

Tracking and Reporting NY Attendance Using Modality



School Districts are now required to collect and maintain accurate Daily student attendance records for all students regardless of whether a student is receiving in-person instruction, remote instruction, or both on the same day. Districts must also report both positive and negative Daily Attendance by instructional modality (in-person, remote or both) on the same day. This will require a Daily Attendance Record for each student for each day they were enrolled from the start of the 2020-2021 school year.

- Positive and negative attendance at the student level for in person instruction: Present, Excused, Unexcused, Tardy, Out of School Suspension (OSS) and In School Suspension (ISS)
- Positive and negative attendance at the student level for remote instruction: Present, Excused, Unexcused, Tardy, Out of School Suspension (OSS) and In School Suspension (ISS).
- Positive and negative attendance at the student level for in-person and remote instruction on the same day: Present, Excused, Unexcused, Tardy, Out of School Suspension (OSS) and In School Suspension (ISS).

This document provides guidance on how to setup PowerSchool SIS to meet this reporting requirement. This setup must be completed in each school that reports Daily Attendance.

1. Create the following new attendance code categories by navigating to: School > Attendance Code Categories > New
 - a) A category for all attendance codes that will be assigned to students who were taught entirely **in-person** on any given day
 - Category name: Assign a name that clearly identifies the purpose of the category.
EX: In-Person Instruction
 - Code: **IN**
 - b) A category for all attendance codes that will be assigned to students who were taught entirely **remotely** on any given day
 - Category name: Assign a name that clearly identifies the purpose of the category.
EX: Remote Instruction
 - Code: **R**
 - c) A category for all attendance codes that will be assigned to students who were taught **both remotely and in-person** on any given day
 - Category name: Assign a name that clearly identifies the purpose of the category.
EX: Both In Person and Remote instruction on the same day.
 - Code: **B**

The screenshot shows the 'New Attendance Code Category' form in PowerSchool. The breadcrumb trail is 'Start Page > School Setup > Attendance Code Entities > New Attendance Code Category'. The form has a table with two columns: 'Label' and 'Value'. The 'Name' field contains 'Remote Instruction', the 'Code' field contains 'R', and the 'Description' field contains 'Remote Instruction'. The 'Sort order for display' is set to '1'. A sidebar on the left lists various functions and reports.

Label	Value
Name	Remote Instruction
Code	R
Description	Remote Instruction
Sort order for display	1

IMPORTANT: Create these new code categories using **the exact codes as outlined above**. The Student Daily Attendance Extract will be updated to reference this value when determining how to populate the Modality field for each record.

- Use existing attendance codes to record attendance for students receiving instruction 'In Person' on a given day. You should modify the code descriptions and categories as appropriate to reflect the new code purpose.

Example:

Existing Unexcused Code:

- Code: AU
- Description: Absent Unexcused
- Code categories: Unexcused

Updated record:

- Code: AU
- Description: Absent Unexcused – In-Person
- **Select** the In-Person Instruction attendance code category that was created with a code of **IN** in step 1 (above). Leave the existing code category selection in place.

- Create new attendance codes as need for students receiving instruction either remotely or in a mixed mode (in-person and remote) for a given day.

NEW Unexcused attendance codes:

Example #1:

- Code example: AUR
- Description example: Absent Unexcused – Remote Instruction
- **Select** the Remote Instruction attendance code category that was created with a code of **R** in step 1 (above).
- **Select** additional categories as appropriate. Reference the original Unexcused code as needed.

Example #2:

- Code example: AUB
- Description example: Absent Unexcused – Mixed instruction (BOTH)
- **Select** the Both attendance code category that was created with a code of **B** in step 1 (above).
- **Select** additional categories as appropriate. Reference the original Unexcused code as needed.

Edit Attendance Code

Label	Value
Code	AU
Description	Absent Unexcused
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input type="checkbox"/> Unexcused Absences <input checked="" type="checkbox"/> Excused (Excused) <input type="checkbox"/> Tardy <input type="checkbox"/> NY (Used to subtract instructional seat time.) <input checked="" type="checkbox"/> In Person Instruction (In Person Instruction) <input type="checkbox"/> Remote Instruction (Remote Instruction) <input type="checkbox"/> Both (Both in Person and Remote on same day)
Points	0
Teacher can assign	NO
This attendance code is considered in ADA calculations	<input checked="" type="checkbox"/>
This attendance code counts towards membership	<input checked="" type="checkbox"/>
Sort order for display	4

Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary to take attendance properly. *Rules for assigning the single-letter code: The single-letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (blank should be used to denote 'Present'). Do not use the same letter for two different attendance codes. Capitalization is not taken into account; thus "A" and "a" are equivalent.

[Delete](#) [Submit](#)

4. Add the new codes to the New York State Information section of School/School Info.
 - District > Schools/School Info > Edit School

Attendance Mode for Calculating Instructional Minutes	Note: The value set here will be used for all students when calculating Instructional Minutes in the Staff Student Course Extract
Please enter Comma-delimited list of Tardy attendance codes	TC,TS,TM,TW
Please enter Comma-delimited list of Excused absence codes	AX, AU, ED, OSS
Please enter Comma-delimited list of Unexcused absence codes	A
Please enter Comma-delimited list of attendance codes used for In-School Suspension	ISS
Please enter Comma-delimited list of attendance codes used for Out-of-School Suspension	OSS

IMPORTANT:

1. Ensure that you have created all required variations for each code, eg: one for each instructional mode offered at a given school (In-Person, Remote, Both) as outlined in the NYSED requirements and included at the beginning of this document.
2. Ensure that you have mapped all local attendance codes to one of these 3 new code categories, in addition to any other code categories you might assign (Unexcused, Excused, etc.)
3. Ensure that any new attendance codes that have been created are sent to the state using the Attendance Code (SFTP) extract. **This extract will be updated to include Present codes, per the latest NYSED requirements.*

Logic that will be added to the Student Daily Attendance (SFTP) extract (targeted for FEB):

- Report all attendance codes (Present and Absent)
- For each student attendance record, check the assigned attendance code and apply the following logic:
 - If the code is assigned a category with a code of 'IN', the students attendance record will be reported with a Modality code of 'IN',
 - If the code is assigned a category with a code of 'R', the students attendance record will be reported with a Modality code of 'R',
 - If the code is assigned a category with a code of 'B', the students attendance record will be reported with a Modality code of 'B'

If you need assistance with this process, please contact PowerSchool support @ 607-757-3015