

## Data Element Spotlight

### Reporting

### *Student Daily Attendance*

### New for the 2020-21 school year:

- Positive and negative attendance will now be reported using the Student Daily Attendance Template
- There must be an attendance record for every student on all instructional days
- This data must be reported as of the first day of school in September 2020
- Students present for instruction, regardless of instructional modality, should be reported with the code PRSNT
- PRSNT-IN (Present In School) and PRSNT-OUT (Present Out of School) are optional codes that may be used in place of PRSNT
- Instructional Modality, IN (In-Person); R (Remote); B (Both), **is** required for all **positive** attendance days (Present or Tardy); Instructional Modality **is not** required on **negative attendance days** or **ISS/OSS record**
- When reporting suspensions, ISS/OSS, an instructional modality is not required. However, an additional record must also be reported identifying the student's presence or absence and the instructional modality.
- Failure to report an attendance record, will default in an absence for that day

### Instructional Modalities:

In-Person	Remote	Both
<ul style="list-style-type: none"> <li>▪ <b>In-Person</b> – Code to be used: (IN)</li> <li>▪ The student and teacher were physically in the same location where instruction was delivered in the traditional sense</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Remote</b> – Code to be used: (R)</li> <li>▪ The student received instruction remotely for the day. The student and teacher were not physically in the same location.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Both</b> – Code to be used: (B)</li> <li>▪ The student's instruction was both remote and in-person for instruction on the same day.</li> </ul>

### Student Attendance Codes:

- Level 0 has been updated to include in the list of codes
- If your district has assigned local codes to align to PRSNT, PRSNT-IN and PRSNT-OUT, a new Student Attendance Code file must be imported into Level 0

### Day Calendar:

- Make sure all Day Calendars are correctly reporting all instructional days

### Importing Student Daily Attendance to Level 0:

- Due to file size and volume of data, Level 0 only allows **one** district to load Student Daily Attendance at a time. To manage this process, files must be posted to the SFTP site and SDS will load your file into Level 0.