

## School Year 2016-17 Attendance Calendar

The Attendance Calendar is attached for your use. **Principals, Pupil Accounting Secretaries, and other school personnel involved in scanning, updating and verifying data entered into the ATS system, should refer to this document throughout the 2016-17 school year for attendance reporting.**

**The STUDENT ATTENDANCE CALENDAR** is based on the maximum number of days that schools can schedule students for attendance or Regents examinations.

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”).

Every month a Period Attendance Report (PAR) takes a snapshot of all schools’ register and attendance. This happens on the 5th day of each month to record the data for the previous month. The purpose of “signing the PAR” or completing the period attendance report (PAR) is to reconcile all student register and attendance records each month. This routine is independent from maintaining the school’s calendar and “release dates.” Schools are advised to use the STAT screen routinely to clear pending discharges, unscanned rosters and retro attendance. For more information on Attendance compliance, [click here](#).

# 2016-17 STUDENT ATTENDANCE CALENDAR ELEMENTARY, MIDDLE SCHOOLS, HIGH SCHOOLS, and SPECIAL SCHOOLS

## Maximum days students can be scheduled for attendance (includes half-days) and Regents Exams

September <sup>1</sup> (16)				
M	T	W	Th	F
--	--	--	8 <sup>1</sup>	9
--	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February (15)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
--	--	--	--	--
27	28			

October (17)				
M	T	W	Th	F
--	--	5	6	7
--	11	--	13	14
17	18	19	20	21
24	25	26	27	28
31				

March (23)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November (18)				
M	T	W	Th	F
	1	2	3	4
7	--	9	10	--
14	15	16	17	18
21	22	23	--	--
28	29	30		

April (13)				
M	T	W	Th	F
3	4	5	6	7
--	--	--	--	--
--	--	19	20	21
24	25	26	27	28

December (17)				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
--	--	--	--	--

May (22)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
--	30	31		

January 2017 (20) (19 HS)				
M	T	W	Th	F
--	3	4	5	6
9	10	11	12	13
--	17	18	19	20
23	24	25	26	27
30 <sup>2</sup>	31			

June (17)				
M	T	W	Th	F
			1	2
5	6	7	--	9
12 <sup>3</sup>	13	14	15	16
19	20	21	22	23 <sup>4</sup>
--	27	28 <sup>5</sup>		

## Student Holidays and other student non-attendance days

2016		
September 5	Labor Day	
September 12	Eid al-Adha	
October 3 – 4	Rosh Hashanah	
October 10	Columbus Day	
October 12	Yom Kippur	
November 8	Election Day	
November 11	Veteran’s Day	
November 24 – 25	Thanksgiving Recess	
December 26 – January 2	Winter Recess	
2017		
January 16	Martin Luther King Jr. Day	
January 30	High School – Chancellor’s Conference Day (applies only to non-D75 HS students)	
February 20 – 24	Mid-winter Recess (including President’s Day & Lincoln’s Birthday Observed)	
April 10 – 18	Spring Recess	
May 29	Memorial Day	
June 8	Anniversary Day (in all five boroughs) (no students in attendance)	
June 12	Clerical Day (applies to all K-8 & D75 HS students)	
June 23	Regents Rating Day (applies only to non-D75 HS students)	
June 26	Eid al-Fitr	
Citywide Instructional Days		
	All Grades k – MS 9 & All District 75	High School (non-District 75)
Sept. – Jan.	88	87
Feb. – June	90	90
Total	178	177
<b>Notes:</b>		
<ul style="list-style-type: none"> <li>- The High School Spring term begins on Tuesday, Jan. 31, 2017</li> <li>- For Pre-K totals, email <a href="mailto:EarlyChildhoodPolicy@schools.nyc.gov">EarlyChildhoodPolicy@schools.nyc.gov</a></li> <li>- State aidable totals differ from instructional day totals</li> </ul>		

<sup>1</sup> September 8, 2016 is an early dismissal for Kindergarten & Pre-K only.

<sup>2</sup> H.S. Chancellor’s Conference Day: No high school students are in attendance on Jan. 30, 2017 (one day deducted for non-D75 high schools only). District 75 high school students are in attendance on Jan. 30, 2017.

<sup>3</sup> June 12 is a Clerical Non-Attendance Day in elementary, middle, and D75 school programs (one day deducted for elementary, middle, and D75 high schools).

<sup>4</sup> Regents Rating Day: No high school students are in attendance on Friday, June 23, 2017 (one day deducted for non-D75 high schools only). District 75 high school students are in attendance on June 23, 2017.

<sup>5</sup> Last Day of School: Wednesday, June 28, 2017 should be recorded noting the early dismissal (see section 13 of the 2016-17 School Year Calendar PDF document on the DOE web site at <http://schools.nyc.gov/calendar>).

## **NOTES ON ATS REPORTING FOR RELEASE DAYS**

**(For questions refer to the Attendance Supervisor at your Borough Field Support Center)**

All grade levels are to be in session a full day, for all the maximum days of pupil attendance, with the exception of authorized "release" full- or half-days for an individual grade level, multiple grade levels or the whole school.

### **1. TO REPORT APPROVED RELEASE DAYS REQUESTED THROUGH THE CALENDAR CHANGE REQUEST PROCESS**

**Whole School:** When the entire school is 'released' through the calendar change process, the non-attendance day is removed from the school's calendar and daily attendance scan sheets are not auto-generated<sup>†</sup>. Schools should not complete student enrollment transactions (admission, discharge, transfer, grade or official class updates) on these non-attendance days.

**Selected Grade Levels:** When full-day releases are approved for specific grade levels, daily attendance scan sheets will print. Please scan rosters for participating grade levels as "Attendance Taken" and "Released" or, for rosters with mixed grade levels, record attendance for all students and, on the following school day, use the ATS **CCLA** function (see instructions for [CCLA](#) on the ATS Wiki) to release participating grade levels.

*Note: Students off-site through shared instruction such as HOM, HSP and SSU (Home Instruction, Hospital Instruction, and Superintendent Suspension Instruction (Offsite Suspension Facility) may still have attendance recorded on days when their grade levels are released.*

### **2. REGENTS TESTING DAYS**

To release students for January and June Regents exam days, high schools update the ATS **ERES** function (see instructions for [ERES](#) on the ATS Wiki) for each exam administration period. To release high school students in multi-grade level schools, use CCLA to release appropriate grades. If it is necessary to release 6-8 grade students, prior central approval is required through a [CALENDAR CHANGE REQUEST](#). High Schools administering local assessments (e.g., portfolio reviews) may also treat Regents exam days as non-attendance days. With Calendar Change approval, grade levels 6-8 can also treat Regents exam days as non-attendance days for administering local assessments.

- January 24 – January 27, 2017
- June 13 – 22, 2017

### **3. PRE-K NON-ATTENDANCE DAYS**

There will not be any citywide professional learning dates for pre-k programs during the 2016-17 school year – all professional learning dates are site specific. Schools should use [CCLA](#) to release pre-k classes when applicable.

### **4. ALL OTHER RELEASES**

- **Citywide Releases:** On days of full- or half-day citywide releases for an individual grade level, grade levels, or the whole school use [CCLA](#).
- **Emergency Releases:** For the reporting of all other releases, such as Emergency Closing and or/ Delayed openings see instructions for the [CCLA](#) function on the ATS Wiki.

### **5. HOLY DAYS ARE NOT RELEASES**

In accordance with DOE attendance policies, full day absences resulting from documented religious obligation should be annotated on the ATS Individual Student Attendance ([CIND](#)) function with Reason Code 05; partial day observances, use Code 55; early release for religious instruction, Code 56.

#### **Recommended to Prevent Releases Made in Error**

- Daily: Run an ATS [RNOC](#) report to display all daily attendance rosters not yet scanned or scanned as "released".
- Daily or Weekly: Review the ATS [RSAL](#) report. The number of students released each day is provided in this report.

Run the ATS [RATR](#) report for days with releases to identify students released. For selection criteria, leave blank. Default will show all students, all days and all values (A, P, L, I, R). Download to Excel and filter to display only "R" attendance.

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<sup>†</sup> Schools participating in ATS Period Attendance should repeat the release process for their Subject Period Attendance 'SPAT' sheets.