

Using the Resources on the Attendance Site of the Principals' Portal

Bookmark the landing page: Principals' Portal > Student Support & Family Services > Attendance. Everyone with a DOE login can use the Principals' Portal.
<http://intranet.nycboe.net/DOEPortal/Principals/FamSvc/Attendance/default.htm>

The screenshot shows the 'Principals' Portal' interface. At the top, there's a search bar and a 'Sign Out' link. Below that, a navigation bar includes 'PRINCIPALS' HOME | SITE MAP' and a search field. The main header reads 'The Principals' Portal' with the NYC Department of Education logo. A blue navigation bar contains tabs for 'Accountability', 'School Support', 'Student Support & Family Services', and 'Legal Services'. Under 'Student Support & Family Services', there are sub-links for 'Attendance', 'Health', and 'Youth Development'. A 'Spotlight' box on the left features a 'New Cell Phone Policy' announcement. A 'Hello, Ruth Pointon' message is on the right, with a 'Principal's School Listed Here' section below it. The NYC Department of Education logo is in the top right corner.

Need a quick answer? Look in the Index first! Principals > Attendance > Tools > Index

There are two ways to get to the Index:

The screenshot shows the 'Attendance' page. The main heading is 'Attendance' with a sub-heading 'Set the Attendance Agenda at your School'. Below this are four numbered sections: 1. Solid Systems and Data Routines, 2. Clear Policies, Goals and Plans, 3. Early Intervention, and 4. Interventions Elevated Strategically. A large orange arrow points from the top of the page down to the 'Full index of attendance topics' link. Another orange arrow points from the 'Key DOE Links' section to the 'Quick Reference: Top Administrative Topics Q & A Index' link. The 'Key DOE Links' section includes links for 'Attendance Data', 'Attendance Public Site', and 'Guidance Portal'. The 'News' section includes 'Announcements', 'Share Your Success', and 'Research and Studies'. The 'Tip of the Day' section includes 'Monday, February 22, 2016'. The 'Tools' section includes 'Quick Reference: Top Administrative Topics Q & A Index', 'Learn from Other Schools', and 'Present & Accounted for (Archive)'.

Using the Resources on the Attendance Site of the Principals' Portal

The Index has links to pages and resources that you can download to save or print to share.

Tools Index

- 407S
- 5- and 10-Day Report
- ACS and Attendance
- Address Verification
- ALOA/ANDI (Register Audit)
- Alternate Learning Centers (ALC)
- Arriving Late
- Asthma Overview
- ATS Reports
- Attendance / Lateness Policies
- Attendance Goals
- Attendance Plan
- Attendance and Instruction
- Attendance Teachers
- Attendance Team
- Autodialer Systems/Robocalls
- Bubble Sheets and Scanning
- Bullying
- Calendar and Calendar Changes
- Celebrations and Recognition
- Chronic Absenteeism
- Clearance of Register
- Code 12 Discharge
- Community Partners (CBOS)
- Community Services and Truancy Centers
- Court Involved Youth
- Current Contact Info in ATS (Blue Cards)
- D79
- Daily Metrocards
- Data Integrity
- Discharges
- Early Departures
- Early Dismissals
- Educational Neglect
- ERES
- Exclusions
- Excused Absences

ATS REPORTS

- All students who missed 20 or more days last year are flagged in ATS under student indicator "CHRONIC ABS." These students start school in September having missed at least a month of instruction and are likely to continue a pattern of missed days. This indicator has two values:
 - C "Chronically absent"—student missed 20-37 days the previous school year;
 - S "Severely chronically absent"— student missed 38 or more days the previous school year.
- On most ATS student indicator screen, enter "#" to select all students with either a "C" or an "S".
- RAMO** reports the days absent by each month LAST YEAR and CURRENT YEAR.
 - Days missed are reported in the cumulative. For example, if the report shows "04 days missed in SEP" and "06 days missed in OCT" that means the student missed 2 days in October. In other words, the days missed is always YTD.
- RCHK** is a good option to see all the students in the school, if they were chronically absent last year and their approximate attendance for this year.
 - At INDICATOR, press F4, tab to YTD ATTEND and enter 1, tab to CHRONIC ABS and enter 2, then F2. The result displays all students with "interval attendance" (deciles) and if they were chronically absent last year.
 - Students with YTD ATTD of "P" (=perfect) or "9" (=90-99%) and a CHRON ABS indicator are improving.
 - Interval Attendance gives approximate YTD attendance, "N"=No show, "0"=1-9%, "1"=10-19%, "2"=20-29%, etc.
- RYIS** like RCHK reports on the attendance intervals—the number and percent of students by attendance deciles—for a big picture look. But schools really want to know who is attending 90-95% or 95-100% and RYIS won't show that.
- RRSA** provides YTD attendance for all students. This report prints by official class, or use the download option.
- RPAL** "Perfect Attendance List," allows you to find "almost" perfect attendance.
 - To limit the report to students who missed 20+ days last year, at INDICATOR, press F4, tab to CHRONIC ABS and enter "#", then F2.
 - Set date range, first day of school to current day.
 - Set MAX DAYS ABSENT to no more than 2 days per month. For example, at the end of October, enter "4" for MAX DAYS ABSENT, at the end of November, enter "6", etc.

ATS Reports FAQs
Our Favorite ATS Reports: School Level

[Back to Policy and Plan Topics](#)
[Back to full index](#)

CODE 12 DISCHARGE

- When prompted by consecutive, unexplained absences or by "No Show" students, an investigation will follow and document a logical examination of leads to locate the student and learn the reason for absences or to provide evidence for approved discharge.
- When the examination of leads is exhausted and the family is determined to be "address unknown" a code 12 discharge may be appropriate.
- There is no "code 12 checklist." Schools are encouraged to follow a standard checklist to guide all investigations for students with unexplained absences. Code 12 discharges require BFSC review for approval.

Locate Students with Unexplained Absences Checklist

[Back to Systems and Data Topics](#)
[Back to full index](#)
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EXCUSED ABSENCES

- Excused absences are still absences. Parents, and even some teachers and school staff, may think that if a student misses school for a valid reason (an "excused" absence), it is not marked as an absence.
- Attendance is a legal record of whether the student was in school or not.
- Schools define what they consider to be excused absences and what documentation is required for an absence to be marked excused. The reason code list in ATS (RREL) provides a range of scenarios and is explained the How to Update or Correct Records of Daily Attendance and Use Reason Codes.
- Absences for religious reasons must be considered excused.
- Excused absences may not be counted for the purposes of school attendance recognition or other awards, or eligibility for participation in sports or other activities.
 - For PSAL, students must maintain 90% attendance, counting only unexcused absences within each marking period. For a typical marking period of 30 days, this means no more than 3 unexcused absences.
 - Part of the eligibility for Regents Exam Score Appeals is school-year attendance of at least 95%, counting only unexcused absences. For a typical year, this means no more than 8 unexcused absences.
- There is no number of absences, excused or unexcused, that can, in itself, prevent promotion to the next grade or graduation.

How to Update or Correct Records of Attendance and Use Reason Codes

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There are *How to...* or other "toolkits" of samples, checklists, or reproducibles linked with many subjects.

For schools that want to improve attendance – Review the Attendance Agenda.

The Principals' Portal

Accountability

School Support

Student Support &
Family Services

Legal
Services

›OE Intranet Home > Principals > Attendance

Attendance

Set the Attendance Agenda at your School

1. Solid Systems and Data Routines

- Accurate attendance checked for errors daily
- Registers up-to-date
- All discharge rules followed

2. Clear Policies, Goals and Plans

- Attendance framed as a function of school connectedness
- Attendance measured in the context of academic progress
- Inquiry cycles to review, develop and test attendance policies

3. Early Intervention

- Start with students who missed 20+ days the previous year
- Group outreach, incentives and other programs of intervention by reason for absences
- Try mentors and systems of personalization

4. Interventions Elevated Strategically

- Individualized services with academic planning for persistently absent students
- Transition plans for returning students
- Outreach investigations to better understand causes

Browse All Attendance Resources

Solid Systems and Data Routines

What Happens for Students

- Every absence is acknowledged.
- Attendance records are accurate.
- Every student has a program, especially students new to the school or returning to the school.
- Discharges follow all regulations.

What Schools Do

- __ Set routines for collecting, checking and updating (with reason codes) daily attendance .
- __ No retro attendance; No unscanned rosters (Check the PAR .)
- __ Set routines on recording and using period attendance and cut reports.
- __ Set and follow calendar and procedures for Regents exams, calendar changes and early dismissals .
- __ Have no unauthorized releases or releases in error.
- __ Account for all "No Show" or very low attending students.
- __ Move students who are in 000 class; manage the register.
- __ Account for all students in shared instruction , student performers , and immunization exclusions.
- __ Complete a thorough clearance of register each September.
- __ Review Transfer, Discharge and Graduation Guidelines (TDG) and update school procedures.
- __ Complete ALOAVANDI (register audit) each year; compile documents, as required.
- __ Set protocol for address verifications and investigations prior to discharge, including code 12 .

For each of the four sections, see how students experience school when the steps are followed (impact) and find a list of actions for schools to take.

Using the Resources on the Attendance Site of the Principals' Portal

Each section also has its own list of topics for more detailed information and links to documents.

Browse All Attendance Resources

Solid Systems and Data Routines

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[Back to Set the Agenda Item 1: Solid System](#)
[Go to Agenda Item 2: Clear Poli](#)
[Go to Agenda Item 3: Clear Poli](#)
[Go to Agenda Item 4: Interventions](#)

Index of Systems and Data Topics

[ADDRESS VERIFICATION](#)
[ALOA/ANDI \(REGISTER AUDIT\)](#)
[BUBBLE SHEETS AND SCANNING](#)
[CALENDAR AND CALENDAR CHANGES](#)
[CLEARANCE OF REGISTER](#)
[CODE 12 DISCHARGE](#)
[DATA INTEGRITY](#)
[DISCHARGES](#)
[EARLY DISMISSALS](#)
[IMMUNIZATION EXCLUSIONS](#)
[MANAGE THE REGISTER](#)
[NON-ATTENDING STUDENTS \(LTA\)](#)
[PAR \(PERIOD ATTENDANCE REPORT\)](#)
[PERIOD/COURSE ATTENDANCE](#)
[REASON CODES](#)
[RELEASES](#)
[RETROACTIVE ATTENDANCE](#)
[SHARED INSTRUCTION \(RSU/HOM/HSP\)](#)
[STUDENT PERFORMERS](#)
[UNSCANNED ROSTERS](#)

ALOA/ANDI (REGISTER AUDIT)

- Each November, schools are required to perform a self-audit of their attendance data. Why? The school is entitled to receive per capita funding for those students who qualify to be on the school's October 31 register. Students qualify by:
 - 1) being present one day in October, and
 - 2) having a legitimate reason for being on register on October 31; that is, no condition or reason exists that would warrant the discharge of the student prior to October 31.
- The purpose of the attendance audit is to determine this legitimacy—if students with minimal attendance in October have a right to remain on the school's October 31 register, and if students discharged in November were correctly on register on October 31. The more diligent a school is with recording attendance and maintaining complete records, the less likely that its anticipated funding will be adversely affected.
- ALOA (Low October Attendance): Can students with minimal attendance in October (one or two days only) legitimately remain on the school's October 31 register?
- Complete the ALOA screen in ATS by entering an Action Code (1, 2, or 3) for each student indicating:
 1. October Presence is incorrect (and then update the student's record using CIND).
 2. Admit date is incorrect; student admitted after October 31 (and then update the admission date using RQSA—ADT).
 3. October presence is correct; complete the Register Verification Form, attaching required back-up documentation.
- ANDI (November Discharge): Were students discharged in November correctly on register on October 31?
 - Complete the ANDI screen by entering an Action Code (4 or 5) for each student indicating:
 4. Discharge date is incorrect; student discharged before November 1 (and then update the discharge date using RQSA—DDT).
 5. November discharge is correct; compile documentation that can validate the discharge.
- RSNR (Net Register Report): Compares a school's Projected 10/31 register with a snapshot of the school's net register at a given point in time.
- As a best practice, keep accurate data about student interventions and outreach, attendance and discharges.
 - Do all teachers have standard routines for taking and marking attendance scan sheets?
 - Does the school use RCUA to detect students present only one or two days that may be in error and correct in CIND?
 - Does the school consult and use the most updated Transfer, Discharge and Graduation Guide?
 - Are all non-attending students "known" and accounted for through a method of personalization (grade level teams, SLT, advisories)?
 - Does school staff record relevant interactions with students and families in ILOG? Do counselors keep dated and signed logs?
- Long Term Absentees (students with no attendance in October) are not included in the Oct. 31 register and are not included in per capita funding.

Check General Counsel's page for updated guidance on audits
[Monitor Register Loss/Gain Checklist](#)

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REASON CODES

- Reason codes entered in ATS on the CIND screen indicate excuses, information about the cause of an absence, or may also indicate a reason for attendance for just part of the school day.
- Any "Late" or "Absent" marked on a bubble sheet is considered "unexcused." **School policies** define when to excuse a student's absence, what is considered and excused "late," and when a reason code is needed to explain attendance for part of a day. The reason code list in ATS (RREL) provides a range of scenarios and is explained in the [How to Update or Correct Records of Daily Attendance and Use Reason Codes](#).
- If a student was present in school for at least one instructional period, the student is considered "Present" for the day. Using "P" reason codes is a way to document when the student was not in attendance a full day. As with all reason codes, additional documentation will explain and back-up the reason code, either filed in the students records or in ILOG entries.
- To update "A" (or "L") to a reason code for multiple students by official class or grade, use ATS function AUPD. (Each student requires an entry, but after entering codes on one screen, the user may "select and copy" the row of codes--using the mouse--and paste on the following screens.)
- Reason codes are also used to describe [releases](#).

[Update or Correct Records of Daily Attendance and Use Reason Codes](#)

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Using the Resources on the Attendance Site of the Principals' Portal

Use the Attendance Data link on the ride side of the page to find how schools can use ATS and track chronic absenteeism. Principals > Attendance > Key DOE Links

Key DOE Links

Attendance Data

Download the Daily and YTD Attendance Report

Daily and YTD attendance and *missing attendance*, by school, updated by about 4:30 each day. Please enable macros for full functionality.

New daily and YTD attendance reports for schools are updated daily.

Attendance and Chronic Absenteeism Rates by School

Attendance by MONTH Spreadsheet of attendance (not CA) for several years (month and YTD). *Through January 2016*

End-Of-Year CA Rates and Attendance Spreadsheet for the past several years. USE THIS to complete the Attendance Plan. Also has 2014-2015 School Quality Snapshot "Students Chronically Absent" rate (the percent of students who had less than 90% attendance last year).

Here is where school staff can learn how to use ATS reports.

Access ATS

Following are the links for ATS Web Connect access:
<https://wc.nycenet.edu/>(from a computer with DOE intranet access)
https://schools.ra.nyc.gov/dana-na/auth/url_81/welcome.cgi(from a private computer)

Learn more about ATS

ATS Wiki Search for available reports and get tips from other ATS users.
<https://wiki.nycenet.edu/login>

Favorite ATS Reports--School Level
 Favorite ATS Reports--Multi school

How to... Take Daily and Period Attendance with FAQs
 How to... Keep Good Daily Attendance Routines
 How to... Update or Correct Records of Daily Attendance and Use Reason Codes
 How to... Review your Target List (of Chronically Absent Students)
 How to... Flag Students in ATS Using Student Indicator INTV
 How to... Know if Chronically Absent Student Have Improved Attendance

Also see FAQs for ATS reports

Statistical Summaries

Attendance statistics by month and year --over several years.
<http://schools.nyc.gov/AboutUs/schools/data/stats/arreports.htm>

4pm Daily Attendance Report
<http://schools.nyc.gov/AboutUs/schools/data/Attendance.htm>

The "CA" tool gives schools graphic displays of attendance data from ATS so they can quickly identify students with improved or declining attendance.

School Chronic Absenteeism "CA" Tool

The CA Tool compares student performance from the previous year to the current year. With graphic displays of attendance data from available ATS downloads schools can quickly identify students with improved or declining attendance.

There are two versions. Both allow schools to track progress of active students in the school. The Goal Worksheet version helps schools project the end-of-year attendance rate for the school by adjusting absences student-by-student. There is a worksheet for K-8 students and for 9-12 students, good for 6-12 schools to project attendance rates for both levels individually.

	CA Tool	CA Tool with Goal Worksheets
1. Save the tool, an Excel Spreadsheet, locally	School CA Tool	School CA Tool with Goal Worksheets
2. Download ATS reports	RESI RRSA • Do not enter any filters • Leave all setting as default (unless date must be adjusted due to retro attendance).	RESI • Enter filter for Discharged Students Included "I" RRSA • Enter filter for Include Discharged Students "Y" New School CA Tool Download Requirements

In both tools, the color green for the previous year stands for students who missed 8 or fewer days of school OR students for whom we have no data.

BFSC/District Version

With some bug fixes and for 60,000 students, this file is too large to load to the Portal. Please email attendance@schools.nyc.gov to request a copy and we will put one in the T Transfer drive (or come by with a thumb drive). From ATS, download the RDES and RIAS reports. Select one district or one SST (there is a limit to the number of students the tool can report on).

After loading the two reports, go to the pivot tab and hit "refresh" once. DBNs seen on the download will update to your schools after you "refresh." Please see the instructions or email/call for help. A webinar on using the Network CA tool is available ([here](#)).

A customized version for sets of schools not available in an ATS download can be generated. Please email requests to attendance@schools.nyc.gov.

Using the Resources on the Attendance Site of the Principals' Portal

New – and experienced – attendance teachers can find what they need [here](#). Principals > Attendance > Attendance Teacher Corner

Attendance Teacher Corner

The Basics
Professional Development
Resources & Links

There's a new online community just for NYC attendance teachers. Learn more and sign up!

Check the calendar for PD events and review shared materials.

Attendance Teacher Corner Professional Development

Attendance Teacher Coop Website



Join now! atc.connectwithkids.com

Go to SIGN UP

Make up your own Username and Password. Enter your DOE Email.

- Access to dozens **video shorts** on issues related to absenteeism and truancy to share with families, students or colleagues.
- Videos come with handouts, activities, tips and discussion questions.
- **Peer Forum (Discussion/Q&A)**: Post a question for other Attendance Teachers to respond to or share an experience. This is for Attendance Teachers only.
- Post sample letters or other tools you use in your work.
- *Coming soon*: How-To videos for-you/by-you showing how Attendance Teachers do their best work!

Full Calendar of Attendance PD Events for 2015-16

Download the calendar and register:

ATS/Data Clinics

Attendance teachers, BFSC and school staff are all welcome to come and practice running and using ATS reports. Participants are encouraged to bring specific data questions they would like answered.

Case Conference Clinics

At these sessions, attendance teachers can talk one-on-one with a consultant about a challenging student case, or just get advice about organizing their week or working with a school. Any topic is welcome. Come for a few minutes or an hour.

Registration is encouraged but drop-ins are welcome. Sessions are subject to cancellation so it is a good idea to register ahead so you can be notified.

Suggestions for PD: Please email Attendance@schools.nyc.gov

February 2016 Professional Development Day Materials

- Schedule of sessions
- Takeaways
- **Presenter Materials:**
 - Asthma and Attendance (elementary)
 - Asthma: Know the signs
 - Health services in schools
 - Working Session
 - Telling the Attendance Teacher Story
 - Electronic Attendance
 - An App helps Teachers track student attendance
 - Attendance taking options
 - The Art of an Investigation
 - Effective Communication
 - There They Go!.. Unusual discharges
 - Welcoming Students back from Detention, Suspension and Placements
 - [Invitation to PAR Event](#)

Using the Resources on the Attendance Site of the Principals' Portal

Other links for schools and attendance teachers.

Share Your Success – monthly contest for attendance stories!

Tools for school PD...

Look here for reference materials and what schools are doing to increase attendance and engagement with students and families.

Look here for answers to questions on Planning Interviews and other discharge issues.

News

Announcements

Inclement weather

Share Your Success

Research and Studies

Tools for Inquiry!

Tools

Quick Reference: Top

Administrative Topics Q & A

Index

Learn from Other Schools

Present & Accounted for (Archive)

Attendance-Related Mandates

Transfer, Discharge, and Graduation Code (TDG) Guidelines

Planning Interview/Dropout Prevention Support Materials

Students in Temporary Housing Educational Neglect Requirements