QUESTIONS FROM THE FIELD

IF WE HAVE TO CLOSE A BUILDING, SHOULD WE CHANGE THE DAY CALENDAR?

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

- For all public reporting purposes, Pub health/inst WILL be included in calculations (e.g., chronic absenteeism, suspensions, etc.) and negative attendance must be reported. Pub health/no inst will NOT be included in calculations and negative attendance should NOT be reported

IF A STUDENT HAS TO BE QUARANTINED, DO WE STILL REPORT ATTENDANCE?

- Situation A: If the student will receive remote instruction, in accordance with the districts school re-opening plan, then the school should take attendance the same way it would for any other remote student

- Situation B: If the student will not be receiving instruction, the student should be reported as **absent** for the number of days of quarantine

SHOULD SEPARATE COURSES BE CREATED BASED ON DELIVERY METHOD?

- Hybrid style courses where some students are in the building and some are remote:
  - The course should be tied to the school where the students are enrolled.
  - If there are two teachers, one face to face and one for virtual for the same class, a second class does not need to be created. Districts may treat this as a co-taught class

- Remote only courses where students are from more than one building:
  - The course must be tied to a building, you cannot tie a course to the 0000 location
  - The teacher can be reported as district wide

- Ultimately scheduling is a local decision and districts should their best judgement and work within the limits of their staff and SMS

HOW DOES THE STATE WANT US TO TAKE ATTENDANCE?

- Under the re-opening guidance, schools are required to make contact with every student every day and record daily attendance
  - NYSED has not imposed any other attendance rules
  - Districts are not required to report period by period attendance
  - Districts are required to report daily attendance