



Annual Register Training

Presented by: The Office of Auditor General

Mission

The Office of Auditor General (OAG), School Population Unit, facilitates the audit process by providing training, materials, and additional support as needed. Our mission is to verify that schools adhere to general attendance guidelines and maintain an accurate student register for budget allocations.



School Registers

- OAG's review of students' attendance, admission and discharge procedures validates an accurate October 31st register count and aids a school's ability to comply with attendance mandates.
- Particular attention is focused on students with less than five days of attendance in September and October, as well as discharges processed in November.

2007-08 Calendar of Events



What to expect

- OAG training dates – See Protraxx for locations or Contact your Attendance Content Expert:
 - Brooklyn South – Wednesday, October 24, 2007 (2 Sessions)
 - Brooklyn North and Staten Island –
Monday, October 29, 2007 (2 Sessions)
 - Manhattan – Thursday, November 1, 2007
 - Bronx - Friday, November 2, 2007 (2 Sessions)
 - Queens – Wednesday, November 7, 2007 (2 Sessions)

- The new OAG School Population webpage will soon be available and will feature important documents and related links. Please visit OAG's website for updates at:
<http://schools.nyc.gov/Administration/offices/GeneralCounsel/AuditorGeneral/Links/default.htm>

School Net Register Report **(RSNR)**

- This report illustrates the net register for individual schools.
- The report compares a school's projected October 31st register to 22 different dates of a school's net register.
- All inaccuracies must be corrected no later than Friday, November 9th (ALOA) and November 30th (ANDI).



2007-08 RSNR Snapshots

| Run Date | As-of-Date | Attendance Factors | Run Date | As-of-Date | Attendance Factors |
|----------|------------|--------------------|----------|---------------------|--------------------|
| 9/4 | 9/4 | 0 | 11/30 | 11/30 | 20 |
| 9/7 | 9/7 | 0 | 12/14 | 10/31 | 20 |
| 9/21 | 9/21 | 0 | 12/27 | 10/31 | 20 |
| 9/28 | 9/28 | 10 | 12/28 | 12/28 | 20 |
| 10/5 | 10/5 | 10 | 1/30 | 10/31 (frozen file) | LTA/LTB |
| 10/12 | 10/12 | 10 | 1/31 | 1/31 | 20 |
| 10/19 | 10/19 | 10 | 2/29 | 2/29 | 20 |
| 10/26 | 10/26 | 20 | 3/31 | 3/31 | 20 |
| 10/31 | 10/31 | 20 | 4/30 | 4/30 | 20 |
| 11/16 | 10/31 | 20 | 5/30 | 5/30 | 20 |
| 11/29 | 10/31 | 20 | 6/27 | 6/27 | 20 |

Sample RSNR

Session A - [24 x 80]

File Edit View Communication Actions Window Help

PROFILE 09-X-002 New York City Public Schools 09-27-05 10:36:09
REPT0552-ATS2 ATS Net Register Screen 00362-TBIDDLE
==> _ PAGE 1 OF 1

ROC/REG/DBN: B / 01 / 09-X-002 GRADE SPAN: K-6

| SEL | RUN | DTE | AS | OF | DT | PROJ/ | GROSS/NO | SHO/PD | DIS/ABSENT/NET | RG/VAR | RG/ | |
|-----|----------|----------|----|----|----|-------|----------|--------|----------------|--------|-----|-----|
| _ | 09-23-05 | 09-23-05 | | | | 454 | 371 | 2 | 0 | 0 | 369 | -85 |

F1/Help F2/Select F3/Quit-return F4/ F5/ F6/
F7/ F8/Frwd F9/ F10/ F11/ F12/Exit

MR a 03/006

Connected to remote server/host 10.2.40.16 using port 23

start Session A - [24 x 80] Document1 - Microsof... Desktop 10:40 AM

RSNR Cont'd

ADJUSTMENTS TO SCHOOL NET REGISTERS (RSNR)

Beginning Balance
Net Register 651

ADD DBOR input for missing group 8

Subtotal 659

SUBTRACT

▪ LTA-A: Student absent all of September and October. ALOA Action Code 1 8

▪ LTA-B: Student present at least one day in September but absent all of October ALOA Action Code 1 10

Incorrect Admit Date: Student did not attend prior to November 1st. Change admit date. ALOA Action Code 2 14

Incorrect Discharge Date: Student should have been discharged prior to November 1st. ANDI Action Code 4 5

OAG Disallowances for ALOA Results after Exit Conference 2

OAG Disallowances for ANDI Results after Exit Conference 4

Subtotal 43

Estimated New Register 616

A young girl with long dark hair, wearing a red long-sleeved shirt, is sitting at a wooden desk in a kitchen. She is focused on writing in a notebook with a yellow pencil. In front of her is an open binder with colorful pages. The background shows a kitchen counter with a sink, a coffee maker, and a stove. The word "ALOHA" is written in large, white, serif font across the center of the image.

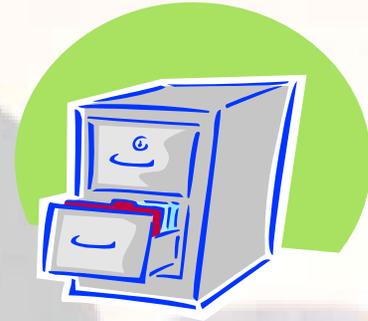
ALOHA

What is the ALOA Report?

- Low October Attendance (ALOA)
 - The ALOA report is used to validate the attendance of students with 1 or 2 days of presence in October.
 - Attendance for students appearing on ALOA should be verified prior to OAG's review in order to promote accuracy.

Note: The ALOA and ANDI reports are available for viewing beginning November 1st.

Research



ALOA

ANDI

Research



- All students appearing on the ALOA report must be researched by school attendance personnel in order to determine the appropriate action required.
- After research is completed, the appropriate ATS action code (1, 2 or 3) should be entered on the ALOA screen and reviewed for accuracy. All attendance inaccuracies must be corrected in ATS.
- The school must retain pertinent documentation to support the ATS action code.

Sample ALOA Screen

PROFILE 71-M-475

ALOA0130

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New York City Public Schools

Low October Attendance

PAGE 1 OF 1

9-28-07 15:09:34

01303-JMEGLIN

| ID | NAME | CLS | ADM DATE | DISC-DATE | DAY 1 #PDS | DAY 2 #PDS | ACTN |
|-----------|---------------|-----|----------|-----------|------------|------------|---------|
| 234567890 | DOE, JOHN | 5NN | 07/02/00 | | 10/03 | 1 | 10/16 1 |
| 198765432 | CAMBERS, SUE | 7MM | 07/02/99 | 11/01/02 | 10/04 | 3 | |
| 211111111 | EBERTS, QUINN | 7ZD | 09/09/98 | | 10/01 | 1 | 10/02 1 |
| 222222222 | SAMPLE, FRED | A33 | 07/02/00 | | 10/08 | 2 | |
| 333333333 | MARKS, DANIEL | A44 | 07/02/99 | | 10/04 | 3 | |

F1/Help

F2/

F3/Quit-return

F4/

F5/Print

F6/

F7/

F8/

F9/Refresh

F10/

F11/

F12/Exit

ALOA Action Codes

| Code | Explanation |
|------|--|
| 1 | Long-Term Absentee (LTA) - October Presence Incorrect: <ul style="list-style-type: none">▪ LTA-A: Student absent all of September and October.▪ LTA-B: Student present at least one day in September but absent all of October. |
| 2 | Incorrect Admit Date: Student did not attend prior to November 1 st . Change admit date. |
| 3 | October presence is correct: All appropriate documentation should be available upon OAG's request. |

Note:

Documentation must be readily available for review.



Overview of Appropriate Documentation

- **Register Verification Form** must be accompanied by:

For Teachers:

- For High Schools: Period attendance scan sheet (salmon)
- For Elementary/Middle/Junior High Schools: Daily scan sheet (blue)
- For Suspension Sites: Daily record of attendance

For Guidance Counselors:

- Detailed log, including the ATS Intervention Screen (ILOG)
- Planning Interview Form (PIF), when applicable

For Attendance Teachers:

- Annotated 407
- Log, including the ILOG, when applicable

Note: All documentation must be readily available for review.

Case Studies

Scenario

A High School student has a string of absences beginning September 27th; the string of absences was broken on October 5th, began again on the 6th, and was broken on the 24th, with no other recorded presence. What documentation would be appropriate to verify the October attendance?

Appropriate Documentation

- A signed, dated OAG Annual Teacher Verification form for both October 5th and 24th
- A period scan sheet (salmon) signed by the same teacher who signed the verification form
- School organization sheet

Case Studies

Scenario

A High School student has a string of absences beginning September 18th, which was broken on October 13th. The student met with the Guidance Counselor to discuss academic concerns on October 13th. There was no other recorded presence for the month of October. What documentation would be appropriate to verify the October attendance?

Appropriate Documentation

- A signed, dated OAG Annual Guidance Counselor Verification Documentation form for October 13th
- A detailed, Guidance Counselor intervention log
- ILOG
- A sign-in sheet for October 13th



ANDI

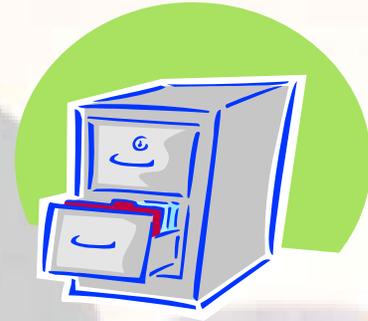
What is the ANDI Report?

● November Discharges (ANDI)

- The ANDI report is used as an investigative tool to identify all students discharged in November.
- All November discharges should be researched to ensure the accuracy of attendance, discharge dates, and codes.

Note: The ALOA and ANDI reports are available for viewing beginning November 1st.

Research



ANDI

ALOA

Research



- All students appearing on the ANDI report must be researched by school attendance personnel in order to determine the accuracy of the discharge process and data.
- After research is completed, the appropriate ATS action code (4 or 5) should be entered on the ANDI screen and reviewed for accuracy. Any inaccuracies must be corrected in ATS.
- The school must retain pertinent documentation to support the ATS action code.

ANDI Action Codes

| Code | Explanation |
|------|--|
| 4 | Incorrect Discharge Date: Student should have been discharged prior to November 1 st . |
| 5 | November Discharge is Correct: Documentation is necessary to prove the validity of a post October 31 st discharge date. |

Note:

Documentation must be readily available for review.



Sample ANDI Screen

PROFILE 77-Q-455

New York City Public Schools

10-07-07 09:21:50

ANDI0140

Selected November Discharges

00999-LSTOLL

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PAGE 1 OF 1

| ID | NAME | CLS | GRD | ADMIT DATE | DISCHARGE DATE | CD | 407 | OCT PRES | LAST ATTD | ACTN |
|-----------|-----------------|-----|-----|------------|----------------|----|-----|----------|-----------|------|
| 123456789 | JOHN, SCOTT | 456 | 200 | 07/02/00 | 11/04 | 11 | N | 19 | 10/28 | — |
| 987654321 | RAMIREZ, DIANA | 350 | 190 | 07/02/01 | 11/04 | 11 | Y | | 09/12 | — |
| 012345678 | LOPEZ, CHAYNIA | 350 | 200 | 07/02/01 | 11/06 | 11 | N | 19 | 10/29 | — |
| 098765432 | MILLER, MICHEAL | 780 | 220 | 09/09/98 | 11/06 | 35 | Y | 2 | 10/31 | — |
| 234567890 | ORTIZ,ROBERTO | 332 | 200 | 07/02/01 | 11/01 | 11 | N | 21 | 10/31 | — |
| 987654320 | MARINAS, MARCUS | 100 | 190 | 07/02/02 | 11/04 | 11 | N | 16 | 10/31 | — |
| 111111123 | DOE, JOHN | 100 | 190 | 07/02/02 | 11/04 | 11 | N | 12 | 10/30 | — |

Update Action code

F1/Help F2/Save F3/Quit-return F4/Lookup F5/Print F6/
 F7/ F8/ F9/Refresh F10/ F11/ F12/Exit

Overview of Appropriate Documentation

- Signed and dated discharge form indicating effective discharge date
- Airline/train/bus ticket or itinerary
- Request for records from receiving school with actual start date
- Documented confirmation of when student moved from New York City
- Planning Interview Form (PIF)
- Confirmation of graduation

Note: All documentation must be readily available for review.

Case Studies:

Discharge Code 04

Scenario

A 5 year-old student is absent for 20 consecutive days and an attendance investigation is completed. After all steps were finalized, the effective date of discharge was the 21st consecutive day of absence. What documentation would be appropriate to complete this discharge?

Appropriate Documentation

- All investigation logs, including ILOGs
- All generated and annotated 407s
- Copy of registered return receipt(s) for letters sent to parent/guardian regarding attendance
- Signed and dated discharge form/letter from parent/guardian, including an effective discharge date
- Documented verification confirming student and parent were seen prior to discharge by a school staff member

Case Studies:

Discharge Code 11

Scenario

A student has a string of absences beginning on October 19th. The student was discharged effective November 27th. What documentation would be appropriate to complete this discharge?

Appropriate Documentation

- A discharge form signed and dated by the parent/guardian
- Copy of an airline/bus ticket/itinerary for travel on November 27th
- Documented telephone conversation or face to face interview with parent/guardian, neighbor, relatives or receiving school.

Case Studies:

Discharge Code 39

Scenario

A 17 year-old student has a string of absences beginning October 3rd. On October 31st the student attended a Planning Interview conference with a Guidance Counselor and decided to withdraw from the school. The PIF was signed on October 31st. The effective date of discharge is November 1st. What documentation would be appropriate to complete this discharge?

Appropriate Documentation

A three page PIF signed and dated by the student, parent/guardian, Guidance Counselor, and if applicable, Special Education representative

[Transfer, Discharge, and Graduation Code Guidelines](#)

Related Links



- Clearance of Register Procedures:

http://nycboe.net/schools/principals/weekly/20070905/clearance_of_register_procedures_07.doc

- Mandated Attendance Guidelines:

http://nycboe.net/schools/principals/weekly/20070905/attendance_memo_090307.doc

- OAG's Memo:

<http://schools.nyc.gov/oag/octregisters/oct2007registerfieldmemo.pdf>

- Transfer, Discharge, and Graduation Code Guidelines:

http://nycboe.net/schools/principals/weekly/20070905/transfer_discharge_grad_guidelines_07.pdf

OAG Contact Information

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Thank you for your time
and participation!