

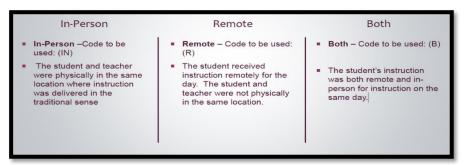
Data Element Spotlight Reporting Student Daily Attendance



# 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:



## **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 <u>one</u> 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.