 2012		Oct. 31, 2012		19		5		**November 5, 2012**
3.	Nov. 1, 2012		Nov. 30, 2012		16		4		**December 5, 2012**
4.	Dec. 3, 2012		Dec. 21, 2012		15		3		**January 7, 2013**
5.	Jan. 2, 2013		Jan. 31, 2013		21 20 (see Att. 1 note "a" on January 28 for HS)		5		**February 5, 2013**
6.	Feb. 1, 2013		Feb. 28, 2013		18		3		**March 5, 2013**
7.	March 1, 2013		March 22, 2013		16		3		**April 5, 2013**
8.	April 3, 2013		April 30, 2013		20		4		**May 6, 2013**
9.	May 1, 2013		May 31, 2013		22		5		**June 7, 2013**
10.	June 3, 2013		June 26, 2013		17 16 (See Att.1 note "c" on June 22 for HS and "*" for all grade levels		4		**June 28, 2013**

* Timely resolution of pending discharges, unscanned rosters, and missing attendance is a school compliance measure.

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

All grades are to be in session a full day, for all the maximum days of pupil attendance, per Attachments 1 and 2, with the exception of authorized "release" full- or half-days for a grade, grades or the whole school.

1. **TO REPORT AUTHORIZED RELEASE DAYS (Clerical Half Days, Parent-Teacher Conferences, Regent's Rating)**
   - **On the attendance scan sheet(s) for effected class(es)**, bubble in **BOTH** "Attendance Taken" **AND** "Released from School."
   - **On the day following the release**, use ATS CCLA (Official Class Release) function and enter appropriate Reason Code in the A.M. and/or P.M. field(s) and "Y" for the effected classes.

   The pre-authorized days for which schools will record release full-or-half days, as they apply are as follows:
   a) All Full Day and Half Day PreK Programs when not in session.
   b) September 6, 2012 – Early Dismissal for Full Day Pre-K and non-District 75 Kindergarten students**.**
   c) September 7, 2012 – Early Dismissal for Full Day Pre-K students **ONLY.** (Kindergarten is in session for a full day.)
   d) Fall and Spring **Afternoon** Parent Teacher Conferences
   e) January 28, 2013 - Non-D75 HS Grade 9-12 Only
   f) June Clerical Half Day (Monday June 10). June 4 is a full instructional day for elementary, middle and D75 programs.
   g) June 21, 2013- Non-D75 HS Grade 9-12 Only (FOR SCHOOLS THAT SCHEDULED JUNE REGENTS)

2. **TO REPORT RELEASED DAYS FOR REGENTS TESTING** for January and June Regents Exam Days
   High Schools with **grades 9 through 12 only**:
   - Use ATS function "**ERES**-Enter Regents Exam schedule." Daily Attendance Sheets will not be generated.
   - If scan sheets are generated in error, bubble in and release impacted classes.

   Schools with **grades 6 through 12**:
   - For full Regents exam days for grades 9-12 only:
     - **On the attendance scan sheet**, bubble in **BOTH** "Attendance Taken" **AND** "Released from School."
     - **On the day following the release**, use ATS CCLA (Official Class Release) function; use Reason Code 43.
   - **Grades 6-8 must be in attendance unless prior central approval is obtained.** With approval, follow the procedures (#3) below.

3. **TO REPORT APPROVED RELEASE DAYS REQUESTED THROUGH THE CALENDAR CHANGE REQUEST PROCESS**
   With sufficient lead-time, these approvals will be programmed into the school calendar and attendance scan sheets will not be printed. If a grade, grades, or whole school (including Full Day and Half Day Pre-K Programs) are not in session for a full day and the day has not been previously coded in ATS:
   - **On the attendance scan sheet(s) for effected class(es)**, bubble in **BOTH** "Attendance Taken" **AND** "Released from School."
   - **On the day following the release**, use ATS CCLA (Official Class Release) function and enter appropriate Reason Code in the A.M. and/or P.M. field(s) and "Y" for the effected classes.

   NOTE: Follow the same procedure for any required emergency release days.

4. **TO REPORT NON-INSTRUCTIONAL RELEASE DAYS**
   All Release Days are counted as "instructional" or "non-instructional" for purposes of calculating State Aid. Most authorized half-day releases are considered "instructional." Schools are asked to flag the few exceptions in the NON INSTRUCTIONAL DAYS screen during PAR verification. Please record the following days as **"Non-Instructional"** by entering the date and appropriate Reason Code, and place an "X" next to the appropriate grade(s):
   - Section 1 (above) a through c – for all effected grades
   - Regents Exam Days (January 22-25 and June 11-20) - for HS 9-12 grades scheduled for exams ONLY
   - January 28, 2013 – for all Non-D75 HS Grades 9-12
   - Monday, June 10 (June Clerical Half Day)– for All D75 and *only* Grades 7-8 (+MS Grade 9).
   - June 21, 2013 – for Non-D75 HS Grade 9-12 Only
   - All approved full-day release days requested through the Calendar Change Process.

5. **Recording Holy Days**
   In accordance with DOE attendance policies, full day absences resulting from documented religious obligation should be annotated on the CIND (Individual Student Attendance Screen) with Reason Code 05; partial day observances, use Code 55; early release for religious instruction, Code 56.

PERIOD ATTENDANCE REPORT (PAR) CONTACT LIST

BOROUGH	DISTRICTS	PHONE #	STAFF ASSIGNED
MANHATTAN	1, 2, 3, 4 ,5, 6, 75, 79	718-935-5769	ZARELL McCALL
BRONX	7, 8, 9, 10, 11, 12, 75, 79	718-935-3872	SANDRA DIAZ
BROOKLYN	13, 14, 15, 16, 17, 18, 79	718-935-5769	ZARELL McCALL
BROOKLYN	19, 20, 21, 22, 23, 32, 75, 79	718-935-5227	ELVIRA LERNER
QUEENS	24, 25, 26, 27, 28, 29, 30, 75, 79	718- 935-5227	ELVIRA LERNER
STATEN ISLAND	31, 75	718-935-3872	SANDRA DIAZ