

How to... Manually Input Staff Attendance

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](#)

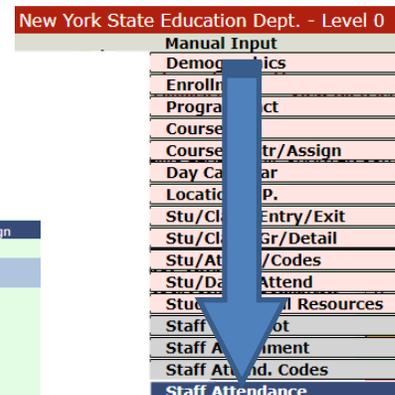
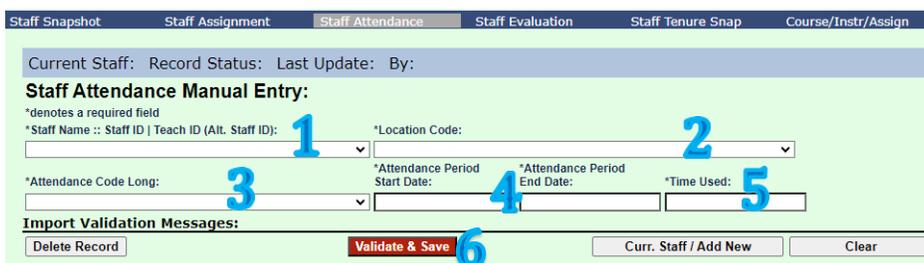
A teacher absence will be defined in the same manner as currently defined on the Basic Educational Data System (BEDS) Public School Data Form. A teacher is absent if he or she is not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students 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.

Level 0 is pre-populated with six (6) NYSED staff attendance codes. If your school tracks teacher attendance with custom codes simply choose a corresponding State code that is the closest match, or use O(ther).

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

Go to our [NYC Charter Data Central](#) website

- Hover over **Secure** and click on **Level 0**.
- Login.
- On the grey menu bar, go to Manual Input & Tap on Staff Attendance

Getting Started- All fields are required.

1. **Name-** Use the dropdown to find the first teacher.
2. **Location-** Select your school.
3. **Code-** select the code to report first or use Other to report all.
4. **Start/End Dates YYYY-MM-DD** enter either the start/end dates of the school year or the specific hire/exit date.
5. **Time Used-** Number of full days the teacher is absent. **Only report full days.** Skip Teachers with perfect attendance.
6. **Validate & Save Staff Attendance Data** after EVERY record.

Call us if you need us at 631.218.4134

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Success! The record validated with no import errors. However no verification checks were performed on this record.

Delete Record **Validate & Save Staff Attend. Data** 6 Curr. Staff / Add New A Clear B

Staff Attendance Records:

Status:	Staff ID:	Location:	Attend. Code:	Time Used:
Valid		CHARTER SCHOOL	J :: Jury Duty	1

After saving the Record (6)

Are there multiple absence codes for this teacher?

- A- Use the **Current Staff/Add New** button to enter the next record you will ONLY have to
- select the next Code,
 - enter the number of days for that code, and
 - **Save**. Repeat as often as necessary.

Changing teachers is easy!

- B- Tap the **Clear** button to close the last teacher's record(s).
- From the **Staff Name** field, use the dropdown to select the **NYS-Level 0**
 - Complete steps 1-6 above.

Finished? Complete the L1 Data Prep (lock) and Submit the data.

From the gray navigational bar across the top of the website

Hover over **L1-Data Prep.**

Tap on **Staff Attendance**

New York State Education Dept. - Level 0, version 13.03			
Elect. Import	Manual Input	L1-Data Prep.	Reports
		Demographics	
		Enrollment	
		Program Fact	
		Assessment	
		Assess/Acc/Mod	
		Course	
		Course/Instr/Assign	
		Day Calendar	
		Location M.P.	
		SE Event	
		SE Snapshot	
		Stu/Class/Entry/Exit	
		Stu/Class/Gr/Detail	
		Stu/Attend/Codes	
		Stu/Daily/Attend	
		Student Digital Resources	
		Staff Snapshot	
		Staff Assignment	
		Staff Attend. Codes	
		Staff Attendance	

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 lev completed with no errors.

Last Level 1 File Creation/Upload: None

Validate Now

Validation results...

Click the button below to create export file for Level 1

Create File for Level 1 Submission

Data Prep. messages...

- Tap **Validate Now** button – you should get a green Success message
- Tap on **Create File for Level 1 Submission**

You will get an additional **Success** message.

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

Annual Staff Attendance data is reported the US Education Department and posted publically 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.

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