



Student Daily Attendance Upload Approval Form



Please return completed forms to Student Data Services

Email: DWTSHelp@esboces.org

Beginning in 2020-21, all districts are required to report positive and negative attendance using the Student Daily Attendance template in Level 0. There must be an attendance record for every student on all instructional days. Level 0 has been modified to accommodate this new requirement. However, due to the file size and volume of data, Level 0 only allows one district at a time to load Student Daily Attendance. To support our districts, Student Data Services will import all attendance files into Level 0. Once the data has been imported and error corrections are made, Student Data Services will perform the submission of your data to the Level 1 Data Warehouse. **It will be the district's responsibility to verify the accuracy of the data in Level 0 and at Level 2.**

***** **IMPORTANT** *****

**As the District Level Administrator or District Data Coordinator of _____
I give permission for Student Data Services at Eastern Suffolk BOCES to import and upload my
Student Daily Attendance template in Level 0 for submission to the Level 1 Data Warehouse. I
understand that I am ultimately held responsible for making corrections and verifying accuracy of
the data.**

**District Level Administrator or _____ Date: _____
District Data Coordinator (Signature)**

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the applicable laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org: the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.

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