

This description of calendar and attendance reporting is based on information released by the Information and Reporting Services (IRS) office of NYSED and is not yet backed up by an official memo.

Day Calendar

Two Day Type codes (Pub health/inst and Pub health/no inst) were introduced in the 2019-20 reporting year to identify days when LEAs were closed due to local Department of Health directives or the Executive Order for school closures due to the Public Health Emergency resulting from the Coronavirus (COVID-19).

In the 2020-21 reporting year, Pub health/inst and Pub health/no inst are to be used only if there is **closure due to local Department of Health directive or Executive Order**. For all other situations use other existing Day Type codes.

Pub Health/Inst – continuity of instruction is provided that day. The day **WILL** be included in state calculations (e.g., chronic absenteeism, suspensions, etc.), and **negative attendance, for both students and staff, must be reported.**

Pub Health/NoInst – NO instruction occurred that day. The day **will NOT** be included in state calculations (e.g., chronic absenteeism, suspensions, etc.) **and negative attendance should NOT be reported, for students and staff,** as this is a non-instructional day.

Attendance

To be linked back to the school of accountability (for chronic absenteeism and suspension calculations), **negative attendance must be reported to the NYSED Student Information Repository System with the BEDS code of the school of accountability.** For example, if a student who typically would be educated in the elementary school is being temporarily located to the high school, the student's **enrollment and negative attendance** must be reported using the BEDS code (location code) of the student's elementary school.

Staff attendance should not include those days coded as Pub Health/No Inst