

Manual Input of Student Attendance Codes

Level 0 is pre-populated with eight (8) NYSED attendance codes. If your school uses these same codes no additional codes need to be reported in order to electronically import Student Daily Attendance records.

If your school has an electronic record of Student Daily Attendance that will be used to export data to import into L0, it is recommended that you report all unique local attendance code(s) and map each one to a State code.

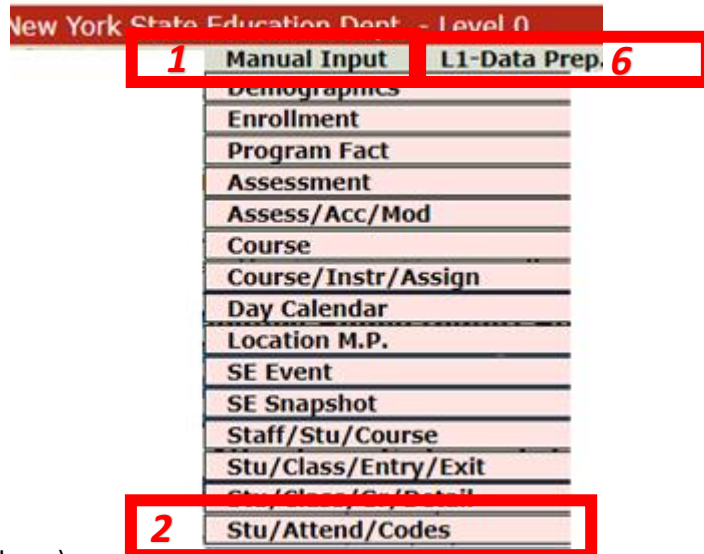
This task will take less than one minute per code.

Valid Student Attendance Codes

| Attend Code Long: | Description: | State Attend Code: | State Description: |
|---------------------------|--------------------------|--------------------|--------------------|
| E | Excused | E | E |
| ISS | In-School Suspension | ISS | ISS |
| OSS | Out-of-School Suspension | OSS | OSS |
| PRSNT-IN | Present In School | PRSNT-IN | PRSNT-IN |
| PRSNT-OUT | Present Out Of School | PRSNT-OUT | PRSNT-OUT |
| T-IN | Tardy In School | T-IN | T-IN |
| T-OUT | Tardy Out OF School | T-OUT | T-OUT |
| U | Unexcused | U | U |

If your school has multiple codes for tracking the various reasons for students' absence you will need to add a Student Daily Attendance Code for each local code. Example:

| School Code | Reason | State Code |
|--------------|----------------------------|------------|
| L | Late | T-IN |
| A | Absent | E |
| RO | Remote Only | PRSNT-OUT |
| ABS V | Virtual Abs Legal reason | E |
| ABS IP | In-person Abs Legal reason | E |
| PRSNT-IN | Present | PRSNT-IN |
| COL | College Visit | E |
| FAMVA | Family Vacation | U |
| SNNIP | Sick no Note- In-Person | U |
| UnExc Abs V | Virtual Abs no reason | U |
| UnExc Abs IP | In-Person Abs no reason | U |



1. Log into **Level 0** and hover over **Manual Input**
2. Tap on **Student Attendance Codes**
3. Enter a local **Attendance Code Long** (school code in chart above)
4. Enter Reason from chart in **Attend. Description**
5. Choose **State Attend. Code & Description** from the dropdown.
6. **Validate and Save.**
7. **IMPORTANT:** Use **CLEAR** to enter another code, repeat steps 3- 6 for each unique code.

Hover over **L1 Data Prep**, select **Student Attend. Codes** and complete all prompts on the screen

Student Attendance Codes Manual Entry:

*denotes a required field

*Attend. Code Type: *Attend. Code Long: Attend. Description: State Attend. Code and Description:

Import Validation Messages:

Delete Record Mistake: highlight and delete the error

Validate & Save Course Data

Clear

After saving a record, use clear to enter more