



School Year 2011-2012 Attendance Calendar, Schedule of Attendance Periods, and Notes on Reporting for Purposes of the Period Attendance Report (PAR)

September 6, 2011

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 2011-2012 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 2011-2012 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").

(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
2011-2012 SCHOOL YEAR

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

STUDENT HOLIDAYS AND OTHER STUDENT NON ATTENDANCE DAYS DURING THE 2011-2012 SCHOOL YEAR

| 2011 | | 2012 | | 2011 | | | |
|-----------------------------------|---|-------------|--|--|--|--------------------------------|--|
| September (15) | February (16) | | | September 5 | Labor Day | | |
| M T W TH F | M T W TH F | | | September 29-30 | Rosh Hashanah | | |
| -- -- -- -- -- | 1 2 3 | | | October 10 | Columbus Day | | |
| -- -- -- 8 9 | 6 7 8 9 10 | | | November 8 | Election Day | | |
| 12 13 14 15 16 | 13 14 15 16 17 | | | November 11 | Veterans Day | | |
| 19 20 21 22 23 | -- -- -- -- -- | | | November 24-25 | Thanksgiving Recess | | |
| 26 27 28 -- -- | 27 28 29 | | | December 26 - January 2 | Winter Recess | | |
| October (20) | March (22) | | | 2012 | | | |
| M T W TH F | M T W TH F | | | January 2 | Last day of Winter Recess | | |
| 3 4 5 6 7 | 1 2 | | | January 16 | Martin Luther King, Jr. Day | | |
| -- 11 12 13 14 | 5 6 7 8 9 | | | February 20-24 | Mid-Winter Recess (including Washington's Birthday) | | |
| 17 18 19 20 21 | 12 13 14 15 16 | | | April 6-13 | Spring Recess (including Good Friday, Easter and Passover) | | |
| 24 25 26 27 28 | 19 20 21 22 23 | | | May 28 | Memorial Day | | |
| 31 | 26 27 28 29 30 | | | June 7 | Anniversary Day (in all five boroughs) (no students) | | |
| November (18) | April (15) | | | IN ALL FIVE BOROUGHS | | | |
| M T W TH F | M T W TH F | | | | All Grades K- MS 9 & All District 75 | HS (Non- District 75) | |
| 1 2 3 4 | 2 3 4 5 -- | | | Sept- Jan | 90 | 89 ^a | |
| 7 -- 9 10 -- | -- -- -- -- -- | | | Feb- June | 93 | 92 ^c | |
| 14 15 16 17 18 | 16 17 18 19 20 | | | TOTAL | 183 | 181 | |
| 21 22 23 -- -- | 23 24 25 26 27 | | | Notes: | | | |
| 28 29 30 | 30 | | | <ul style="list-style-type: none"> • The High School Spring term starts on January 31, 2012. • For Pre-K totals, consult the Borough Early Childhood Director. | | | |
| December (17) | May (22) | | | | | | |
| M T W TH F | M T W TH F | | | | | | |
| | 1 2 | | | | | | |
| 5 6 7 8 9 | 7 8 9 10 11 | | | | | | |
| 12 13 14 15 16 | 14 15 16 17 18 | | | | | | |
| 19 20 21 22 23 | 21 22 23 24 25 | | | | | | |
| -- -- -- -- -- | -- 29 30 31 | | | | | | |
| 2012 | | | | | | | |
| January (20) (19-HS) ^a | June ^b (18) (17 HS) ^c | | | | | | |
| M T W TH F | M T W TH F | | | | | | |
| -- 3 4 5 6 | 1 | | | | | | |
| 9 10 11 12 13 | 4 5 6 -- 8 | | | | | | |
| -- 17 18 19 20 | 11 12 13 14 15 | | | | | | |
| 23 24 25 26 27 | 18 19 20 21 22 ^c | | | | | | |
| 30 ^a 31 | 25 [*] 26 [*] 27 [*] | | | | | | |

All students report on Thursday, September 8, 2011; the last day for students is Wednesday, June 27, 2012.

^a No high school students are in attendance on January 30, 2012 (deduct one day for high schools only). District 75 high school level students are in attendance on January 30.

^b Important: For the June 5 and June 11 Clerical Shortened Days in elementary, middle and D75 School Programs, please refer to section 4(d) 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 22, 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 25 and Tuesday, June 26, 2012. Pupil attendance must be taken, recorded and reported. The attendance on Wednesday, June 27 should be recorded noting the early dismissal (see section 13 of the 2011-2012 School Year Calendar PDF document on the DOE web site at <http://schools.nyc.gov/calendar>).

SCHEDULE OF ATTENDANCE PERIODS FOR THE SCHOOL YEAR 2011-2012**ATTENDANCE PERIODS**

| | Period Begins | | Period Ends | | Maximum No of Days of Pupil Attendance/Regents | | Weeks | | Electronic signoff of prior month PAR by |
|-----|----------------------|--|--------------------|--|--|--|--------------|--|---|
| 1. | Sep. 8, 2011 | | Sept.30, 2011 | | 15 | | 3 | | Oct. 14, 2011 |
| 2. | Oct. 3, 2011 | | Oct. 31, 2011 | | 20 | | 4 | | Nov. 15, 2011 |
| 3. | Nov. 1, 2011 | | Nov. 30, 2011 | | 18 | | 5 | | Dec. 15, 2011 |
| 4. | Dec. 1, 2011 | | Dec. 23, 2011 | | 17 | | 3 | | Jan. 13, 2012 |
| 5. | Jan. 3, 2012 | | Jan. 31, 2012 | | 20 19 (see Att. 1 note "a" on January 30 for HS) | | 4 | | Feb. 15, 2012 |
| 6. | Feb. 1, 2012 | | Feb. 29, 2012 | | 16 | | 4 | | March 15, 2012 |
| 7. | March 1, 2012 | | March 30, 2012 | | 22 | | 4 | | April 5, 2012 |
| 8. | April 2, 2012 | | April 30, 2012 | | 15 | | 3 | | May 15, 2012 |
| 9. | May 3, 2012 | | May 31, 2012 | | 22 | | 5 | | June 15, 2012 |
| 10. | June 1, 2012 | | June 27, 2012 | | 18 17 (See Att.1 note "c" on June 22 for HS and "*" for all grade levels | | 4 | | June 29, 2012 |

**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 a grade, grades, or whole school (including Full Day and Half Day Pre-K 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, 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, Parent-Teacher Conference dates should be recorded as **Instructional**.
- (4) 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 8 and 9, 2011 – Early Dismissal for non-District 75 full day Pre K and Kindergarten Students Only.
- (c) January 30, 2012- Non-District 75 High School Grade Levels 9 through 12 Only).
- (d) On the **FIRST June 2011 Clerical Half Day (TBD)**:
- On the **FIRST June 2012 Clerical Half Day (Tuesday, June 5, 2012)**:
 The following are **NON**-instructional: All grade levels Kindergarten through middle school grade 9 in elementary and middle schools, and District 75 schools and programs.
- On the **SECOND June 2012 Clerical Half Day (Monday, June 11, 2012)**:
 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 e-mail calendars@schools.nyc.gov for information on how to record the two June Clerical Shortened Days.
- (f) January 24 through January 27 and June 13 through June 21 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 22 (Regents Rating Day), 2012 - 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 Friday, June 22 (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 Friday, June 22, this day will be recorded as instructional as instructional.

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 |