

## Create Student Daily Attendance

### download all Current Records & Create Missing from ReportNet

This template will extract data that is currently in Level 0 and create rows for any missing attendance for each student based on the criteria for time frame selected.

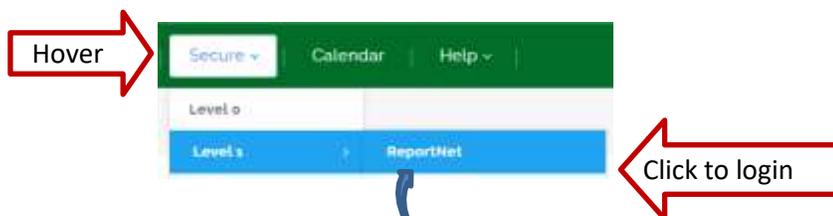
1. Ensure that the DAY CALENDAR loaded in LO and accurate for all grade levels
2. All present and tardy records MUST also report the modality of instruction

<b>Present IN or OUT</b>	The student attended school <ul style="list-style-type: none"> <li>• Present on time or Tardy late</li> </ul>	<b>Modality of Instruction</b> IN- in-person with teacher(s) R- remote instruction B- both, in-person & remote that day
<b>Tardy IN or OUT</b>	<ul style="list-style-type: none"> <li>• Use IN or OUT to denote whether they attended at the physical school building</li> </ul>	
<b>Absent: Unexcused or Excused</b>	Report Excused or Unexcused absences according to the school's attendance policy. <i>NOTE- SED uses all absences equally when determining Attendance Rates and Chronical Absenteeism</i>	
<b>Suspended: ISS - In school OSS – out of school</b>	Each day of suspension <b>must</b> have two attendance records. The suspension record and a second record to report whether or not the student attended instruction that day.	

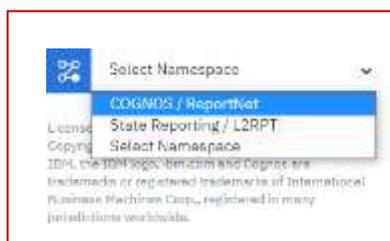
Schools MUST report the modality of instruction for all positive attendance (present & tardy).

1. Start at the NYC Charter Data Central website: <https://nyccharterdatacentral.esbores.org>
- 2.

Hover over Secure  
Click on Level 1>ReportNet

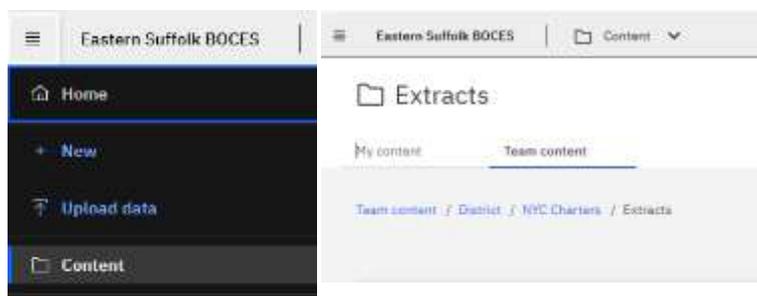


2. Select COGNOS/ReportNet from the dropdown and login.



If you forgot you Username or password, return to our NYC Data Central website and use **Account Management** to reset your password.

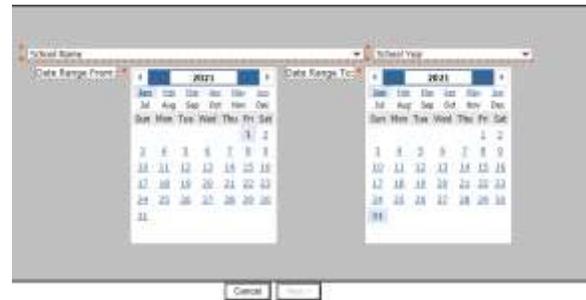
- 3 Click on the following folders:  
Content>  
Team Content>  
District>  
NYC Charters>  
Extracts



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4. Select Student Daily Attendance- download all Current Records & Create Missing
5. Select School/Year and Calendar Date Range,
  - Use the first calendar to set a start date for the report: change year to starting fiscal year to report September – December.
  - Use the second calendar to set an end date for the report: change year accordingly to end a report (Example: Use the same year if reporting September – December)



Click on Next

6. Select All for Students Names and click on Finish
7. Open the Excel file that downloads: follow the instructions in rows 1-9.



Student Daily Attendance - download all Current Records & Create Missing (2021-2022)								
Blue Column Headers indicate required fields								
Green Column Headers indicate extra information for your convenience. DELETE these columns before creating the CSV.								
Yellow Highlighting: NEW DATA reporting for the current fiscal year								
Black Column Headers indicate fields should be left blank. If not already done, you can hide these columns within the work book to simplify data entry. Never delete these columns.								
Enter the attendance code that corresponds to the student and type of day taken for each instructional day provided.								
When complete, save as an Excel file with headers and save again as a CSV file without directions, headers and green columns.								
When uploading this file, select: Elect/Import>>StuDaily Attend>>Delete All StuDailyAttend records for current district and current year in Level 0. (NOTE: Level 0 will delete for the specific time frame being								
NEW 2021-2022: State Attendance Codes PRSNT-IN, PRSNT-OUT, T-IN, T-OUT will be used. Please map your local codes accordingly in the Attendance Code Template								
DISTRICT CODE	LOCATION CODE	STUDENT NAME	GRADE	STUDENT ID 9 numeric characters (left pad with zeros if needed)	ATTENDANCE DATE (yyyy-mm-dd)	ATTENDANCE CODES (Use local codes)	SCHOOL YEAR DATE Enter June 30 of the current school year (yyyy-)	ATTENDANCE INSTRUCTIONAL MODALITY (required for PRSNT-IN, PRSNT-OUT, T-IN and T-OUT Only)
90001001	1000001	Student_One	08	123456789	2021-09-13	PRSNT-IN	2022-06-30	R
90001001	1000001	Student_One	08	123456789	2021-09-14	PRSNT-IN	2022-06-30	R
90001001	1000001	Student_One	08	123456789	2021-09-15	PRSNT-IN	2022-06-30	R
90001001	1000001	Student_One	08	123456789	2021-09-17	PRSNT-IN	2022-06-30	R
90001001	1000001	Student_One	08	123456789	2021-09-20	PRSNT-IN	2022-06-30	R
90001001	1000001	Student_One	08	123456789	2021-09-21	PRSNT-IN	2022-06-30	R
90001001	1000001	Student_One	08	123456789	2021-09-22	PRSNT-IN	2022-06-30	R
90001001	1000001	Student_One	08	123456789	2021-09-23	PRSNT-IN	2022-06-30	R
90001001	1000001	Student_One	08	123456789	2021-09-24	PRSNT-IN	2022-06-30	R
90001001	1000001	Student_One	08	123456789	2021-09-27	PRSNT-IN	2022-06-30	R
90001001	1000001	Student_One	08	123456789	2021-09-28	PRSNT-IN	2022-06-30	R
90001001	1000001	Student_One	08	123456789	2021-09-29	E	2022-06-30	
90001001	1000001	Student_One	08	123456789	2021-09-30	PRSNT-IN	2022-06-30	R
90001001	1000001	Student_Two	07	234567890	2021-09-13		2022-06-30	
90001001	1000001	Student_Two	07	234567890	2021-09-14		2022-06-30	
90001001	1000001	Student_Two	07	234567890	2021-09-15		2022-06-30	
90001001	1000001	Student_Two	07	234567890	2021-09-17		2022-06-30	
90001001	1000001	Student_Two	07	234567890	2021-09-20		2022-06-30	
90001001	1000001	Student_Two	07	234567890	2021-09-21		2022-06-30	
90001001	1000001	Student_Two	07	234567890	2021-09-22		2022-06-30	
90001001	1000001	Student_Two	07	234567890	2021-09-23		2022-06-30	
90001001	1000001	Student_Two	07	234567890	2021-09-24		2022-06-30	
90001001	1000001	Student_Two	07	234567890	2021-09-27		2022-06-30	
90001001	1000001	Student_Two	07	234567890	2021-09-28		2022-06-30	
90001001	1000001	Student_Two	07	234567890	2021-09-29		2022-06-30	
90001001	1000001	Student_Two	07	234567890	2021-09-30		2022-06-30	
90001001	1000001	Student_Three	07	345678912	2021-09-13	PRSNT-IN	2022-06-30	IN
90001001	1000001	Student_Three	07	345678912	2021-09-14	PRSNT-IN	2022-06-30	IN
90001001	1000001	Student_Three	07	345678912	2021-09-15	PRSNT-IN	2022-06-30	IN
90001001	1000001	Student_Three	07	345678912	2021-09-17	PRSNT-IN	2022-06-30	IN
90001001	1000001	Student_Three	07	345678912	2021-09-20	PRSNT-IN	2022-06-30	IN
90001001	1000001	Student_Three	07	345678912	2021-09-21	PRSNT-IN	2022-06-30	IN
90001001	1000001	Student_Three	07	345678912	2021-09-22	PRSNT-IN	2022-06-30	IN

In the above view,

**Row 10:** Headers has “WRAP TEXT” on to see more data at once

Columns with **black text** are hidden as they are not required but MUST be in the file.

The rows highlighted in **Blue** above are students missing Attendance codes and modality.

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**Blue text headers** indicate required field,

**Orange text headers** required in certain circumstances

**Green text header** contains extra data to make reporting easy by seeing the student name (only the code is required) delete this column before creating the CSV for upload

### What you need to report:

This file has multiple lines per student. There is one line per student, per attendance date. Use this extract to fill in current attendance or any missing attendance dates. This report will include previously recorded data and any dates without attendance reported within the time frame selected (Step 5) A modality MUST be filled in for any Present or Tardy codes.

There are two columns in which data must be entered:

**Column J – enter a local attendance codes**

**Column N- enter a modality:** (IN = In Person, R=Remote and B=Both)

- **Positive Attendance** (present or tardy) MUST denote whether or not the student was in the physical school building: PRSNT-IN, PRSNT-OUT, T-IN, T-OUT
- **Absences** choose the appropriate local code, no modality is required
- **Suspensions** do not require a modality but MUST be accompanied by a second records on the same day to report whether or not the student received instruction; if present or tardy, the modality is also required.

### Finished?

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

**1) ) an Excel file (with headers)**

- then DELETE only COLUMN C (Student Name) and COLUMN D (Grade)
- DELETE rows 1-9
- BEST PRACTICE:
  - 1) ) Find the first empty column 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

BEST PRACTICE to ensure you do not override any current data, save a copy:

Hover over **REPORTS**

Click on **INFORMATION/WARNING REPORT**

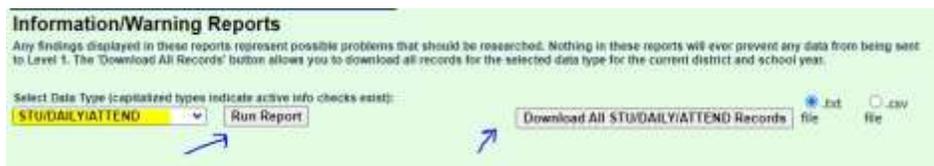
From the **SELECT DATA** dropdown, choose **STU/DAILY/ATTEND**

Click on **RUN REPORT**

Click on **DOWNLOAD ALL**

**STU/DAILY/ATTEND RECORDS**

Save the file



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Hover over **ELECT. IMPORT**

Click on **STU/DAILY/ATTEND**

**Step 1:** use default setting

**Step 2:** Use the default, DO NOT Delete Level 0 Stu/Daily/Attend records. **ONLY use the second option DELETE ALL if you are reloading ALL SDA records.** (Keep in mind: the range of dates you are uploading, are the range of dates that will be deleted in Level 0. Be careful with partial month uploads using the second option).

**Step 3:** Click on **CHOOSE FILE** to select your CSV

**STEP 4:** Click 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...

**Stu/Daily/Attend Import:**

Step 1 - Select import file type:  
(Note: First line of file must contain a student record.)

Comma Delimited Text

Step 2 - Delete current Level 0 valid Stu/Daily/Attend records for this district and attendance months being imported?

DO NOT Delete Level 0 Stu/Daily/Attend Records  Delete All Stu/Daily/Attend records for district and months being imported

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

Choose File: No file chosen

Step 4 - Click button to prepare file for validation:

**Prepare Import File**

Step 5 - Click button to validate data file

Validate Data

**Import/Validation Messages:**

**Step 5:** Validate

*If a red message pops up*, the file has loaded with some errors. Click 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**

Click on **STU/DAILY/ATTEND**

Complete two clicks on this screen to **CREATE** a file.

**Stu/Daily/Attend Data Prep. for Level 1:**

Please note, there must be an attendance record for every student on all instructional days. Failure to report a record (missing data) will default in an absence on that day.

It is advisable to run the Missing Attendance report prior to uploading your data to identify students that are missing attendance.

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

Last Level 1 File Creation/Upload: None

**Validate Now**

Validation results...

Click the buttons below to create export file for Level 1

**Create File for Level 1 Submission** **Save As**

Data Prep. messages...

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We HIGHLY recommend viewing the **Missing Attendance** and **Attendance Breakdown Reports** in Level 0

Click on **Report** and select **Stu/Daily/Attend**

Reports
Information/Warning Reports
Data Quality Reports
Dashboard
RIC Level 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
<b>Stu/Daily/Attend</b>
Student Digital Resources

**Missing Attendance Report:** Select radio button for Missing Attendance and select the Month for Report. This report will show students that are currently enrolled in your school that are missing attendance records for each instructional day of within that month.

#### Stu/Daily/Attend Report Choices:

Dist. Import Errors (Error Rpt #1)   
  Dist(s) Summary   
  Dist. School Summary   
  Dist. Upload Log Dates   
  Import Log  
 Local History   
  Weif. Errors (Error Rpt #2)   
  Upload Summary   
  No Enrollment Rpt   
  Attendance Breakdown  
 Import Message Log   
 **Missing Attendance**   
 Batch Import Process History

**Attendance Breakdown Report:** Select the radio button for Attendance Breakdown. This will provide a synopsis of the total amount of attendance records that are currently reported to date. This view will also show a breakdown of record counts for each state attendance code and a comparison to what was reported the prior year within Level 0.

#### Stu/Daily/Attend Report Choices:

Dist. Import Errors (Error Rpt #1)   
  Dist(s) Summary   
  Dist. School Summary   
  Dist. Upload Log Dates   
 **Attendance Breakdown**  
 Local History   
  Weif. Errors (Error Rpt #2)   
  Upload Summary   
  No Enrollment Rpt  
 Import Message Log   
 Missing Attendance   
 Batch Import Process History

Attendance Code:	Last Year Total:	Last Year (as of 2020-12-29):	This Year (as of 2021-12-29):	Change:	Percent Change:	Mod. IN:	Mod. R:	Mod. B:	Error Records:
<b>Positive Attendance</b>									
Present (PRSNT)	92,512	33,177	0	-33,177	100%	0	0	0	0
Present In School (PRSNT-IN)	0	0	39,043	39,043	100%	35,858	3,185	0	0
Present Out Of School (PRSNT-OUT)	0	0	0	0	0%	0	0	0	0
Tardy (T)	10,132	3,352	0	-3,352	100%	0	0	0	0
Tardy In School (T-IN)	0	0	3,134	3,134	100%	2,624	417	73	0
Tardy Out Of School (T-OUT)	0	0	0	0	0%	0	0	0	0
<b>Suspension</b>									
In-School Suspension (ISS)	14	0	0	0	0%	NA	NA	NA	0
Out-of-School Suspension (OSS)	1	0	0	0	0%	NA	NA	NA	0
<b>Negative Attendance</b>									
Excused (E)	248	93	422	336	361%	NA	NA	NA	0
Unexcused (U)	7,504	3,418	1,882	-1,529	-45%	NA	NA	NA	0

**Note:** PRSNT and T Codes are no longer available (2021-2022 school year)

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

Ensure that SED has the correct data by reviewing the **SIRS 375: Student Attendance Count (by District) Report**. Corrections to the SIRS 375 are made by updating Level 0. ALL Updates must be completed prior to the close of Level 0. You can also view the following reports:

- **SIRS 360\*:** Attendance Absence Daily Summary Report
- **SIRS 361:** Year to Date Attendance/Absenteeism Report
- **SIRS 107:** Chronic Absenteeism Accountability Report
- **SIRS 371\*:** Student Attendance Count Report
- **SIRS 376:** Student Attendance Data Flow Report

\*Need to be certified at the end of the year.