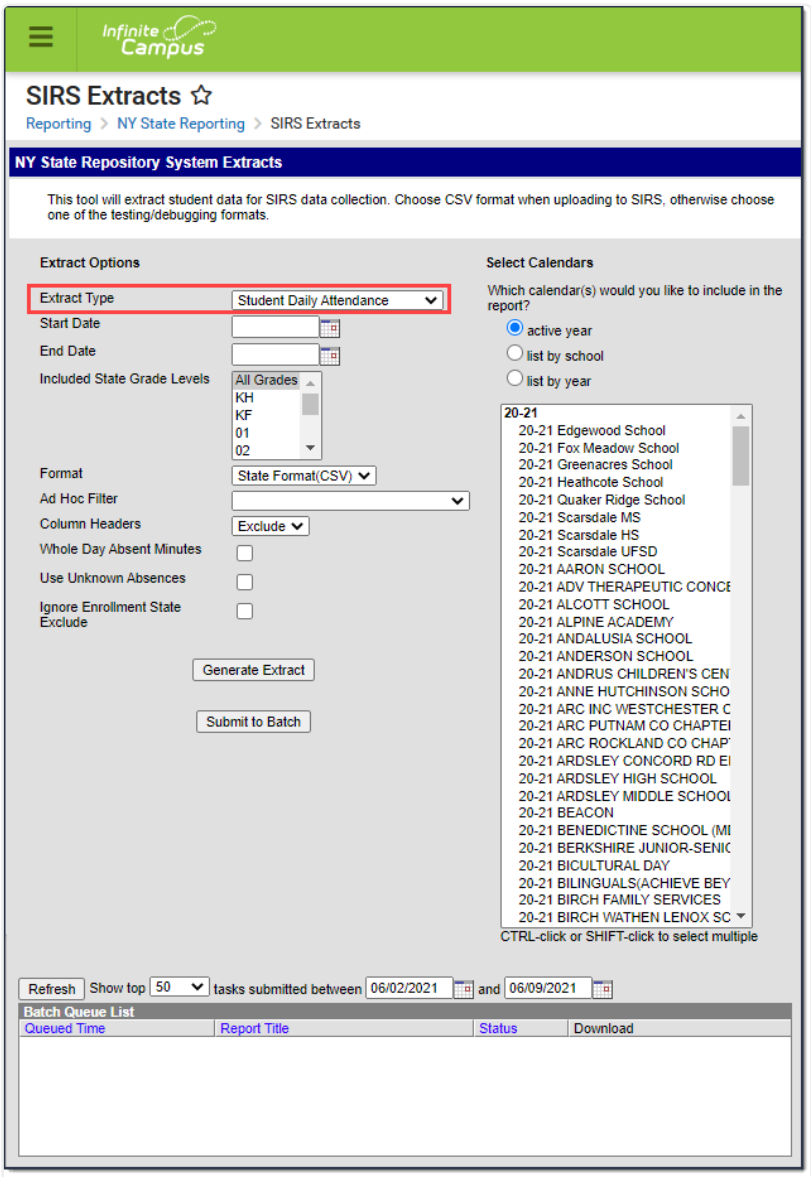
SIRS Student Daily Attendance (New York)

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Path: Reporting > NY State Reporting > SIRS Extracts

The Student Daily Attendance extract reports students who have been absent or tardy between the Start Date and End Date entered on the extract editor.

See the SIRS Extracts article for directions for generating the extract.



SIRS Student Daily Attendance Extract Editor

Best practices

For a normal suspension code which 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 in order to correctly capture the data across the various reports that consider attendance.

Report logic

Reports one ENS (Enrolled Not Scheduled) record per student per calendar day when the student is enrolled but is NOT scheduled into any attendance-taking courses.

Reports one record per student per calendar day with an attendance excuse State Code of P-IN, P-OIN, P-OR, P-OUT, T-IN, T-OUT, U, or E.

Reports two records per suspension date marked with P-OSN, OSS, or ISS. One record reports the suspension (OSS, or ISS), and a second record reports the attendance code (U, E, PRSNT-IN, PRSNT-OUT, T-IN, T-OUT). Modality on the ISS day attendance record reports as IN (In-Person), where the Modality on the OSS day attendance record reports as R (Remote). Modality reports as blank on all suspension state code records.

A suspension State Code reports when every scheduled instructional period has an attendance code with an associated State Code. When a mixture of ISS and OSS State Codes is used in one day, OSS reports.

Reports one PRSNT-IN record per student per calendar day when

1. An attendance code with a status code of Present and no state code is present where the student is not in a blended learning group that is scheduled remotely for that period, OR
2. A period without an attendance code where the student is not in a Blended Learning group that is scheduled remotely for that period, OR
3. The attendance code is mapped to a state code of PRSNT-IN.

Reports one PRSNT-OUT record per student per calendar day when

1. An attendance code with a status code of Present and no state code is present where the student is in a Blended Learning group that is scheduled remotely for that period, OR
2. A period without an attendance code where the student is in a Blended Learning group that is scheduled remotely for that period, OR
3. An attendance code is mapped to a state code of PRSNT-OUT.

Reports Local Code if and only if the “Use Unknown Absences” checkbox is marked on the extract editor; if the checkbox is not marked, do not report.

Attendance is only reported for instructional periods. Non-instructional periods are excluded.

When Whole Day Absent Minutes is not marked on the extract editor, an Absent attendance code reports for the day when every scheduled instructional period has a Status of Absent and an Excuse of Excused or Unexcused (or Unknown when Use Unknown Absences is marked on the extract editor).

When Whole Day Absent Minutes is marked on the extract editor, an Absent attendance code reports for the day when the minutes in scheduled instructional periods with a Status of Absent and an Excuse of Excused or Unexcused (or Unknown when Use Unknown Absences is marked on the extract editor) meet or exceed Whole Day Absence minutes entered on Calendar or the student's Grade Level.

When different Absent codes are used in one day, reports from the earliest code with the first Excuse in the following list:

1. Excused
2. Unexcused
3. Unknown

A Tardy attendance code reports when a scheduled instructional period has a Status of Tardy and an Excuse of Excused or Unexcused (or Unknown when Use Unknown Absences is marked on the extract editor) AND the Tardy is assigned to the first scheduled instructional period OR all previous scheduled instructional periods have a Status of Absent.

Records do not report for students when their enrollment has one of the following Local Start Statuses (called an Enrollment Code in the SIRS Manual).

1. 0033 - Part-time students pursuing diploma
2. 4034 - Pre-school aged student enrolled solely to determine eligibility for determining special services
3. 5654 - Enrollment in an AHSEP program

4. 5555 - Student enrolled for the purpose of recording a test score (walk-in)
5. 5905 - CSE or CPSE responsibly only
6. 8294 - School aged children on the roster for census purposes only
7. 8300 - Compulsory age not attending, no documentation

Attendance State Code	Definiteion	Condition	Modality
P-IN	Present In-School	when the student is not marked absent on the attendance day	IN
P-OIN	Present Out of School, In-Person	Reports as PRSNT-OUT	R
P-OR	Present Out of School, Remote	Reports as PRSNT-OUT	R
P-OUT	Present Out of School	Reports as PRSNT-OUT	R
T-IN	Tardy In-School	when State Code is ISS and Status is Tardy and Excuse is ANY Excuse	IN
T-OUT	Tardy Out of School	when Status Code is OSS, P-OIN, P-OUT, or P-OR and Status is Tardy and Excuse is NOT Exempt	R
U	Unexcused Absent	when status is Absent and Excuse is Unknown or Unexcused	blank
E	Excused Absent	when status is Absent and the Excuse is Excused	blank
P-OSN	Present, OSS, In-Person Tutor	Reports two records: one OSS record and one PRSNT-IN record.	
ISS	In-School Suspension	when State Code is ISS	blank
OSS	Out of School Suspension	when State Code is OSS	blank
Attendance Code Long	**Condition**		**Modality**
PRSNT-IN	(attendance record) when State Code is ISS and Status is Present and Excuse is Exempt		IN
PRSNT-OUT	(attendance record) when State Code is OSS, P-OIN, P-OUT, or P-OR and Status is Present and Excuse is ANY Excuse		R
ENS	when the student is enrolled but is NOT scheduled into any attendance-taking courses (enables debugging)		R

Extract editor field descriptions

Field	Description
Extract Type	The SIRS Extract to be generated.
Start Date **End Date**	The first and last date on which the report looks for attendance events. The report only includes attendance events found between the Start and End date entered here.
Included State Grade Levels	Identifies the state grade levels to include in the report.
Format	The Format in which the report should generate. 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.

Field	Description
Ad Hoc Filter	Selecting a filter limits the results to only those included in the filter. The following extracts do NOT use this field: Attendance Code, Day Calendar, Location Marking Period Code, and Marking Period Code.
Column Headers	Indicates whether Column Headers should be included in the report. This dropdown list applies to State Format (CSV).
Whole Day Absent Minutes	When Whole Day Absent Minutes is marked, the report looks for students whose absent minutes equal or exceed the Calendar > Whole Day Absence (minutes) number, to report as absent for the day. When Whole Day Absent Minutes is NOT marked, students must be absent in every instructional period on their schedule to report. This includes multiple courses skinnied into one section.
Use Unknown Absences	When Use Unknown Absences is marked, Absence and Tardy codes where Excuse = Unknown are calculated. When Use Unknown Absences is NOT marked, Absence and Tardy codes where Status = Excused and Unexcused are calculated.
Ignore Enrollment State Exclude	When Ignore Enrollment State Exclude is marked, enrollment records with "State Exclude" selected **ARE** included.
Generate Extract/ Submit to Batch	Users can submit a report request to the batch queue by clicking **Submit to Batch** instead of immediately generating the report by clicking **Generate Extract**. The batch process allows larger reports to generate in the background without disrupting the use of Campus. See the Batch Queue article for more information about submitting a report to the batch queue.
Select Calendars	Identifies which Calendar(s) should be included in the report. Calendars can be sorted by active year, by school or by year.

Extract layout

The file name generated for this report is StudentDailyAttendance + _ + Extract Editor Start Date in MMDDYYYY format + _ + Extract Editor End Date in MMDDYYYY format.

Element	Description	Location
DistrictCode	The identification number of the district. Reports the District Number Override when populated. When null, the prefix NY plus the State District Number reports. *Numeric, 8 digits*	System Administration > Resources > District Information > District Number District.number
LocationCode	The code that identifies the location for reporting purposes. *Alphanumeric, 12 characters*	System Administration > Resources > School > Sc > Location Code CustomSchool.value
Student ID	The student's Local Student Number. *Alphanumeric, 12 characters*	Census > People > Demographics > Person Identifiers > Local Studer Number Person.studentNumber

Element	Description	Location
AttendanceDate	The date of the attendance: Absence, Present, Tardy, or In or Out of school suspension. Any date where the student is not enrolled within the date range does not report. Any date where the student is not scheduled in an attendance-taking course reports. *Date field, 10 characters YYYY-MM-DD*	Student Information > General > Attendance Attendance.date
AttendanceCode	This field reports blank.	N/A
AttendanceComment	This field reports blank.	N/A
AttendanceDuration	This field reports blank.	N/A
AttendanceCodeLong	The Attendance Code that indicates the type of student attendance each day. A student must be marked absent in every instructional period (with an attendance-taking class scheduled) to report as absent on that date (E or U). Dates with an attendance code long value of ISS/OSS must report 2 same-date records; one for the suspension and one for the attendance. **Report Logic:** When the student is enrolled but not scheduled into at least one attendance-taking class on the reporting date, a derived record must report with an Attendance Code Long of ENS. When the student is marked with an attendance code mapped to a State Code of E or U, the State Code value reports. When the student reports a State Code record of ISS or OSS, two records report: 1. The first row reports the local attendance code (Example: ISAE reports when State Code is ISS: In-School Suspension). 2. Also, the State Code reports in the second row. When the student is marked with an attendance code mapped to a State Code of: • P-OSN, PRSNT-IN reports. • P-OIN, PRSNT-OUT reports. • P-OUT, PRSNT-OUT reports. • P-OR, PRSNT-OUT reports. When the student is marked with an attendance code that is NOT mapped to a State Code, the local attendance code value reports. **Derived Attendance Record Logic**: When the Status is Absent, and 1. The “Use Unknown Absences” on the extract editor is NOT marked: ◦ AND the Excuse is Excused, E reports. ◦ AND the Excuse is Unexcused, U reports. 2. The “Use Unknown Absences” on the extract editor is marked: ◦ AND the Excuse is Excused, E reports. ◦ AND Excuse = Unknown or Unexcused, U reports.	System Administration > Custom > Attribute/Dictionary > AttendanceExcuse > Stat Code AttendanceExcuse.stateC System Administration > Attendance > Attendance Codes > AttendanceExcu Editor > AttendanceExcu Detail > Code AttendanceExcuse.code

Element	Description	Location
	When the Status is Tardy on the student's first scheduled instructional Period where the class is marked as attendance taking AND 1. The student is NOT assigned to a Blended Learning Group, T-IN reports. 2. The student is scheduled into a Blended Learning Group where the Assign Group Rotation is "Do Not Assign Group to Any Attendance Days (Always in School)," T-IN reports (i.e., the student is NOT scheduled for Remote Learning). 3. The student is scheduled into a Blended Learning Group where the "Assign Group Rotation is Assign Group to Every Attendance Day (Always Virtual)," T-OUT reports (i.e., the student IS scheduled for Remote Learning). When the Status is Present or Early Release, and 1. The student is NOT assigned to a Blended Learning Group, PRSNT-IN reports. 2. The student is scheduled into a Blended Learning Group where the Assign Group Rotation is "Do Not Assign Group to Any Attendance Days (Always in School)," PRSNT-IN reports (i.e., the student is NOT scheduled for Remote Learning). 3. The student is scheduled in a Blended Learning Group where the Assign Group Rotation is "Assign Group to Every Attendance Day (Always Virtual), PRSNT-OUT reports (i.e., the student IS scheduled for Remote Learning). *Alphanumeric, 8 characters, all capitals*	
SchoolYearDate	This field always reports as June 30 of the reported school year. *Date field, 10 characters, YYYY-06-30*	System Administration > Calendar > Calendar > E Date (year only) Calendar.endDate
Marking Period Code	This field reports blank.	N/A
Term Code	This field reports blank.	N/A
Modality	Reports the code associated with the student's daily instructional modality. Only reports when the student is marked as present or tardy for the instructional day. • IN (In-Person) • R (Remote) • B (Both) The student's instruction was both remote and in-person for instruction on the same day. When the student is enrolled but not scheduled into at least one attendance-taking class on the reporting date, where the Attendance Code Long value for the student/date of record is ENS, this field reports as R. When the student is marked with an attendance code mapped to a State Code of E or U (i.e., the reported Attendance Code Long value for the student/Date of record is E or U), this field reports as null/blank. When the student is marked with a local attendance code mapped to a State Code of ISS or OSS, 1. Reports as IN for the correlating ISS Same-date record when the Excuse is Exempt. 2. Reports as R for the correlating OSS Same-date record when the Excuse is Exempt.	System Administration > Attendance > Attendance Codes > AttendanceExcu Editor > AttendanceExcu Detail > Code System Administration > Custom > Attribute/Dictionary

Element	Description	Location
	When the student is marked with an attendance code mapped to a State Code of ISS or OSS (i.e., the Attendance Code Long value for the student/date of record is ISS or OSS), this field reports as null/blank. When the student is marked with an attendance code mapped to State Code is P-OSN (i.e., the Attendance Code Long value for student/date of record is PRSNT-IN), 1. A derived OSS record reports. This record MUST report Modality as null/blank. 2. The PRSNT-IN attendance record MUST report Modality as IN. When the student is marked with an attendance code mapped to State Code is P-OIN, P-OUT, or P-OR (i.e., Attendance Code Long value for student/date of record is PRSNT-OUT), R reports. When the student is marked with an attendance code that is NOT mapped to a State Code 1. AND Attendance Set-Up contains Status of Absent, report modality as null/blank. 2. AND Attendance Set-Up contains Status of Present or Early Release 1. AND the student IS NOT scheduled into a Blended Learning Group**,** ▪ Check in the participation table for teacher overwrite for “In-Person” <dbo.fn_StudentVirtualAttendanceParticipation> ▪ When NO sections have an override for In-Person: 1. Check if any student’s sections are marked as “02” or “04” in the Primary Instruction Delivery Method Override field <LOCATION>. When not, IN reports. ▪ When ALL sections have an override for In-Person, R reports. <dbo.fn_StudentVirtualAttendanceParticipation>, otherwise reports as B. 2. AND the student IS scheduled in a Blended Learning Group, 1. Where the Assign Group Rotation is “Do Not Assign Group to Any Attendance Days (Always in School),” report as IN **(**i.e., the student Is NOT scheduled for Remote Learning). 2. The student is scheduled into a Blended Learning Group where the Assign Group Rotation is “Assign Group to Every Attendance Day (Always Virtual),” R reports. *Alphanumeric*	