STUDENT DAILY ATTENDANCE (Copyright eScholar LLC © 2023. All Rights Reserved.)

REQUIRED FIELDS

REQUIRED IN SOME INSTANCES (SEE NOTES)

Field Number	Column	Max Length	FIELD NAME from eScholar template (DATA ELEMENT NAME) as used by NYSED, if different from eScholar template name * = Required for all students + = Required only for specified students	Key Field	NYS, Regional, or Local Purpose	Instructions or Rules	Format	Recommended Codes
1	A	8	*DISTRICT CODE (DISTRICT OF RESPONSIBILITY CODE or for out-of-district placed students, the district, BOCES where student is placed)	K	NYS Reporting	Public school districts: NYnnnnnn (NY followed by the first 6 digits of the BEDS code) Charter and nonpublic schools, State agencies, State-operated schools, AND child care institutions with schools: 8nnnnnnn (8 followed by the last 7 digits of their Institution code)	alphanumeric	For NYSED BEDS codes: www.nysed.gov/admin/bedsdata.html For NYSED BEDS and Institution codes: http://portal.nysed.gov Click on "SEDREF Query" For schools/agencies other than public districts and charters that are required to report these data: http://www.p12.nysed.gov/irs/sirs/
2	B	6	*LOCATION CODE (BUILDING OF ENROLLMENT CODE)	K	NYS Reporting	Building code used by the Data Warehouse, uniquely identifying the building in which a student is enrolled, typically assigned by the local student management system.	alphanumeric	
3	C	12	*STUDENT ID (SCHOOL DISTRICT STUDENT ID)	K	NYS Reporting	Unique identifier assigned by the Local Education Agency in which the student is enrolled. Use 9 numeric characters, left padded with zeros. For example, for 51972, use 000051972.	alphanumeric nnnnnnnnn	
4	D	10	*ATTENDANCE DATE	K	NYS Reporting	Date of attendance reported in field 8.	date yyyy-mm-dd	
5	E	2	ATTENDANCE CODE			Leave blank.		
6	F	40	ATTENDANCE COMMENT			Leave blank.		
7	G	6,3	ABSENCE DURATION			Leave blank.		
8	H	25	*ATTENDANCE CODE LONG	K	NYS Reporting	Local attendance code. Code that indicates the type of student attendance each day. Report a record for each day of enrollment. Use local attendance code assigned by the local student management system. One attendance and one suspension code may be reported for the same student on the same day, if applicable.		
9	I	10	*SCHOOL YEAR DATE	K	NYS Reporting	June 30 of the reporting school year.	date yyyy-06-30	
10	J	40	MARKING PERIOD CODE			Leave blank.		
11	K	20	TERM CODE			Leave blank.		
12	L	25	*ATTENDANCE INSTRUCTIONAL MODALITY		NYS Reporting	Report the code associated with the student's daily instructional modality IN (In-Person), R (Remote), B, (BOTH)		REQUIRED for all positive attendnace codes (PRSNT- or T- IN/OUT)