

School Year 2009-2010 Attendance Calendar, Schedule of Attendance Periods, and Notes on Reporting for Purposes of the PAR

July 21, 2009

Section 4(d) was revised to reflect the rescheduling of the second June clerical shortened session to Thursday, June 17, 2010.

The above cited attendance calendar, attendance period schedule, notes on reporting for purposes of the PAR (Period Attendance Report) and the attendance 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 2009-2010 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 2009-2010 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/JUNIOR HIGH SCHOOLS, SPECIAL SCHOOLS AND HIGH SCHOOLS
2009-2010 SCHOOL YEAR**

MAXIMUM DAYS STUDENTS CAN BE SCHEDULED FOR ATTENDANCE (INCLUDES HALF DAYS) OR FOR REGENTS EXAMINATIONS	STUDENT HOLIDAYS DURING THE 2009-2010 SCHOOL YEAR																																																																												
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	January 18	Martin Luther King, Jr. Day																																																																											
	February 15-19	Midwinter Recess (including Washington's Birthday)																																																																											
	March 29-April 6	Spring Recess (including Good Friday, Easter and Passover)																																																																											
	May 31	Memorial Day																																																																											
	June 10	Chancellor's Conference Day (no students) in all five boroughs																																																																											
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	<ul style="list-style-type: none"> The High School Spring Term starts on Tuesday, February 2, 2009. For PreK totals, consult the Borough Early Childhood Director. 																																																																												

	All students report on Wednesday, September 9, 2009. The last day for students is Monday, June 28, 2010.
*	No high school students are in attendance on February 1 (this day was deducted above for high schools only). District 75 high school level students are in attendance on February 1.
**	Important: For the June 8 and June 17, 2010 Clerical Shortened Days in elementary and middle schools, and in District 75 School Programs, please refer to section 4(d) in Attachment 3 "Notes on Reporting Attendance and for Purposes of the PAR."
#	In non District 75 high schools having to administer Regents Exams, there will be no regularly scheduled classes for students on June 24 (Regents Rating Day). If this applies, deduct this day from the above total and refer to section 4(f) of Attachment 3. District 75 high school level students are in attendance on June 24, 2010.
Note	Students are required to attend school on Friday, June 25 and Monday, June 28, 2010 and pupil attendance must be taken, recorded and reported. The attendance on June 28 should be recorded noting the early dismissal (see section 13 of the 2009-2010 School Year Calendar PDF document on the DOE web site at http://schools.nyc.gov/calendar).

SCHEDULE OF ATTENDANCE PERIODS FOR THE 2009-2010 SCHOOL YEAR

#	Period Begins	Period Ends	Maximum No. of Days of Pupil Attendance/Regents	Weeks	Electronic signoff of prior month PAR by
1.	Sep. 9, 2009	Sept. 30, 2009	15	4	Oct. 8, 2009
2.	Oct. 1, 2009	Oct. 30, 2009	21	4	Nov. 10, 2009
3.	Nov. 2, 2009	Nov. 30, 2009	17	4	Dec. 8, 2009
4.	Dec. 1, 2009	Dec. 23, 2009	17	4	Jan. 8, 2010
5.	Jan. 4, 2010	Jan. 29, 2010	19	4	Feb. 5, 2010
6.	Feb. 1, 2010	Feb. 26, 2010	15 (14 in HS) –See Att. 1 note “*” on February 1	3	March 5, 2010
7.	Mar. 1, 2010	Mar. 26, 2010	20	4	April 15, 2010
8.	Apr. 7, 2010	Apr. 30, 2010	18	4	May 7, 2010
9.	May 3, 2010	May 28, 2010	20	4	June 4, 2010
10.	Jun. 1, 2010	Jun. 28, 2010	19 (See Att. 1 note “#” on June 24 for HS and “note” on June 25 for all grade levels)	4	June 30, 2010

**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 a grade, grades, or whole school (including 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, 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, 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.)
- All Full Day and Half Day PreK Programs when not in Session.
 - September 9 and 10, 2009 – Early Dismissal for non-District 75 full day PreK and Kindergarten Students Only.
 - February 1, 2010 (Non-District 75 High School Grade Levels 9 through 12 Only).
 - On the **FIRST June 2010 Clerical Half Day (Tuesday, June 8, 2010)**:
 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 2010 Clerical Half Day (Thursday, June 17, 2010)**:
 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 contact Suleyni Moneró by e-mail at Smonero@schools.nyc.gov, for information on how to record the two June Clerical Shortened Days.
 - January 26 through January 29 and June 15 through June 23 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.
 - June 24 (Regents Rating Day), 2010 - 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 Thursday, June 24 (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 Thursday, June 24, this day will be recorded as instructional.

PERIOD ATTENDANCE REPORT (PAR) CONTACT LIST

BOROUGH	DISTRICTS	PHONE #	STAFF ASSIGNED
MANHATTAN	1, 2, 3, 4, 5, 6, 75, 79	718-935-5228	NAOMI HERNANDEZ
BRONX	7, 8, 9, 10, 11, 12, 75, 79	718-935-3872	SANDRA DIAZ
BROOKLYN	13, 14, 15, 16, 17, 18, 79	718-935-5228	NAOMI HERNANDEZ
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