

|              |        |            | 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<br>* = Required for all students<br>+ = 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)  | K         | NYS Reporting                   | Public school districts: NYnnnnnn (NY followed by the first 6 digits of the BEDS code)<br><br>Charter and nonpublic schools, State agencies, State-operated schools, AND child care institutions with schools: 8nnnnnnn (8 followed by the last 7 digits of               | alphanumeric   | For NYSED BEDS codes: <a href="http://www.nysed.gov/admin/bedsdata.html">www.nysed.gov/admin/bedsdata.html</a><br>For NYSED BEDS and Institution codes: <a href="http://portal.nysed.gov">http://portal.nysed.gov</a><br>Click on "SEDREF Query"<br>For schools/agencies other than public districts and charters that are required to report these data: <a href="http://www.p12.nysed.gov/irs/sirs/">http://www.p12.nysed.gov/irs/sirs/</a> |
| 2            | B      | 2          | ATTENDANCE CODE   |           |                                 | Leave blank.  |                |   |
| 3            | C      | 1024       | ATTENDANCE DESCRIPTION  |           | NYS Reporting                   | Local attendance code description.  | alphanumeric   | If left blank, defaults to Attendance Code Long value.  |
| 4            | D      | 50         | ATTENDANCE CATEGORY   |           |                                 | Leave blank.  |                |   |
| 5            | E      | 25         | *ATTENDANCE CODE LONG   | K         | NYS Reporting                   | Local attendance code. <u>For Students:</u> Code that indicates the type of student absence, tardy, or suspension. Use local attendance code assigned by the local student management system. <u>For Staff:</u> Code that indicates the type of teacher absence or leave. | alphanumeric   | See "Attendance Code Long" in Data Elements Definitions in the <i>SIRS Manual</i> at <a href="http://www.p12.nysed.gov/irs/sirs/">http://www.p12.nysed.gov/irs/sirs/</a> for attendance codes.  |
| 6            | F      | 8          | ATTENDANCE TYPE   |           |                                 | Leave blank.  |                |   |
| 7            | G      | 4,0        | SORT SEQUENCE   |           |                                 | Leave blank.  |                |   |
| 8            | H      | 12         | ATTENDANCE STATUS   |           |                                 | Leave blank.  |                |   |
| 9            | I      | 25         | *STATE ATTENDANCE CODE  |           | NYS Reporting                   | State Attendance Code used to indicate type of absence, tardy, or suspension. Absence or Leave type should be used for staff; absence, tardy, or suspension should be used for students.  | alphanumeric   | See "State Attendance Code" in Data Elements Definitions and "Student Attendance Codes and Decriptions" in Codes and Descriptions in the <i>SIRS Manual</i> at <a href="http://www.p12.nysed.gov/irs/sirs/">http://www.p12.nysed.gov/irs/sirs/</a>  |
| 10           | J      | 255        | *STATE ATTENDANCE DESCRIPTION   |           | NYS Reporting                   | State Attendance Description used to indicate type of absence, tardy, or suspension. Absence should be used for staff; absence, tardy, or suspension should be used for students.   | alphanumeric   | See "State Attendance Description" in Data Elements Definitions in the <i>SIRS Manual</i> at <a href="http://www.p12.nysed.gov/irs/sirs/">http://www.p12.nysed.gov/irs/sirs/</a> for state attendance descriptions.   |
| 11           | K      | 10         | *SCHOOL YEAR DATE   | K         | NYS Reporting                   | June 30 of the reporting school year.   | dateyyyy-06-30 |   |
| 12           | L      | 15         | *ATTENDANCE CODE TYPE   | K         | NYS Reporting                   | Indication that the type of record being submitted is for a student or a staff member.  | alphanumeric   | Use "STUDENT" for students and "STAFF" for staff member.  |
| 13           | M      | 75         | ATTENDANCE SHORT DESCRIPTION  |           |                                 | Leave blank.  |                |   |

BOCES Collection: Use same rules