

180 day requirements and student attendance

Separate but related

- * School session days for State Aid Purposes- 180 day
- * School calendar & reporting of student attendance days.- required by SIRS and part of chronic absenteeism reports.

Session

- * Except as otherwise provided by law, no board of education or community board in the city school district of the city of New York shall provide for a school year consisting of fewer than **one hundred eighty days of school**.

If school district officials establish a school calendar in excess of 180 days, the excess days need no comply with the mandated daily time requirements.

School Year

- * School year session days counting toward the 180 day requirement **may not be scheduled on any day in July or August**, except that superintendents conference days may be scheduled during the last two weeks of August. Session days **should not be scheduled after the June Regents** examination period.
- * **Days for students** – Sept 1 to for last day of June Regents

What is a day of school?

- * The daily sessions for pupils will meet minimum hour requirements including time spent by students in **actual instructional or supervised study activities** and including hourly units of time spent by all teachers and other instructional staff within a grade level or school building attending upon staff development activities relating to implementation of new high learning standards and assessments as authorized by section 3604(8) of the Education Law.

Minimum school instructional hours

Always exclude time at recess or lunch

- * Half-Day Kindergarten- 2.5 hours
- * Full Day K – Grade 6 – 5 hours
- * Grade 7 to grade 12- 5.5 hours

Example of Minimum School Day

- * Elementary Day 8: 55AM- 3:10 PM = 375 minutes
 - deduct lunch 20 minutes
 - recess 20 minutes

Elementary Day = 335 minutes/60= 5.5 hours and 5 minutes

Minimum elementary day = 300 minutes 5 hours

Extra 35 minutes a day = 35 x 5 days = 175 minutes = 2 hours and 55 minutes a week.

What is Instructional Time?

- * Classroom Instruction- traditional classroom instruction or supervised study periods, cooperative work study, release time for college study or school-to-work programs.
- * Regents Exam Days
- * NYSTP Days
- * Local Assessments

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Professional Development/Conference
Days/Parent Teacher

Supt Conference Day and half day allowances
Districts may schedule as many as four superintendent conference days per year and four shortened sessions per semester in a given school year.

- * **4 Superintendent conference days –**
 - * Can be scheduled last two weeks of August
 - * Should not be after June regents exam period

- * **8 shortened instruction days**
 - * Minimum daily session times must be met
 - * Four per semester – Fall/Spring

Supt Conference Days

- Superintendent's conference days may include general staff orientation, curriculum development, in-service education or parent-teacher conferences. School officials may not use superintendent's conference days for routine administrative matters, such as grading examinations or pupil assignments, record keeping or lesson planning except for the provision of the amendment to the Commissioner's Regulation 175.5. The amendment to section 175.5 allows a school district to use up to two of the allowed four superintendent's conference days in each school year for teacher training and rating of State assessments, including but not limited to grades 3-8 assessments required under the federal No Child Left Behind act of 2001. This amendment is in effect through June 30, 2013.

What Can I or Can't I use a Supt. Conference Day or Shortened Session For?

YES

- * Parent – Teacher Conferences
- * Implementation of high learning standards and assessments
- * General Staff Orientation
- * Curriculum Development
- * In service Education

No

- * Training and rating of state assessments.
- * Grading examinations or assignments
- * Lesson Planning
- * Record Keeping
- * Routine Admin matters

Partial days

- * Notwithstanding any other provision of law, rule or regulation to the contrary, school districts may elect to use one or more of such allowable conference days in units of not less than one hour each to provide staff development activities relating to implementation of the new high learning standards and assessments. A district making such election may provide such staff development during the regularly scheduled daily session and apply such units to satisfy a deficiency in the length of one or more daily sessions of instruction for pupils as specified in regulations of the commissioner. The commissioner shall assure that such conference days include appropriate school violence prevention and intervention training, and may require that up to one such conference day be dedicated for such purpose.

Partial days

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Attendance & 180 Day Requirement

- ½ days which DO NOT count toward 180 day requirement:

- ½ days for elementary students scheduled on days counted as Regents Exam Days

- ½ days on any 'end of year' days scheduled before Regents Exam Days

- ½ days scheduled before vacation days for any grade level (such as day before Thanksgiving)

- ½ days scheduled for kindergarten students enrolled in full day K

- See SED Memo:

- https://stateaid.nysed.gov/attendance/attendance_info.htm

Week with a Superintendent Conference Day

Elementary/Secondary Levels

Monday	Tuesday	Wednesday	Thursday	Friday
6 hours*	6 hours*	6 hours*	6 hours*	2 hours
				3 hours Superintendent Conference

Elementary Level: Friday has 5 hours of eligible instruction time, therefore day can be counted towards 180 days

Secondary Level: Friday doesn't have 5.5 hours so the remaining days are considered and as they total 29.00 for the week, day is eligible (27.50 hour minimum met).

For Both Levels: 5 days to count towards 180 Days of Session

*Excluding lunch and recess

Week with a Legal Holiday

Elementary Level

Monday	Tuesday	Wednesday	Thursday	Friday
6 hours*	6 hours*	6 hours*	2 hours Parent/ Teacher Conference	Veterans Day

Minimum number of Hours (for a week with a legal holiday):
20 Elementary & 22 for Secondary

As minimum weekly hours are met and allowable activity in the P.M. then Monday through Thursday count towards 180 Days of Session

*Excluding lunch and recess

June Regents Week

Secondary Level

Monday	Tuesday	Wednesday	Thursday	Friday
Regents Day	Regents Day	Regents Day	Regents Day	Rating Day

4 Regents Days and 1 Rating Day to count towards 180 Days of Session

Elementary Level

Monday	Tuesday	Wednesday	Thursday	Friday
6 hours	6 hours	6 hours	6 hours	2 hours
				3 hours of ?

Only 4 Instructional Days to count towards 180 Days of Session if nothing allowable scheduled for Friday P.M.

Regents Exam Days 7-12

- * 175.2 Attendance records for examination days for State aid purposes.
- * Each school district in which Regents examinations are administered in January, April and June may omit the record of attendance for pupils in the grade levels in which such examinations are given, on the days designated for the administration of such examinations, for the purpose of computing average daily attendance for State aid. The record of attendance of pupils of the grade level in which the Regents Scholarship examination is given may also be omitted for the day on which such examination is administered. The record of attendance for grades located in the same buildings in which such examinations are administered may be omitted, if it is necessary to suspend instruction for such grades in order to provide adequate staff and space for the administration of such examinations. The examination days referred to in this section shall be counted for the purpose of satisfying the requirement that school districts shall provide 180 days of instruction.

Legal Holidays

- * School district officials may not schedule days of session on a Saturday or a legal holiday, except Election Day, Washington's Birthday or Lincoln's Birthday. (Education Law 3604(8)). Legal holidays include: New Year's Day, Dr. Martin Luther King, Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Flag Day (second Sunday in June), Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, Christmas Day. Pursuant to NYS General Construction Law Section 24, if a legal holiday falls on a Sunday, the next day becomes a legal holiday. For example, if New Year's Day falls on a Sunday, Monday January 2nd would be a legal holiday on which a school district may not be in session.

What does that look like?

2018/19 Academic Calendar

September 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Extraordinary Conditions

- * The length of school day requirement does not apply if schools open late or close early due to extraordinary circumstances beyond their control
- * Some school districts lose whole days of session, because of circumstances beyond their control.
 - * extraordinarily adverse weather conditions, an impairment of heating facilities, an insufficient water supply, a fuel shortage, a lack of electricity, a natural gas leak, unacceptable levels of chemical substances, or the destruction of a school building. A declaration of a State of Emergency by the Governor due to adverse weather conditions does not authorize the school districts affected to operate an annual session of less than 180 days.
 - * Scheduled vacation days that may be used include days of religious observation associated with Passover, Easter and other religious holidays. Saturdays, Sundays and legal holidays may not be used for this purpose.

Make up lost days....

- * The Commissioner is authorized to excuse up to five days for extraordinary circumstances, if those lost days of session could not have been made up by using, for the secondary grades, all scheduled vacation days which occur prior to the first scheduled Regents examination day in June, and, for the elementary grades, all scheduled vacation days which occur prior to the last scheduled Regents examination day in June.
- * If scheduled vacation days and days waived by the Commissioner are insufficient and the school district still remains one or more days short of the 180 days, the district may schedule additional session days after Regents examinations, through June 30, to satisfy the length of session requirement.
- * Since statute requires a minimum of 180 days of session, school districts cannot extend the regular school day and count the extended times as additional days of session to make up lost days.

Day Calendar

- * **From SIRS 13.1**
- * **Day Type:** Type of day in the day calendar, designating whether or not the date is an instructional day or non-instructional day. See Day Type Codes and Descriptions in Chapter 5: Codes and Descriptions. Day Calendar Template, Field 7.
- * **INSTRUCTIONAL DAY:** Report as instructional days only those days when attendance is taken. For example, report NYS 3-8 assessment days as instructional days if attendance is taken. Report Regents days as instructional days if attendance is taken. The following day type codes will be counted as instructional days for the purposes of the L2RPT Attendance/Chronic Absence/Day Calendar reports:
 - * Instructional
 - * Make-up
 - * Late Arrival/Early Dismissal
 - * Regents-Attendance Taken

From SIRS

- * Please note, the count of instructional days for calculating chronic absenteeism may not coincide with the 180 Day Session Requirement for calculating State Aid. The Office of State Aid will continue to collect session days, school calendar and attendance data in SAMS for aid purposes.
- * The following types of data must be provided for ALL students, including preschool, pre-K, and school-age students with disabilities for whom a school district or another educational program has CPSE or CSE responsibility:
 - Day calendar.

Day Type Codes In SIRS

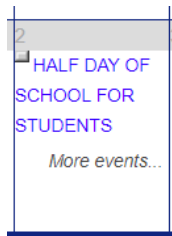
Day Type	Code	Level 2 Code Description
Instructional Day	Instructional	Instructional day
	Make-up	Make-up day
	Late Arrival/Early Dismissal	Late Arrv/Early Dism
	Regents-Attendance Taken	Rgnts Attendance
Non-Instructional Day	Teacher only	Teacher only day
	Holiday	Holiday
	Weather	Weather day
	Emergency	Emergency day
	Strike	Strike
	Regents-Attendance Not Taken	Rgnts No Attendance
	Superintendent Conference Full Day	Super Conf Full Day
	Other	Other

L2RPT -SIRS-370

Grade reported in Day Calendar Template a	Instructional Day b	Teacher only day c	Holiday d	Make-up day e	Weather day f	Late Arriv/ Early Dism g	Emergency day h	Strike i	Other j	Total instructional days k=(b+e+g)	Total Non-instructional days l=(c+d+f+h+i+j)
<u>07</u>	<u>179</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>186</u>	<u>179</u>	<u>186</u>
<u>08</u>	<u>179</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>186</u>	<u>179</u>	<u>186</u>
<u>09</u>	<u>179</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>186</u>	<u>179</u>	<u>186</u>
<u>10</u>	<u>179</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>186</u>	<u>179</u>	<u>186</u>
<u>11</u>	<u>179</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>186</u>	<u>179</u>	<u>186</u>
<u>12</u>	<u>179</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>186</u>	<u>179</u>	<u>186</u>
<u>14</u>	<u>179</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>186</u>	<u>179</u>	<u>186</u>

Why reporting correctly in SIRS is important

Grade reported in Day Calendar Template a	Instructional Day b	Teacher only day c	Holiday d	Make-up day e	Weather day f	Late Arriv/ Early Dism g	Emergency day h	Strike i	Other j	Total instructional days k=(b+e+g)	Total Non-instructional days l=(c+d+f+h+i+j)
KF	179	0	29	0	1	0	2	0	154	179	186
01	179	0	29	0	1	0	2	0	154	179	186
02	179	0	29	0	1	0	2	0	154	179	186
03	179	0	29	0	1	0	2	0	154	179	186
04	179	0	29	0	1	0	2	0	154	179	186
05	179	0	29	0	1	0	2	0	154	179	186



September	
Day	Day Type
Thu	Instructional day

Recorded partial day correctly.

Why reporting correctly in SIRS is important

Grade reported in Day Calendar Template a	Instructional Day b	Teacher only day c	Holiday d	Make-up day e	Weather day f	Late Arriv/ Early Dism g	Emergency day h	Strike i	Other j	Total instructional days k=(b+e+g)	Total Non-instructional days l=(c+d+f+h+i+j)
KF	179	0	29	0	1	0	2	0	154	179	186
01	179	0	29	0	1	0	2	0	154	179	186
02	179	0	29	0	1	0	2	0	154	179	186
03	179	0	29	0	1	0	2	0	154	179	186
04	179	0	29	0	1	0	2	0	154	179	186
05	179	0	29	0	1	0	2	0	154	179	186

Data reported in incorrect/incomplete causing questions from SED. Although Teacher only days do not count toward SIRS attendance reports they can be used by STATE AID for 180 days. If this districts data was complete, it would indicate 177 instruction days and 4 supt conference days = 181 days for STATE AID purposes.

Be consistent with day codes

February			
Day	Day Type		
Thu	Emergency day		
Fri	Emergency day		

In Summary

- * If you take student attendance anytime in a day it is an instructional day and counts toward the 180 day requirement for SA and counts towards SIRS attendance. So long as day or weekly minimums are met.
- * If students are not in school at all that day but the teachers are doing either PD or Parent Conferences that day is non-instructional. You can use up to 4 full days for the 180 SA requirement and the day does not count towards student attendance reports in SIRS.

SIRS-361

Subgroup Name a	Attendance Days to Date b	Students Enrolled for at Least One Day During the School Year c	Number and Percentage of Students Who Were Absent						Average Number of Days Absent to Date	
			0 - 4% of Enrolled School Days Number d	0-4% of Enrolled School Days Percent $e = (d/c) * 100$	5-9% of Enrolled School Days (At-Risk of becoming Chronically Absent) Number f	5-9% of Enrolled School Days (At-Risk of becoming Chronically Absent) Percent $g = (f/c) * 100$	10% or More of Enrolled School Days (Chronically Absent) Number h	10% or More of Enrolled School Days (Chronically Absent) Percent $i = (h/c) * 100$	All Students j	Chronically Absent Students Only k
All Students	178	422	258	61 %	122	29 %	42	10 %	8	23.60
Female	0	188	121	64 %	53	28 %	14	7 %	7.38	23.29
Male	0	234	137	59 %	69	29 %	28	12 %	8.49	23.75
Black	0	4	2	50 %	2	50 %	0	0 %	7.50	0
Hispanic	0	68	34	50 %	24	35 %	10	15 %	10.31	27.30

Using new codes

Instructional Day as reported in Day Calendar Template a	b	Total Number of Enrolled Students c	Total Number of Students Absent (Excused and Unexcused) d	Total Number of Students Present (Total number of students not absent) e	Excused Absences (E) f	Unexcused Absences (U) g	Tardy (T) h
Mar 22, 2017	Wednesday	418	25	393	13	12	13
Mar 21, 2017	Tuesday	418	25	393	12	13	10
Mar 20, 2017	Monday	418	28	390	11	17	8
Mar 17, 2017	Friday	418	0	418	0	0	0

Using new codes

Instructional Day as reported in Day Calendar Template a	b	Total Number of Enrolled Students c	Total Number of Students Absent (Excused and Unexcused) d	Total Number of Students Present (Total number of students not absent) e	Excused Absences (E) f	Unexcused Absences (U) g	Tardy (T) h
Jun 23, 2017	Friday	690	0	690	0	0	0
Jun 22, 2017	Thursday	690	0	690	0	0	0
Jun 21, 2017	Wednesday	690	0	690	0	0	0
Jun 20, 2017	Tuesday	690	0	690	0	0	0
Jun 19, 2017	Monday	690	0	690	0	0	0
Jun 16, 2017	Friday	690	0	690	0	0	0
Jun 15, 2017	Thursday	690	0	690	0	0	0
Jun 14, 2017	Wednesday	690	0	690	0	0	0
Jun 13, 2017	Tuesday	690	0	690	0	0	0
Jun 12, 2017	Monday	690	0	690	0	0	0
Jun 9, 2017	Friday	690	0	690	0	0	0
Jun 8, 2017	Thursday	690	19	671	11	8	44
Jun 7, 2017	Wednesday	690	22	668	25	8	50

Questionnaire sent out and 180 day requirement may be amended for the 2018-2019 school year.



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