

Extract Staff Attendance From ReportNet

Expedite this reporting by collecting a summary of the days off from work for the teachers at your school during this school year. NYSED *only* collects Staff Attendance for teachers.

NYSED SIRS Manual

A teacher absence will be defined in the same manner as currently defined on the Basic Educational Data System (BEDS) Public School Data Form. A teacher is absent if he or she is not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class. LEAs decide which days should be included as instructional days. Absence includes both days taken for sick leave and days taken for personal leave. Personal leave includes voluntary absences for reasons other than sick leave. If a teacher is out for an entire day, regardless of the reason(s), that should be reported as absent for the day. Half day absences do not constitute full days of absence and should not be added together and reported as days of absence. Teacher absenteeism does not include administratively approved leave for professional development, field trips, or other off-campus activities with students. Days in which schools are closed (e.g. snow days) do not count as an absence for teachers. Teachers on leave for the entire year do not need to be reported. If a teacher is on leave of absence for a portion of the school year, this must be reported in the other staff and course templates with the assignments they are responsible for teaching.

1. Start at the NYC Charter Data Central website at
<https://nyccharterdatacentral.esboces.org>

Hover over Secure
Tap on **ReportNet**

2. Select **COGNOS/ReportNet** from the dropdown and login.

2. Click the Menu
And tap on the following folders

Content >
Team Content >
District >
NYC Charters >
Extracts

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3. Select **Staff Attendance Extract**
4. Use the prompts to
 - o Select School
 - o Select the last day of the current school year
 - o Tap on NEXT
5. Open the Excel file that downloads: follow the instructions in rows 1-7.
ROW 5: BE SURE to immediately change the format of all cells to TEXT.

	A	B	C	D	F	G	I	L	Q	R	S	T	U	V	W
1	Staff Attendance - NYC Charter School (2020-2021)														
2	Blue Column Headers indicate required fields														
3	Green Column Headers indicate extra information for your convenience. DELETE this column before														
4	Black Column Headers indicate fields to be left blank. If not already done, you can hide these c														
5	FORMAT SHEET AS TEXT PRIOR TO DOWNLOAD. INSTRUCTIONS BELOW:														
6	Click upper left hand corner and press + 1. In the Format window click Number tab. In the Categ														
7	When complete, save as an Excel file. Headers and again as a CSV file without directions, headers														
	DISTRICT CODE	LOCATI ON CODE	STAFF ID Enter 9 digit TEACH ID (Left pad with 00's if necessary)	STAFF NAME	ATTENDANC E PERIOD START DATE (yyyy-mm- dd)	ATTENDANC E PERIOD END DATE (yyyy-mm- dd)	TIME USED (full days only)	STAFF ATTENDANCE CODE							
8															
9	80000001	84X000	00000001	TEACHER	2020-07-01	2021-06-30	2	O							
10	80000001	84X000	00000002	TEACHER	2020-07-01	2021-06-30	18	O							
11	80000001	84X000	00000003	TEACHER	2020-07-01	2021-06-30	0	O							
12	80000001	84X000	00000004	TEACHER	2020-07-01	2021-06-30	3	O							
13	80000001	84X000	00000005	TEACHER	2020-07-01	2021-06-30	6	O							
14	80000001	84X000	00000006	TEACHER	2020-07-01	2021-06-30	14	O							
15	80000001	84X000	00000007	TEACHER	2020-07-01	2021-06-30	1	O							
16	80000001	84X000	00000008	TEACHER	2020-07-01	2021-06-30	4	O							
17	80000001	84X000	00000009	TEACHER	2020-07-01	2021-06-30	11	O							
18															
19															
20															

When finished: Save as Excel then
Delete Rows 1-8 and save again as a CSV file

2 sick
15 juror duty
+ 3 sick

Perfect attendance?
Delete this row.

Row 8: Headers have "WRAP TEXT" on to show more data in this image

Column headers are color coded to highlight different information:

- **Black text** (Hidden in this view) no data required BUT DO NOT DELETE
- **Blue text** indicates a required field
- **Green text** extra reference information, DELETE the column(s) before creating the CSV

What you need to report: A total number of full day absences for TEACHERS only.

1. Delete rows for teachers with **perfect attendance** or **never took off a full day**. Half days ARE not combined.
2. Column I- expediate this reporting by entering the total number of all FULL DAY absences for each teacher.
3. Column L- enter a capital "O" for the absence reason of other.
4. Columns F & G- are prepopulated base on start/end dates in Staff Snapshot

NYSED has six (6) Staff Attendance Codes, see chart. If your school wishes to report how many absences each teacher had for each SED absence type:

- Tally the number of full day absences by code per teacher
- Copy a teacher's row and insert a line for each of the different absence reasons
- Complete Columns I and L
 - o Enter the exact number of absences for each reason/SED code
 - o Enter an SED code

Description:	State Attend Code:
Bereavement Leave	B
Jury Duty	J
Maternity/Paternity Leave	M
Other	O
Personal Leave	P
Sick Leave	S

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Finished?

Once you have updated your spreadsheet with this year's information, save it as

1) an Excel file (with headers)

- then DELETE rows 1-8, can column D (Teacher Name)
- BEST PRACTICE:
 - 1) Find the first empty column off to the right: select multiple columns & hit DELETE, then
 - 2) Find the first empty row at the bottom: select multiple rows & hit DELETE

2) save the file again in the file format .csv (comma separated values).

Loading the CSV into Level 0.

Log into Level 0

Hover over **ELECTRONIC IMPORT**
Tap on **Staff Attendance**

Step 1 & Step 2: default settings
do not need to be adjusted
Step 3: Tap on CHOOSE FILE to
select your CSV

STEP 4: Tap on PREPARE IMPORT FILE (this may take a moment)

If a red message pops up, the file cannot be loaded. Review the message and make the necessary updates to the original Excel file then re-save and re-create the CSV and start over.

Need help? Call us at 631.218.4134

Green message? Proceed to...

Step 5: Validate

If a red message pops up, the file has loaded with some errors. Tap on view report to manually correct records as necessary or return to your Excel file to make corrections and import the data again. Need help? Call us at 631.218.4134

Green message? Yeah!

Hover over **L1-DATA PREP**
Tap on **Staff Attendance**
Complete three taps on
this screen to **CREATE**
FILE...

Great job!

Staff Attendance Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a Staff Attendance record.)

☒ Comma Delimited Text

Step 2 - Insert/Update Choices:

☒ DO NOT Delete Level 0 Staff Attendance Records ☐ Delete All Valid Staff Attendance records for current district and current year

Step 3 - Import File Location: (Use browse button to find file)

Step 4 - Click button to prepare file for validation:

Step 5 - Click button to validate data file:

Import/Validation Messages:

Staff Attendance Data Prep. for Level 1:

Verification Checks:

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

Last Level 1 File Creation/Upload: None

Validation results...

Check the box below and click the button to create export file

☐ By checking this box I (the District Admin.) assert that the Staff Attendance data for this school district is ready for submission to the Level 1 database.

Note: Checking this box will lock the Staff Attendance data for this district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

Data Prep. messages...

Data Verification in L2RPT [IBM Cognos Analytics \(nycenet.edu\)](https://data.nysed.gov/)

Annual Staff Attendance data is reported the US Education Department and posted publicly by NYSED at <https://data.nysed.gov/>, in the Student/Educator Report. Ensure that SED has the correct data by reviewing the

SIRS 324: Staff Attendance Summary Report

Corrections to the SIRS 324 are made by updating Level 0. ALL Updates must be completed prior to the close of Level 0.

As always, call us if you need us at 631-218-4134