

# SIRS Attendance Code (New York)

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[Best Practices](#) | [Report Logic](#) | [Extract Editor Field Descriptions](#) | [Attendance Code Extract Layout](#)

Tool Search: SIRS Extracts

The Attendance Code reports a list of attendance codes that exist at the school level for labeling a student's attendance record.

SIRS Extracts ☆ Reporting > NY State Reporting > SIRS Extracts

**NY State Repository System Extracts**

This tool will extract student data for SIRS data collection. Choose CSV format when uploading to SIRS, otherwise choose one of the testing/debugging formats.

**Extract Options**

Extract Type: Attendance Code (highlighted with a red box)  
 Format: State Format(CSV)  
 Column Headers: Exclude

**Select Calendars**

Which calendar(s) would you like to include in the report?  
 active year  
 list by school  
 list by year

24-25  
 24-25 Scarsdale High School

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 07/30/2024 and 08/06/2024

Queued Time	Report Title	Status	Download

## Best Practices

For a normal suspension code that excludes a student from class for the day without excluding them from the BEDS/SAMS report, set up the local code with a Status/Excuse of Absent/Exempt. This affects the student's instructional time in Staff Student Course while not counting as an absence on Student Daily Attendance or SAMS/BEDS.

Separate codes ought to be set up with the appropriate Status/Excuse for students who are absent or tardy when serving a suspension to correctly capture the data across the various reports that

consider attendance.

## Report Logic

One record reports all Attendance Codes in System Administration > Attendance > Attendance Codes.

When multiple calendars are selected within the extract editor, the respective output files report sequentially so that identical codes like *Snow Day* report separately for each institution.

## Suspended Students Logic (ISS)

Two records report for suspended students (ISS). The first record reports the mapped state ISS code. The second record reports the ATT\_CODE\_LONG value based on the local attendance code's mapped status and excuse:

- When the Status is Absent and the Excuse is Unknown, reports as U.
- When the Status is Absent and the Excuse is Unexcused, reports as U.
- When the Status is Absent and the Excuse is Excused, reports as E.
- When the Status is Tardy (with any Excuse), reports as T-In.
- When the Status is Present (with any Excuse), reports as PRSNT-IN.
- Otherwise, reports as null.

## Extract Editor Field Descriptions

Field	Description
<b>Extract Type</b>	The SIRS Extract to be run.
<b>Format</b>	The Format in which the report generates. Options are State Format (CSV) and HTML. Use State Format for reporting information to the state and the other types for data review and verification.
<b>Column Headers</b>	Indicates whether Column Headers should be included in the report. This dropdown list applies to State Format (CSV).
<b>Generate Extract/ Submit to Batch</b>	Users have the option of submitting a report request to the batch queue by clicking <b>Submit to Batch</b> instead of immediately generating the report by clicking <b>Generate Extract</b> . The batch process allows larger reports to generate in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the <a href="#">Batch Queue</a> article.
<b>Select Calendars</b>	Identifies which Calendar(s) should be included in the report. Calendars can be sorted by active year, by school or by year.

## Attendance Code Extract Layout

#	Element	Logic	Location
1	<b>DISTRICT CODE</b>	<p>The identification number of the district.</p> <p>Reports the District Number Override when populated. When null, the prefix NY plus the State District Number reports.</p> <p><i>Numeric, 8 digits</i></p>	<p>District Information &gt; District Number</p> <p>District.number</p>
2	<b>ATT CODE</b>	<p>This field reports blank.</p>	N/A
3	<b>ATT DESC</b>	<p>A description of the attendance code.</p> <p>Reports the local attendance code description value. Otherwise, the code value reports.</p> <p><i>Alphanumeric, 100 characters</i></p>	<p>Attribute/Dictionary &gt; AttendanceExcuse &gt; State Code &gt; Dictionary &gt; Name</p> <p>AttendanceExcuse.stateCode</p> <hr/> <p>Attendance Code Setup &gt; AttendanceExcuses Editor &gt; AttendanceExcuse Detail &gt; Description</p> <p>AttendanceExcuse.description</p>
4	<b>ATT CATEGORY</b>	<p>This field reports blank.</p>	N/A

#	Element	Logic	Location
5	<b>ATT CODE LONG</b>	<p>The local attendance PRSNT code.</p> <p>Reports the local attendance code value.</p> <p>Two records report for suspended students (ISS). The first record reports the mapped state ISS code. The second record reports the ATT_CODE_LONG value based on the local attendance code's mapped status and excuse:</p> <ul style="list-style-type: none"> <li>• When the Status is Absent and the Excuse is Unknown, reports as U.</li> <li>• When the Status is Absent and the Excuse is Unexcused, reports as U.</li> <li>• When the Status is Absent and the Excuse is Excused, reports as E.</li> <li>• When the Status is Tardy (with any Excuse), reports as T-In.</li> <li>• When the Status is Present (with any Excuse), reports as PRSNT-IN.</li> <li>• Otherwise, reports as null.</li> </ul> <p><i>Alphanumeric, 25 characters</i></p>	<p>Attendance Code Setup &gt; AttendanceExcuses Editor &gt; AttendanceExcuse Detail &gt; Code</p> <p>AttendanceExcuse.code</p>
6	<b>ATT TYPE</b>	This field reports blank.	N/A
7	<b>SORT SEQUENCE</b>	This field reports blank.	N/A
8	<b>ATT STATUS</b>	This field reports blank.	N/A
9	<b>STATE ATT CODE</b>	<p>The State Attendance PRSNT Code used to indicate the type of absence, tardy, or suspension for state-reportable codes.</p> <p>The value in this field is calculated based on the attendance codes set up in System Administration &gt; Attendance &gt; Attendance Codes &gt; AttendanceExcuses Editor &gt; AttendanceExcuse Detail &gt; Status/Excuse OR State Code.</p>	<p>Attribute/Dictionary &gt; AttendanceExcuse &gt; State Code &gt; Dictionary &gt; Code</p> <p>AttendanceExcuse.stateCode AttendanceExcuse.status AttendanceExcuse.excuse</p>

#	Element	Logic	Location
		<p>Suspension records report their State Code:</p> <ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> </ul> <p>State-reportable absence and tardy records report based on the following Status/Excuse combinations:</p> <ul style="list-style-type: none"> <li>• Absent/Unknown, U reports.</li> <li>• Absent/Excused, E report.</li> <li>• Absent/Unexcused, U reports.</li> <li>• Tardy/Unknown, T-IN reports.</li> <li>• Tardy/Excused, T-IN report.</li> <li>• Tardy/Unexcused, T-IN reports.</li> <li>• Present/any excuse, PRSNT-IN reports.</li> </ul> <p>The following attendance codes report as PRSNT-OUT:</p> <ul style="list-style-type: none"> <li>• ENS (Enrolled Not Scheduled)</li> <li>• P-OIN (Present Out of School, Modality In-Person)</li> <li>• P-OR (Present Out of School, Modality Remote)</li> <li>• P-OUT</li> </ul> <p>When the state code is P-IN, PRSNT-IN reports.</p> <p>When the state code is P-OSN, OSS reports.</p> <p>Non-state-reportable attendance codes report blank.</p> <p><i>Alphanumeric, 16 characters</i></p>	

#	Element	Logic	Location
10	<b>STATE ATT DESC</b>	<p>The State Attendance Code Description for the code reported in the STATE ATT CODE column.</p> <p>When State Attendance Code is:</p> <ul style="list-style-type: none"> <li>• E, Excused reports.</li> <li>• U, Unexcused reports.</li> <li>• T-IN, Tardy in School reports.</li> <li>• T-OUT, Tardy Out of School reports.</li> <li>• ISS, In-School Suspension reports.</li> <li>• OSS, Out-of-School Suspension reports.</li> <li>• PRSNT-IN, Present In School reports.</li> <li>• PRSNT-OUT, Present Out of School reports.</li> </ul> <p>Non-state-reportable attendance codes report blank.</p> <p><i>Alphanumeric, 255 characters</i></p>	Not dynamically stored
11	<b>SCHOOL YEAR</b>	<p>This field always reports as "June 30" of the reported school year.</p> <p><i>Date field, 10 characters YYYY-06-30</i></p>	<p>Calendar Information &gt; School Year</p> <p>Calendar.endDate</p>
12	<b>ATT CODE TYPE</b>	<p>This field always reports <b>STUDENT</b>.</p> <p><i>Alphanumeric, 15 characters</i></p>	Not dynamically stored
13	<b>ATTENDANCE SHORT DESCRIPTION</b>	<p>This field reports blank.</p>	N/A

## Previous Versions

[SIRS Attendance Code \(New York\) \[.2219 - .2251\]](#)