



THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, <i>Chancellor</i>
OFFICE OF THE CHANCELLOR
52 Chambers Street - New York, NY 10007

SECOND REVISION AS OF 4-1-08

MEMORANDUM

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 2007-2008 Attendance Calendar, Schedule of Attendance Periods, and Notes on Reporting for Purposes of the PAR

DATE: August 31, 2007

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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 attendance 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 2007-2008 school year for attendance reporting purposes.**

The first revision pertains to Attachment 3: Section 3(d) is new, and it is specified in section 3(g) that, if students are asked to come in on January 28, June 25 (PM after exams) and June 26 for their program or report cards, their attendance must be recorded and reported. The second revision pertains to section 3(f), which has been modified to reflect that June 17 is now a full Regents exam day.

- (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 2007-2008 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 web site (click "Links to Commonly Requested Sites and Documents," 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 AND JUNIOR HIGH SCHOOLS, SPECIAL SCHOOLS, HIGH SCHOOLS
2007-2008 SCHOOL YEAR**

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

STUDENT HOLIDAYS DURING THE 2006-2007 SCHOOL YEAR

2007					2008				
September (17)					February (16)				
M	T	W	TH	F	M	T	W	TH	F
--	4	5	6	7					1
10	11	12	--	--	4	5	6	7	8
17	18	19	20	21	11	12	13	14	15
24	25	26	27	28	--	--	--	--	--
					25	26	27	28	29
October (22)					March (20)				
M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5	3	4	5	6	7
--	9	10	11	12	10	11	12	13	14
15	16	17	18	19	17	18	19	20	--
22	23	24	25	26	24	25	26	27	28
29	30	31			31				
November (18)					April (17)				
M	T	W	TH	F	M	T	W	TH	F
			1	2		1	2	3	4
5	--	7	8	9	7	8	9	10	11
--	13	14	15	16	14	15	16	17	18
19	20	21	--	--	--	--	--	--	--
26	27	28	29	30	28	29	30		
December (15)					May (21)				
M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7				1	2
10	11	12	13	14	5	6	7	8	9
17	18	19	20	21	12	13	14	15	16
--	--	--	--	--	19	20	21	22	23
--					--	27	28	29	30
2008									
January (21) (20) HS*					June** (18)				
M	T	W	TH	F	M	T	W	TH	F
--	2	3	4		2	3	4	--	6
7	8	9	10	11	9	10	11	12	13
14	15	16	17	18	16	17	18	19	20
--	22	23	24	25	23	24	25	26#	#
28#	29*	30	31						

2007

September 3 September 13 and 14	Labor Day Rosh Hashanah
October 8	Columbus Day Observed
November 6 November 12	Election Day Veterans Day Observed
November 22-23	Thanksgiving Recess
December 24 – January 1 (included)	Winter Recess

2008

January 21	Martin Luther King, Jr. Day
February 18-22	Midwinter Recess (including Washington's Birthday)
March 21 April 21-25	Good Friday Spring Recess
May 26	Memorial Day
June 5	Chancellor's Conference Day (no students) IN ALL FIVE BOROUGHES

In all Five Boroughs

	ALL Grades K- MS 9 & All District 75	HS (Non- District 75)
Sept - Jan	93	92*#
Feb - June	92	92#

TOTAL 185 184*#

Notes:

- The High School Spring Term starts on Wednesday, January 30, 2008.
- For PreK totals, consult the Borough Early Childhood Director.

	All students report on Tuesday, September 4, 2007. The last day for most students is Thursday, June 26, 2008 (see “#” footnote and “NOTE” below).
*	No high school students are in attendance on January 29 (this day was deducted above for high schools only). District 75 high school level students are in attendance on January 29.
**	Important: For the June 2 and June 12, 2008 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 scheduled Regents Exams, there will be no regularly scheduled classes for students on January 28 and June 26 (Regents Rating Day). If this applies, deduct these two days from the above totals and refer to section 3(g) of Attachment 3. District 75 high school level students are in attendance on January 28 and June 26.
Note	Except in high schools having scheduled June Regents exams (see above), 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 12 of the 2007-2008 school year calendar on the DOE web site at http://schools.nyc.gov/calendar).

SCHEDULE OF ATTENDANCE PERIODS FOR THE SCHOOL YEAR 2007-2008

ATTENDANCE PERIODS

	Period Begins	Period Ends	Maximum No. of Days of Pupil Attendance/Regents	Weeks	Electronic signoff of prior month PAR by
1.	Sept. 4, 2007	Sept.28, 2007	17	4	Oct. 9, 2007
2.	Oct. 1, 2007	Oct. 31, 2007	22	5	Nov. 8, 2007
3.	Nov. 1, 2007	Nov. 30, 2007	18	4	Dec. 7, 2007
4.	Dec. 3, 2007	Dec. 21, 2007	15	3	Jan. 8, 2008
5.	Jan. 2, 2008	Jan. 31, 2008	21 (20 in HS) (also see Att. 1 note “#” on January 28 for HS)	5	Feb. 7, 2008
6.	Feb. 1, 2008	Feb. 29, 2008	16	3	March 7, 2008
7.	March 3, 2008	March 31, 2008	20	4	April 7, 2008
8.	April 1, 2008	April. 30, 2008	17	4	May 7, 2008
9.	May 1, 2008	May 30, 2008	21	4	June 6, 2008
10.	June 2, 2008	June 26, 2008	18 (also see Att. 1 note “#” and “NOTE” on June 26 for HS)	4	June 30, 2008

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):
- 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).
 - 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.
 - 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)**.
 - 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)
- All Full Day and Half Day PreK Programs when not in Session.
 - September 4 and 5, 2007 – Early Dismissal for non-District 75 full day PreK and Kindergarten Students Only.
 - January 29, 2008 (Non-District 75 High School Grade Levels 9 through 12 Only).
 - All days scheduled for afternoon Parent-Teacher Conferences.
- e) On the **FIRST June 2008 Clerical Half Day (Monday June 2, 2008)**:
The following are **NON**-instructional: All grade levels Kindergarten through middle school grade 9 in elementary and middle schools, and above grade level 6 in District 75 schools and programs. (Grade levels K-6 in District 75 schools and programs are **instructional**.)
- On the **SECOND June 2008 Clerical Half Day (Thursday June 12, 2008)**:
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**, **EXCLUSIVE OF LUNCH**, and **EXCLUSIVE** of the **37.5 minute extra session for targeted students**, should contact Suleyni Monero by e-mail at smonero@schools.nyc.gov, for information on how to record the two June Clerical Shortened Days.
- January 22 through January 25 and June 17 through June 25 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.
 - January 28 and June 26 (Regents Rating Day), 2008 - 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 January and June, there will be no regularly scheduled classes for students on Monday January 28 and Thursday June 26 (Regents Rating Day). If this applies, these two days are to be recorded as **NON**-instructional. If students come in for non-classroom purposes (such as picking up program or report cards), school attendance must be recorded and reported (the same holds for June 25 after exams in the PM).
For all District 75 grades and all grades not scheduled for Regents Examinations over the Regents Examination periods in January and June, and scheduling regular instruction on Monday January 28 and Thursday June 26, these two days are recorded as instructional.

PERIOD ATTENDANCE REPORT (PAR) CONTACT LIST

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