

Manually Input Student Daily Attendance

Expedite this reporting by collecting lists/reports of students' daily attendance records. The following details are needed:

1. Ensure that the DAY CALENDAR loaded in LO and accurate for all grade levels
2. Student ID &/or Name
3. The date of each school day and whether or not the student attended instruction
4. All present and tardy records MUST also report the modality of instruction

Present IN or OUT	The student attended school <ul style="list-style-type: none"> • Present on time or Tardy late • Use IN or OUT to denote whether they attended at the physical school building 	Modality of Instruction IN- in-person with teacher(s) R- remote instruction B- both, in-person & remote that day
Tardy IN or OUT		
Absent: Unexcused or Excused	Report Excused or Unexcused absences according to the school's attendance policy. <i>NOTE- SED uses all absences equally when determining Attendance Rates and Chronical Absenteeism</i>	
Suspended: ISS - In school OSS – out of school	Each day of suspension must have two attendance records. The suspension record and a second record to report whether or not the student attended instruction that day.	

Schools MUST report the modality of instruction for all positive attendance (present & tardy).

Log into Level 0

- From the grey menu bar (top of the screen), tap on **Manual Input**
- Click on **Stu/Daily/Attend**



Student Search: Search Results:

Student ID:

OR

Last Name Search:

Find the first student: enter either the Student ID or the Student's last name (in the correct field), click **Search**.

LO Tip: Searching is easy with the * key. Enter “*ith” and Level 0 will display all names that end in “ith” or enter “for*” and select from all names that start with “for”.

Level 0 will display the student name(s) that match your search. (copy and paste the ID from the search area)

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Current Student: Record Status: Last Update: By:

*denotes a required field

*Student ID: *Attendance Date: Instructional Modality: *Attendance Code Long: *Location Code:

Import Validation Messages:

Delete Record **Validate & Save** Curr. Student / Add New Clear

Add multiple records for one student Add a record for another student

Stu/Daily/Attend Records:

Month: Attendance Group: Show All

Red highlighted cells indicate duplicate state attendance code records for the same date and location. 0 records

No Stu/Daily/Attend Records found.

Attendance Code Long:

- B :: Both
- IN :: In-Person
- R :: Remote
- E :: Excused
- ISS :: In-School Suspension
- OSS :: Out-of-School Suspension
- PRSENT-IN :: Present In School
- PRSENT-OUT :: Present Out Of School
- T-IN :: Tardy In School
- T-OUT :: Tardy Out Of School
- U :: Unexcused

Don't forget to click the **Validate & Save** button after *each new record*

1	Paste/enter the Student ID	
2	Enter the Attendance date as YYYY-MM-DD	
3	Student Absent on this day? Skip to #4	
3	If present or tardy on this day, enter the Modality of instruction for this student on that day	Select the Modality of instruction from the dropdown IN- in-person with teacher(s) R- remote instruction (virtual or independent assignments) B- both, in-person & remote that day
4	Select the Attendance code for this day. All days of Suspension require two records for that date.	Positive attendance: select IN or OUT to report when students are in the physical school building 1- In or Out of School Suspension (No modality) 2- Present/Tardy/ Absent (modality if present/tardy)
5	Select the code/school from the dropdown	
6	Tap on Validate & Save	
7	After entering each completed entry, you MUST clear the screen to add another. Else you will simple change one record multiple times. Add a new record same student: tap on Curr. Student/ Add New Add a new record DIFFERENT student: tap on Clear	

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Finished? Lock and *Submit* the data.

Hover over **L1-Data Prep**.

Click **Stu/Daily/Attend** from the menu

Click the “**Validate Now**” button – you should get a green success message

Click the green **Create File for Level 1 Submission** button

Stu/Daily/Attend Data Prep. for Level 1:

Please note, there must be an attendance record for every student on all instructional days. Failure to report a record (missing data) will default in an absence on that day.

It is advisable to run the Missing Attendance report prior to uploading your data to identify students that are missing attendance.

Validation Checks:

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', Stu/Daily/Attend data can not be sent to Level 1 until this process has been completed with no errors.

Last Level 1 File Creation/Upload: 10/20/21 2:36 PM

Validation results...

Click the button below to create export file for Level 1

Data Prep. messages...

Data Verification in L2RPT [IBM Cognos Analytics \(nycenet.edu\)](http://nycenet.edu)

Ensure that SED has the correct data by reviewing the **SIRS 375: Student Attendance Count (by District) Report**. Corrections to the SIRS 375 are made by updating Level 0. ALL Updates must be completed prior to the closing of Level 0.

You can also view the following reports:

- **SIRS 360***: Attendance Absence Daily Summary Report
- **SIRS 361**: Year to Date Attendance/Absenteeism Report
- **SIRS 107**: Chronic Absenteeism Accountability Report
- **SIRS 371***: Student Attendance Count Report
- **SIRS 376**: Student Attendance Data Flow Report

*Need to be certified at the end of the year.

As always, call us if you need us at 631-218-413