

## Report the Day Calendar

**Getting started:** you will need a copy of your school's calendar showing when each grade level has school/classes or when there was is school/attendance.

### Download the Day Calendar Template

<https://nyccharterdatacentral.esboces.org/Resources/Templates>

1. From the Start Here Sheet - **select the school's name** to pre-populate the school's code on the Day Calendar worksheet.
2. **Read the directions** and review definitions on this worksheet.
3. Click on **CODE LOOKUP** tab to review the DAY TYPE codes used in this template.

**DAY CALENDAR** Change Day Types for every date for which your school does not match.  
This template workbook is based on the NYCDOE's school calendar.

School Name	Institution Code	Location Code
tap to select from dropdown	#N/A	#N/A

**School & SIRS code lookup** Find your school here

The following Public Health codes should ONLY be used if the school is ordered to close by the NYC or NYS Department of Health.

Pub health/inst	Pub health/no inst
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**This workbook has multiple worksheets**

eScholar Template Directions	Technical specifications for reference.
Start Here	Download directions at <a href="#">Excel - Day Calendar directions</a>
Calendar Worksheet Prepopulated with DOE calendar day types	Review the directions and adjust the day types to match your school's calendar. This worksheet will create your csv file for upload into Level 0,
NYCDOE Calendar	For your reference.
Code Lookup	Master list of all codes: attendance codes and grade level

NYSED SIRS MANUAL <https://www.p12.nysed.gov/irs/sirs/>

Template Directions | **Start Here** | Calendar Worksheet | NYC School Calendar | **CODE LOOKUP**

4. Open the Calendar Worksheet tab to start your reporting.

**As always, call us if you need us at 631.218.4134**

## Report the Day Calendar

**Blue Column Headers indicate required fields**

**Green (column E) this FYI information ONLY and MUST be deleted before creating the CSV file**

**Grade Level, Column F:** when the entire school has the same schedule on any given day, use the code AL, for All.  
If the Day Type varies by grade, insert a line for each grade level on that date and report each grade with the correct Day Type.

**Day Type, column H:** use the drop down to adjust the **attendance/non-attendance Day Type** for the grade(s) in each row.

REGENTS EXAM DAYS -  
**Rgnts Attendance** when regular classes are held and all students are expected in school.  
**Rgnts No Attendance** - ONLY students taking an exam report to school

**PUBLIC HEALTH CODES:** use ONLY if your school closes by order of the Department of Health, NYC Mayor or the Governor  
 To create a CSV for import into Level 0: **DELETE** all directions & headers (rows 1 - 9). **ALSO DELETE** - column E (days of week).

*INSTITUTION CODE (8 digits, starts with 800)	*LOCATION CODE (6 digits, with characters i.e. ##X###)	*SCHOOL YEAR DATE	*SCHOOL DATE	DELETE column before creating CSV	LOCATION GRADE LEVEL	*DAY TYPE
#N/A	#N/A	2024-06-30	2023-08-26	Saturday	AL	Other
#N/A	#N/A	2024-06-30	2023-08-27	Sunday	0K	Rgnts No Attendar
#N/A	#N/A	2024-06-30	2023-08-28	Monday	01	Super Conf Full Ds
#N/A	#N/A	2024-06-30	2023-08-29	Tuesday	02	Teacher only day
#N/A	#N/A	2024-06-30	2023-08-30	Wednesday	03	Holiday
#N/A	#N/A	2024-06-30	2023-08-31	Thursday	04	Weather day
#N/A	#N/A	2024-06-30	2023-09-01	Friday	05	Emergency day
#N/A	#N/A	2024-06-30	2023-09-02	Saturday	06	Strike
#N/A	#N/A	2024-06-30	2023-09-03	Sunday	07	Other
#N/A	#N/A	2024-06-30	2023-09-04	Monday	AL	Other
#N/A	#N/A	2024-06-30	2023-09-05	Tuesday	AL	Other

- Review each date of the school year (366 days). This file is pre-populated to match the NYCDOE school Calendar. Each day has a single day type assigned for all grades levels.
  - Update the Grade Level as needed
  - Use **AL** when all grade levels have the same day type
  - Use Grade Level 13 for K-6 ungraded (students with disabilities)
  - Use Grade Level 14 for 7-12 ungraded (students with disabilities)

6. UPDATE all dates for which your school does not have the same schedule, Day Type, as the DOE.

7. **Additional rows may be needed** for different Day Types by Grade Levels. Whenever your school does NOT have the exact same Day Types for all grades, you must report one line per grade level.

EXAMPLE: Lines highlighted in yellow below are for the same dates when different Grade Levels require a specific Day Type. The sample HS opened prior to Labor Day, adding a grade each day.

- Wednesday, 2023-08-30: ONLY 9<sup>th</sup> graders
- Thursday, 2023-08-3: 9<sup>th</sup> and 10<sup>th</sup> graders
- Friday, 09-01-2023: 9<sup>th</sup> – 11<sup>th</sup> grades

#N/A	#N/A	2024-06-30	2023-09-07	Thursday	08	Other
#N/A	#N/A	2024-06-30	2023-09-07	Thursday	09	Other
#N/A	#N/A	2024-06-30	2023-09-07	Thursday	10	Instructional day
#N/A	#N/A	2024-06-30	2023-09-07	Thursday	11	Instructional day
#N/A	#N/A	2024-06-30	2023-09-07	Thursday	12	Instructional day
#N/A	#N/A	2024-06-30	2023-09-08	Friday	AL	Instructional day
#N/A	#N/A	2024-06-30	2023-09-09	Saturday	AL	Instructional day
#N/A	#N/A	2024-06-30	2023-09-10	Sunday	AL	Other
#N/A	#N/A	2024-06-30	2023-09-11	Monday	AL	Instructional day
#N/A	#N/A	2024-06-30	2023-09-12	Tuesday	AL	Instructional day
#N/A	#N/A	2024-06-30	2023-09-13	Wednesday	AL	Instructional day

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# Report the Day Calendar

The NYC school calendar can be reviewed in the file or at <https://www.schools.nyc.gov/about-us/news/2023-2024-school-year-calendar>

## **Finished?** Prep and load your Day Calendar into Level 0.

- Save the Excel file on your computer.
- Delete Column E and the header rows and save again as a .csv file
- Go to [Level 0](#) >Electronic Import>Day Calendar.

Elect. Import	Manu
Demographics	
Enrollment	
Program Fact	
Assessment	
Assess/Acc/Mod	
Course	
Course/Instr/Assign	
<b>Day Calendar</b>	
Location M.P.	

**Step 1 and Step 2:** Keep at the default settings (unless you need to replace an existing calendar currently in Level 0), then you may select Delete All day calendar records (to replace with your new file).

**Step 3:** Click on Choose File  to locate and attach your saved .csv file.

### Day Calendar Import:

Step 1 - Select Import file type:  
(Note: First line of file must contain a day calendar record.)  
 Comma Delimited Text

Step 2 - Delete current Level 0 valid day calendar records for this district and school year?  
 DO NOT Delete Level 0 day calendar Records  Delete All day calendar records for current district and current year

Step 3 - Import File Location: (Use browse button to find file)  
 No file chosen

Step 4 - Click button to prepare file for validation:

Step 5 - Click button to validate data file:

**Import/Validation Messages:**

**Step 4:** Click Prepare Import File (A green success message should appear)

**Step 5:** Click Validate Data (Another green success message should appear)

L1-Data Prep.	Repo
Demographics	
Enrollment	
Program Fact	
Assessment	
Assess/Acc/Mod	
Course	
Course/Instr/Assign	
<b>Day Calendar</b>	
Location M.P.	
SF Event	

## **Lock your data!**

Submit your data for transfer to eth NYCDOE for submission to NYSED:

- **Hover over L1-Data Prep**
- **Select Day Calendar.**
- Click **Validate Now** (A green message should appear)
- Click the submission button **Create File for Level 1 Submission**

Day Calendar data sent to the NYCDOE every Tuesday at 11:00AM.

### Day Calendar 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', day calendar data can not be sent to Level 1 until this process has been completed with no errors.

**Last Level 1 File Creation/Upload: 11/16/21 12:44 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://ibm.cognos.analytics.nycenet.edu)

Ensure that SED has the correct data by reviewing the **SIRS 370: Day Calendar Summary Report**. Corrections to the SIRS 370 are made by updating Level 0. ALL Updates must be completed to load your SDA.

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