



Rochester City School District

Attendance Manual

Table of Contents

Attendance Department, 2017-2018	2
Overview	2
Rochester City School District Policy	2
Expectations of Schools	3
Standardized Attendance Recording Procedures	4
Daily Attendance	5
Standardized Attendance Recording Policy.....	5
Substitute Teacher Attendance	5
School-Based Monitoring	6
Excused and Unexcused Student Absences	8
Tardiness	9
Educational Neglect	9
Students with Excessive Absenteeism	10
Identifying Chronic Absenteeism	11
Student Attendance and Withdrawal Policy	13
Glossary	16
Forms	18
Annual Attendance Responsibility Form.....	18
Attendance Referral Form.....	21
RCSD Attendance Contract	24
Attendance Letter Samples	26
Teacher Unsubmitted Attendance Notification	30
Official Attendance Oath	31
Sample Substitute Teacher Template.....	32
RCSD Regulations and Policies for Attendance.....	33
Rochester City School Board Policy 5100.....	33
Superintendent’s Regulation: Student Absences, Excuses and Withdrawals.....	35
New York State Attendance Law	42
Amendment to the Education Law in Relation to Compulsory Attendance.....	43
Student Management System (SMS) Reports.....	45
Overview of SPA Data Warehouse.....	57

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Overview

“Chronic absenteeism-or missing 10 percent of school days in a school year for any reason, excused or unexcused-is a primary cause of low academic achievement and a powerful predictor of those students who may eventually drop out of school” (Every Student, Every Day: A National Initiative to Address and Eliminate Chronic Absenteeism, 2015.)

The purpose of this attendance manual is to provide information about the laws and regulations governing school attendance and the procedures followed by the district to maintain compliance with these mandated procedures. Through utilization of the guidelines and forms provided in this manual, the district reinforces consistent implementation of attendance procedures across all schools in RCSD. These procedures help ensure that attendance is taken accurately, students attend school regularly, and strong academic achievement for all students is promoted throughout the district.

Rochester City School District Policy

The RCSD Board of Education directs the Superintendent to establish standards and guidelines for attendance, absences, excuses and withdrawal from the District. The expectation is that all schools will continually strive toward 100% attendance with students coming to school every day. The district focuses on maximizing student attendance by clearly identifying responsibilities of staff, students, parents, and community, dedicating appropriate resources, and ensuring that students are successful academically, economically, and socially. Parents and guardians have the primary responsibility for ensuring that students arrive to school on time for each school day, that the school is informed that their child will be absent from school or classes, and are responsible for encouraging students to stay in school. The RCSD Board of Education also acknowledges the role and responsibility of principals, teachers, other support staff, parent liaisons and School-Based Planning Teams in the improvement of student academic achievement.

Expectations of Schools

Attendance records are legal documents that must be accurate. Taking accurate and timely attendance is a professional expectation for all teachers, as well as an educationally sound practice and an important student safety issue. Additionally, accurate attendance is critical so that every child is accounted for every minute in the school building. In the event of an emergency (such as a fire, bomb threat, lockdown or any other dangerous situation) teachers must compare classroom attendance with the attendance of students in their immediate supervisory care. A discrepancy in attendance alerts administrative staff and building security that there is a missing student that needs to be found immediately.

- For elementary schools, student attendance must be recorded in Student Management System (SMS)¹ within the first hour of the start of the school day.
- For secondary schools, student attendance must be recorded in PowerSchool by teachers within the first 15 minutes of class, **with an exception for physical education teachers, who must record all attendance by the end of the school day.**

The school will notify the parent/legal guardian of all unexcused absences each day through ConnectEd. It is required that schools notify parent(s)/legal guardian(s) as soon as possible, therefore ConnectEd calls should occur twice a day at the secondary level, once at 11:00 a.m. and once an hour after the close of school day for secondary schools, and once a day by 11:00 a.m. each day for elementary schools. A log of the ConnectEd calls should be kept on file at the school and available for monitoring from the Office of School Attendance at all times.

In addition, schools will alert parents/families of attendance concerns through letters. Copies of these letters should be kept in each student's school file.

¹ The current student management system that the District uses is called PowerSchool. This document will use SMS to refer to PowerSchool or the next generation.

Standardized Attendance Recording Procedures

It is a professional expectation that teachers complete attendance in an accurate and timely manner.

In accordance with Section 19:23 of New York State School Law, a teacher, supervisory staff or other suitable employee designated by the school board shall make entries into a register of attendance and verify the entries by oath or affirmation. See Official Attendance Oath in appendix.

§ 3024. Teachers responsible for record books. School lists and accounts of attendance shall be kept and prepared and entries shall be made in regards thereto, in such manner, as shall be prescribed by the commissioner of education by regulation or otherwise.

School attendance records must be kept for use in the enforcement of the Education Law 3024 and as the source for the average daily attendance used to help determine a district's state aid allocation. Therefore, student attendance must be recorded accurately and in a timely manner. Because attendance information is relayed to parents/legal guardians on a daily basis, attendance must be submitted on SMS, as stated above:

- Elementary schools: within an hour of the start of school
- Secondary schools: within the first 15 minutes end of each class, with the exception of PE teachers, who must submit by the end of the day.

See the SMS manual for directions on how to take attendance.

Teachers are expected to submit attendance in an accurate and timely manner. They will not be able to go back and enter attendance for any day they may have forgotten or did not enter attendance for. No changes can be made by teachers for a previous day. The protocol for submitting attendance will be as follows:

Daily Attendance

1. All teachers are required to submit attendance in SMS within the first hour of the elementary school day or within the first 15 minutes of the class period in a secondary school.
2. An un-submitted attendance report will be run every day at 12:00 noon in an elementary school and twice a day at 12:00 and 3:00 pm each day in a secondary school by the principal's designee.
3. Teachers and Principals will receive a certified email each day when attendance is not submitted when it is due. This is an automated reminder to submit attendance immediately.
4. The principal will designate clerical staff to send a list to all teachers whose names appear on the un-submitted attendance list to remind everyone to update and submit their attendance before the window is closed at midnight.
5. Teachers who do not submit attendance before midnight will be locked out of the system and they will not be able to go back and submit.
 - Teachers who do not submit attendance before midnight and as result are locked out of the system must immediately turn in a hard copy of their attendance directly to the supervising administrator or clerical in charge of attendance.
6. Continued failure to comply with the required attendance submissions could result in disciplinary action, as referred to in Section 37 and 38 of the RTA contract.

Standardized Attendance Recording Policy

1. Day one of a teacher being on the unsubmitted attendance list, clerical will run the report and notify the teacher.
2. After two consecutive days, the clerical will notify the principal. The principal sends letter to teacher-see appendix.
3. Teachers who are listed three consecutive days may be asked to meet with principal and their union representative to discuss the importance of keeping accurate and up-to-date attendance.
4. Continued failure to comply with the required attendance submissions could result in disciplinary action, as referenced in Sections 37 and 38 of the RTA contract.

Substitute Teacher Attendance

1. Substitutes will not have access to SMS for the purpose for taking attendance.
2. Clerical staff should run the condensed class roster report for each absent teachers and give to appropriate substitute teacher for attendance recording.

3. Substitutes record attendance on provided rosters for each class and return the rosters to the main office at the close of each school day.
4. The main office designee is responsible for entering attendance data and must record the information before the end of the school day.
5. Use the Substitute Teacher Template in the Appendix on page 37 to manage the collection of attendance from substitute teachers.

School-Based Monitoring

At the onset of a student being absent from school, immediate communication should be made with the family. Following the initial communication with the family, the procedures listed below are required. All communication and steps taken must be documented in Attend Actions in Power School, dated and kept on file in the school.

A. Documentation of Parent Communication Regarding Attendance Concerns

School monitoring of student attendance is an on-going process throughout the school year. Student families receive phone calls from the ConnectEd² system on a daily basis, twice daily for secondary schools. Teachers are requested to notify parents about student absenteeism as well. In addition, schools must inform parents of student absences through written communication. After a school has done due diligence in documenting efforts to work with a family to improve a student's attendance, it may be necessary for the school to do an attendance referral to Family Court Services. A referral to Child Protective Services or the FACT team is necessary at this point.

The following pages describe the steps that need to take place to monitor student attendance and initiate interventions to improve student attendance. All documentation must be stored in the student's school folder and be available for review upon request.

B. ConnectEd

Schools will use the ConnectEd system to inform parents of student absences two times a day for secondary schools and once a day for elementary schools. A log of the ConnectEd calls should be kept on file at the school and available for monitoring from the Office of School Attendance upon request.

The message must include the following information: the school name, the student name, the date of absence, contact information from the school if the parent has questions/concerns, request for documentation of a legal excuse.

² RCSD's ROBO Call system

Illustrative Example

Good afternoon. This is School # _____. Your child _____ was absent from school, month, day, year. Please contact _____ at (phone number) to discuss the reason why your child was absent. Please send a note to school with your child for an excused absence. If your child is not sick and you are able to bring him or her to school, we look forward to seeing you today. Remember, Every Minute Matters!

The principal's designee should monitor the ConnectEd phone log each daily in the event that ConnectEd system fails to reach the home number. Incomplete phone calls due to wrong numbers should be identified and reported to principal and parent liaison. Parent liaisons and Home School Assistants are responsible for making home visits and providing updated phone numbers to clerical staff so SMS can be updated.

Documentation from home visits should be logged into the Attend Actions page.

C. RCSD Cumulative Absent Warning Letter.

Attendance letters are to be run by SMS through the report called Absent Notification Letter. The principal at each school will determine who will run the attendance letters. In addition, copies of attendance letters must be kept on file at the school. See appendix for more specific directions on executing the RCSD Cumulative Absent Notification Letters report and for the sample absent notification letter. Absent Notification letters for students should be sent by regular mail.

Students with **excused absences** for five days or less will no longer receive absence warning letters, however students who are absent ten or more days will receive letters for all absences whether the absences are excused or unexcused. Computer generated letters must be reviewed before being sent to parent for appropriateness. For example, a student who is absent due to a prolonged medical condition should not receive the letters as long as documentation from a doctor is on file. Those letters should be discarded and not sent to the parent.

D. Teacher Contact Logs

Maintaining regular contact with families regarding student absences is considered to be part of a teacher's professional expectations. Teachers should contact parents/guardians when a student shows a pattern of class absenteeism. Teachers are expected to submit their contact logs to principals on a monthly basis. These logs should be kept on file in the main office for review upon request. This information should be documented on SMS on the Attend Actions page by the teacher.

The following chart depicts the types of school communication with the parent/family that should occur, evidence of the documentation, the person responsible for the communication and the frequency of communication that should occur based on the number of days a child is absent.

	ConnectEd Call	Mailed Letter	Teacher Phone Call	Home Visit or School Meeting
Evidence of Documentation	ConnectEd log	Student file	Teacher contact logs	Attend Actions Documentation
Ownership	Automatic	Principal designee	Teacher	School Personnel such as Parent Liaison, HAS, SW
Any Absence	X	NA	NA	NA
3 or 5 days	X	X	X	NA
10 days	X	X	X	X
20 days	X	X	X	X

E. Unsubmitted Attendance

Unsubmitted attendance reports identify gaps in accurate and timely attendance recording. The principal is ultimately responsible to ensure that attendance is taken according to the expectations listed above. In order for principals to monitor this, an unsubmitted attendance report should be run and corrected before ConnectEd phone calls are sent:

- By 11 a.m.
- By the close of the school day

The RCSD Student Attendance Office will monitor Unsubmitted Attendance regularly and provide a report to Principals near the end of each marking period on the status of the Unsubmitted Attendance. Teachers are asked to initial the Official Attendance Oath each marking period verifying that attendance has been completely submitted and is accurate. See page 36 of this manual for the updated Official Attendance Oath. Failure to comply with this request will result in a meeting with the Attendance Department and the Principal's direct supervisor.

Excused and Unexcused Student Absences

All registered students are required to attend classes as scheduled. Parent(s) / legal guardian(s) have the obligation to inform the school of his/her child's absence from school or from classes for the student's absence to be considered excused. The following reasons are considered to be excused absences:

- Child's illness
- Doctor's appointment
- Sickness or death of an out of town family member for up to three days within New York State or five days outside of the state.
- Court appearances
- Religious observance
- Participation in a school sponsored event. For example, at the secondary level, fieldtrips which require students to be absent from other classes.

In order for an absence to be excused, the parent/legal guardian must submit a verbal or written excuse to the appropriate school personnel as soon as possible upon the student's return to school

from an absence. The written excuse or the transcribed verbal explanation from the parent/legal guardian shall be placed in a school attendance file.. The designated school staff will submit information in the comment field on SMS.

An anticipated student absence for two or more weeks due to health or medical problems must be documented by a physician's statement. Supplemental tutoring shall be initiated after the school administrator has received a completed physician's statement, confers with the school nurse, and consults the administrator of the Interim Health Academy.

All unexplained or undocumented absences are considered to be unexcused. Unexcused absences include but are not limited to:

- Oversleeping
- Problem with transportation
- Missing the bus
- Family vacations
- Non-school trips

At the *elementary level*, the teacher and the parent/guardian must collaborate to make up missed work during absences. At the *secondary level*, the student and parent are responsible for contacting teachers to arrange to make up missed work during absences.

Tardiness

Definition. Tardy is defined as a student attending school anytime during the hours of operation, but after the official start time as designated by the school.

Tardy students are required to sign in at the appropriate office upon arrival and cannot be admitted to class without a completed late slip.

If an excessive pattern of tardiness is identified by the principal or his/her designee, the school shall investigate the reasons for the tardiness. If the tardiness is found to be unexcused, the student's attendance shall be marked accordingly and the parent/legal guardian shall be notified. The school staff designated will submit information in the comment field on the Student Attendance page in SMS on-line attendance system.

Educational Neglect³

Educational neglect is the failure of a parent to ensure a child's prompt and regular attendance in school or the keeping of a child out of school for impermissible reasons. This results in an adverse effect on the child's educational progress or imminent danger of such an adverse effect.

³ A copy of this LDSS -221A Report of Suspected Child Abuse Form can be found on the Department's website and at <http://www.ocfs.state.ny.us/main/forms/cps/>

A. Elements Needed for a Report of Educational Neglect

1. Excessive, unexcused absences from school by the child.
2. Reasonable cause to suspect the parent is aware or should have been aware and has contributed to the problem or is failing to take steps to address the problem.
3. Reasonable to suspect educational impairment or harm to the child or imminent danger of such.

B. Indicators of Impairment

1. Failure to acquire basic skills for the grade level the child is enrolled in.
2. Retention at the same grade level due to failure to acquire basic skills.
3. Failing grades at the end of a marking period.
4. Course of study to the child does NOT comply with NYS Education Law Requirements (inadequate home schooling).

C. Indicators of Impending Harm

1. A grade that reflects a significant decrease in performance from one marking period to another.
2. A pattern of test or exam failure.
3. A pattern of failure to complete homework, which is likely to lead to a drop in grade at the end of the term.
4. An inability to make progress on a child’s educational plan (i.e. IEP).

D. Making a Good Educational Neglect Referral

1. Have accurate demographic information.
2. Have the number of absences and what time period they have occurred within.
3. Detail the effect the absences have directly had upon the child’s educational progress.
4. What is the parent’s knowledge of and response to the absences?
5. What efforts has the school made to address the problem?
6. Is this a vulnerable child (special needs, criminal behavior history, etc.)?

Students with Excessive Absenteeism

Students who miss 10% of school days in a school year are considered to be chronically absent..

“As soon as a school recognizes that a student is accumulating excessive unexcused absences, a school-level conference should be held with the family and possibly the student to discuss why the absences are occurring and to select strategies that try to resolve the attendance problem”(Strengthening School Attendance Policies, 2008).

It is important to determine the reasons for the student’s absences. The causes are often divided into four broad categories: family factors, school factors, economic influences and student

variables (Chang and Romero, et al). School interventions, which include school-based services, community service resources, youth organizations, legal services, etc., should be developed to address the obstacles to good attendance.

Identifying Chronic Absenteeism

Indicators that the child's progress has been or may be about to become impaired (impending harm) include:

1. A pattern of failure to complete home assignments which is likely to lead to a drop in grades at the end of the marking period
2. A pattern of exam or test failure
3. A grade that reflects a significant decrease in performance from one marking period to the next
4. An inability to make progress on the child's educational plan (e.g., Individualized Education Plan)
5. Failure to acquire basic skills for the grade level the child is enrolled in for the year
6. Retention at the same grade level due to the failure to acquire basic skills
7. Failing grades at the end of a marking period

A. Attendance Referral Process

Prior to referring a student to Office of Student Attendance for an attendance referral, school staff shall make diligent efforts to resolve the non-attendance issue, in accordance with the Attendance Procedures. These efforts include:

1. Connect Ed phone calls
2. Mailed letters/Registered letters
3. Teacher phone calls
4. School Conferences and/or Home visits from school personnel after 10 absences.
5. Referral to community resources
6. Review of educational plan/intervention strategies
7. The principal or designee shall generate a referral to Child Protective Services for Educational Neglect for a student ages 5 to 11 years that has accumulated 20 days of unexcused absences from school

All of these interventions must be documented on the 'Attendance Action' page on SMS. A copy of the 'Attendance Actions Report' should be attached to the referral form.

The principal or designee shall generate an *Attendance Referral, Form 5100 R-1* to the RCSD Attendance Department for a student ages 12-16 that has accumulated 20 days of unexcused absences from school. An Attendance Referral can be generated early in the school year if a student has a history of chronic absenteeism in the previous school year.

Students who have 20 or more unexcused absent school days are considered to have excessive absenteeism and the school is required to take the following steps:

Students ages 5 to 11 years

The principal or the designee must place a call to the Monroe County Child Abuse Reporting Hotline or the State Central Register for Child Abuse and Maltreatment regarding educational neglect for the student. All demographic information and documentation of actual or impending harm to the child's academic performance or progress as a result of the child's absenteeism should be gathered before the phone call is made. A call to the hotline must be followed up with the completion of a hard copy report to Child Protective Services (CPS). The school makes two copies of the completed CPS referral:

1. The original completed CPS form is mailed to Child Protective Services
111 Westfall Road
Rochester NY 14620
2. The school sends a copy of the completed CPS referral to
RCSD-Department of Social Work
Central Office
3. The school keeps a copy of the completed CPS referral on file at the school
4. The principal or the designee initiates an Attendance Referral for PINS Diversion-Form 5100 R-1. See appendix for directions, use blue ink for required signatures.
Note: Students who are identified as Students with a Disability (SWD) or a student with a 504 plan are required to have Manifestation Team hearing prior to the initiation of the Attendance Referral.
5. Principal signs the Attendance Referral in blue ink. A copy of the referral and all documentation is retained by the school. The original referral is sent via courier to the Family Court Services at Central Office.
6. Family Court Services logs the referral
7. The referral is reviewed by Family Court Services.

Students ages 12 years and older

1. The principal or the designee initiates an Attendance Referral for PINS Diversion-Form 5100 R-1. See appendix for directions.
Note: Students who are identified as Students with a Disability (SWD) or a student with a 504 plan are required to have Manifestation Team hearing prior to the initiation of the Attendance Referral.
2. Principal signs the Attendance Referral A copy of the referral and all documentation is retained by the school. The original referral is sent via courier to the Family Court Services at Central Office.
3. Family Court Services logs the referral
4. The referral is reviewed by Family Court Services.
5. If little or no improvement is seen in the student's attendance pattern, the referral is forwarded to the Family Access and Connection Team (FACT).
FACT works with the student and family to improve the attendance.
6. If the student's attendance does not improve after working with FACT, a Person in Need of Supervision (PINS) petition is filed in court by the district against the student.

B. Dually Enrolled Students

There are many reasons why a student may be dually enrolled in a home school and a program school. The chart below details the steps that the home school must take in regards to the student's schedule and attendance taking. At the end of each school year, the student's attendance in a program school is transferred to the home school.

		Program School	Home Room (HR)
Full Year Programs	<ul style="list-style-type: none"> Home school drops schedule. Student is placed in appropriate homeroom. Attendance is recorded only at the Program School. 	<ol style="list-style-type: none"> RIA North STAR Young Mothers/Interim Health All City High School Y & J 1 Pathways to Technology 	<ol style="list-style-type: none"> RIA NStar YMIH ACH Y & J 1 PTech
Temporary Programs	<ul style="list-style-type: none"> Home school maintains schedule Daily attendance is generated automatically using A-LTSP code on the Student Behavior Page 	<ol style="list-style-type: none"> LyncX Home Hospital Tutoring Y & J 2, 4, 5 	<ol style="list-style-type: none"> LyncX HHT Y&J

Student Attendance and Withdrawal Policy

The Board of Education believes that in order for students to be successful in school, the workplace and beyond, students must attend school every day. The Board also recognizes truancy and excessive absence are symptoms of a larger problem and not the problem itself.

The Board acknowledges the need to maintain accurate attendance records. This Attendance/Participation Policy is aligned with the Goals and Objectives from the Rochester City School District's Strategic Plan and will be consistent with established policies and regulations to accomplish the following goals:

1. Ensure that each of our students is academically prepared to succeed in college, life, and the global economy;
2. Create safe, engaging, and nurturing school environments that enable student success;
3. Recruit, develop, and retain highly effective, diverse people dedicated to student success;
4. Use world-class operational standards and practices to continuously improve how we support student success; and;
5. Create a culture in which we hold ourselves accountable for student success.

The Board directs the Superintendent to establish standards and guidelines for attendance, absences, excuses and withdrawal from the District. The expectation is that all schools will continually strive toward 100% attendance with students coming to school every day.

Procedures for providing make-up opportunities shall be developed and provided to students by the subject area teacher, following the administrative guidelines.

The District will focus on maximizing student attendance by clearly identifying responsibilities of staff, students, parents, and community, dedicating appropriate resources, and ensuring that students are successful academically, economically, and socially.

In July 2012, a law was enacted to authorize the Rochester City School District to require all children attaining five years of age on or before December 1st to attend kindergarten in the preceding September. However, parents may choose to wait to enroll their child in kindergarten until the following September. The law also exempts children enrolled in private schools or who are receiving home school instruction.

Once a child has enrolled in school at any grade level from kindergarten through twelfth grade, the provisions of this policy take effect. All students at all grade levels from kindergarten through twelfth grade, including those with disabilities, must maintain a satisfactory level of attendance in each marking period in order to be eligible to receive a passing grade. Class participation may be considered a factor for students to obtain passing grades in grades kindergarten through 12. All students in all grades are expected to strive for 100% attendance.

Parents and guardians have the primary responsibility for ensuring that students arrive to school on time for each school day, that the school is informed that their child will be absent from school or classes, and are responsible for encouraging students to stay in school. The Board also acknowledges the role and responsibility of principals, teachers and School-Based Planning Teams in the improvement of student academic achievement.

The District will focus on maximizing student attendance by clearly identifying the responsibilities of staff, students, parents, and community, identifying appropriate resources, and ensuring that students are successful academically, economically, and socially.

The Board recognizes that dropping out of school has serious long-term consequences for students. The Board is committed to doing everything within its power to provide a quality education that ensures our students graduate with the skills to be successful in this global economy. To that end, the Board adopts the policy that, except for students that are employed full time, all students must complete (at a minimum) the school year in which they turn 17 years of age before initiating the paperwork required to officially drop out of school. Students that are employed full time must complete (at a minimum) the school year in which they turn 16 years of age before initiating the paperwork required to officially drop out of school.

The Board established the following guidelines for the withdrawal of students from the District:

1. Students shall be counseled on their educational program prior to leaving the District.

This includes graduates, dropouts, and students who withdraw for other reasons, such as those who intend to transfer to another school district, charter school, private school, or home school;

2. All students leaving the District shall be properly coded and accounted for in the Student Management System (SMS);
3. All required documentation shall be collected and filed in the student's cumulative folder;
4. Formal processes and procedures for withdrawal shall be developed, maintained and followed by the District consistent with the law.

Glossary

Attendance Actions	This Power School screen is where documentation of attendance interventions are added and stored. See Power School Attendance Reports for instructions on how to use this feature in Power School.
Attendance Blitz (Reach Out Initiative)	A district-wide or school-wide effort to make home visits to students/families with low school attendance in order to make connections, find resources to overcome attendance obstacles and return students to school on a regular basis.
Attendance Referral Log	This report displays all of the attendance interventions documented in Attend Actions. It is ordered by students with the most days absent and highlights in yellow the actions that are required but not yet complete on part of the school. This report can be filtered by grade level. See Power School Attendance Reports for instructions on how to use this feature in Power School.
Chronic Absenteeism	A student who misses 10% of possible school days in a year for excused or unexcused reasons is considered to be chronically absent. Severe chronic absenteeism is missing 20% of possible school days.
CPS	Child Protective Services. Agency to report educational neglect or other child welfare issues.
Compulsory Age	<p>Children who turn six (6) on or before December first of the school year are required by law to attend school from the start of classes in September of that school year. Children who turn six (6) after December first must begin school no later than the first day of session the following September.</p> <p>Although it's not a state requirement for five year olds to enroll in school, the RCSD encourages all early childhood education. Once a five year old is registered in the district, it is mandated by RCSD that they attend school daily.</p> <p>The RCSD elected to raise the compulsory age to 17 pursuant to Section 3205(3) of the Education Law, therefore attendance is required until the end of the school year in which students turn 17. Fulltime employment or enrollment in Job Corps are the only exceptions to this law.</p>
ConnectEd	The automatic telephone system that alerts parents/guardians about a child's absence from school based on the attendance

	data Power School. Schools often refer to these calls as Robo Calls.
Due Diligence	All necessary steps that should be taken to notify a family about attendance concerns, to create an intervention plan, and to follow up with monitoring of student attendance patterns.
Early Dismissal	With documentation from parent/guardian, a student may be dismissed before the end of the school day for an appointment that meets the requirements of an excused absence.
FAR	Family Assessment Response is an alternative approach to a child protective report. They focus on creating lasting change through family engagement and collaborative partnerships, thus supporting child safety. In addition, they assess the strengths and needs of families and matching services to support both; not fault finding. Their foundational belief is that families do well when they can, not if they want to.
Nexus Manifestation Hearing	Hearing that takes place to determine if a child's behavior is a result of his/her disability.
PowerSchool Student Management System (SMS)	The web-based system to record attendance and generate reports which teachers must use in the RCSD.
PINS	Persons in Need of Supervision. Student who continues to show excessive absence patterns and needs further monitoring from probation and the court system.
SWD	Students with disabilities.
Tardy	Late to school after the official start time. Late to school for any reason, at any time throughout the school day which is also inclusive of being late to class/period.
Unexcused Absences	All absences that are not excused are unexcused. All absences that are not proven to be excused through documentation from parent /guardian are considered unexcused.
Unsubmitted Attendance Reports	A report from Power School will alert administrative staff that a teacher has not taken attendance in a timely manner.

Forms

Annual Attendance Responsibility Form

Page 1 of 3

I _____, Principal of _____
Principal's Name Name of School

have identified the persons responsible for each school activity listed below for the 2017-2018 school year.

I have identified _____ in charge of *daily attendance*. They
attendance clerk, parent liaison, or administrator
have accepted the responsibility of checking unsubmitted attendance and request teachers update records accordingly. In addition, they will run the 'Exception Report' to verify attendance is accurate.

Signature of Designee

Date

I have identified _____ responsible for reporting *daily* outstanding unsubmitted daily attendance to the supervising administrator. In addition, they will check the ConnectEd phone log and identify students who need updated phone numbers and follow established process to update information.

Signature of Designee

Date

I have identified _____ responsible for running the Master Attendance Report and the Attendance Referral Log so that the School Attendance team can identify students who have attendance concerns.

Signature of Designee

Date

I have identified _____ (Attendance clerk/cc Counselors) responsible for sending absence letters for students for 3, 5, 10 & 20 day absences daily using absence warning letters.

Signature of Designee

Date

I have identified _____ to make *weekly* contact with families when no communication regarding absences has been received. They are also aware that all home visits must be documented.

Signature of Designee

Date

I have identified _____ (Counselor, Social Worker) responsible for the completion of *monthly* attendance referrals and sent to RCSD Office of Student Attendance.

Signature of Designee

Date

I have identified _____ responsible for completing & distributing certificates for perfect attendance each semester.

Signature of Designee

Date

I am aware the RCSD Student Attendance Department will;

- Automatically send alerts via certify emails to teachers and principals for unsubmitted attendance;
- Monitor unsubmitted attendance by running the unsubmitted attendance report and follow up with schools to see what obstacles are preventing attendance to be submitted accurately and in a timely manner;
- Send attendance reports to the school principal. In addition, there will be communication with the school regarding student concerns;
- Monitor the status of Attendance Referrals received from each school;
- Will monitor student attendance trends through Master Attendance Reports;
- Follow up with schools to see what interventions have been put into place to address attendance concerns;
- Conduct quarterly visits to schools to audit, absence letters based on Master Attendance Report,
- Identify significant attendance concerns in monthly report to Principals through a review of the Attendance Referral Log;
- Provide Attendance Awards each semester.

Sincerely,

Principal's Signature

Printed Name

Forward to the RCSD Attendance Department by the first Friday of the School Year

Form 5100 R-1



Every child is a work of art.
Create a masterpiece.

ATTENDANCE REFERRAL FOR PINS DIVERSION

To: Rochester City School District
Office of Student Attendance Department
131 West Broad Street
Rochester, NY 14614

Paste student
picture from
SMS
here

Student Identification Number: 890

Student's Name:

_____ Last Name First Name M.I

Address: _____ Zip Code: _____

Birth Date: _____ Age: _____ Male ___ Female ___ Current Grade: _____

Parent(s) / Guardian(s) Address:

Other Address:

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Siblings Names and Addresses:

DOB/AGE/SCHOOL ATTENDING:

Child's household includes: Mother Father Stepmother Stepfather

Other: _____

Check box when above section is complete.

CLASSIFIED STUDENT INFORMATION

Is child receiving Special Education services? Yes ___ No ___ 504 Plan? Yes ___ No ___

Classification/Accommodations: _____

Classroom Placement/Setting _____
(e.g. 15:1:1, etc...)

Last CSE Date: _____ Next CSE/Annual Review Date: _____

Outcome of Nexus Hearing (manifestation determination): _____

Circle one: Lack of attendance is / is not a manifestation of the student's disability.

Check box when above section is complete.

REASON FOR PINS REFERRAL:

Staff Assessment of Causes of Absences: _____

Staff Assessment of what interventions with the student and/or family could be effective in improving the student's attendance:

Certified Copy of Attendance is required.

Document below strategies that have been implemented by the school to resolve this problem. (e.g: Parent/Student Conferences, Home Visits, in school Student Support Services referrals, school psychologist, referrals to outside community agencies, Child Protective Services, preventive services, counseling, or mental health). Please provide as much detail as possible on these interventions (including who participated in the interventions, name and titles of staff involved, and outcomes of the interventions) as well as barriers to success.

Check box when above section is complete.

REPORT OF ATTEMPTS (Telephone calls, letters)

Date(s)	Outcome:
_____	_____
_____	_____
_____	_____

REPORT OF PARENT CONFERENCES

Date(s)	In Attendance	Outcome:
_____	_____	_____
_____	_____	_____
_____	_____	_____

REPORT OF HOME VISITS

Date(s):	In Attendance	Outcome:
_____	_____	_____
_____	_____	_____

OTHER: _____

Check box when above section is complete. Attach copies of all required documentation.

REFERRALS TO OUTSIDE AGENCIES/STUDENT SUPPORT CENTER

Date(s)	Agency/Contact Person	Outcome/Still Active?
_____	_____	_____
_____	_____	_____
_____	_____	_____

CPS Referral made? Yes ___ No ___ Date Made: _____ Referral Accepted? Yes ___ No ___

CPS Active? Yes ___ No ___ CPS Caseworker: _____

Permission is hereby granted by: _____ (parent signature)
to release school records to the Family Access and Connection Team.

If no parent signature, has the parent been notified of this referral? Yes: _____ No: _____

_____ Telephone: _____ E-mail: _____
District Contact Person

Principal Signature _____ Date _____

Form 5100 R-2

Student's Name:	Date of meeting:
Student's DOB:	Grade:
School:	
Name of school personnel conducting the meeting:	

REASON(S) FOR ATTENDANCE DIFFICULTIES:

Student's explanation for attendance difficulties:

Parent's view of attendance difficulties:

School staff's input regarding attendance difficulties:

AGREEMENT:

Student agrees to the following to address the above attendance concerns:

Parent agrees to the following to address the above attendance concerns:

School staff agrees to the following to support the attendance improvement of the student:

I agree to abide by the following conditions:

1. Attend school every day. Be on time to school and to all of my classes.
2. Bring a doctor's note to verify that an absence for illness is legal. Excuses for illness from a parent/legal guardian will not be accepted.

3. Remain on campus unless given written permission to leave by the Attendance Office clerks or designated school personnel via contact with my legal parent/legal guardian.
4. Obtain satisfactory citizenship marks. Improve and maintain good grades and receive no failing grades in any of the enrolled classes by seeking out and enrolling in tutoring.
5. Observe all bus rules if I am receiving school transportation. I shall exhibit polite verbal and physical behavior to all school personnel.
6. Follow all school rules.
7. Other: _____
8. After 60 days, review my student success plan with my counselor, social worker, and/or school administrator.

I also understand that violation of any of the above checked conditions could result in the following:

- Parent Conference
- Referral to a counseling agency
- Referral to the FACT Team
- Filing of a PINS (Person In Need of Supervision) Petition in Family Court

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____

Signature of School Principal or Designee: _____ Date: _____

By signing, school staff has tried all efforts to obtain signature of contract from the student

Contract is NOT signed by student and/or parent due to the following reason:

- Student and Family could not be located.
- Student/Parent was uncooperative and/or refused to sign or attend the meeting.
- Other _____

School Letter Head
School Contact Information

<Date>

Student Name
Student Address
Student Address, ZIP Code

Attendance Notification #1

To the Parent/Guardian of : <Student Name>
Date of Birth: <DOB>
Student ID : <#>

This letter is to inform you that your child has been absent from school three days this year. The Rochester City School District is committed to providing each student with a solid educational foundation.

Your child's teachers and fellow classmates appreciate your efforts to prevent contagious illnesses from spreading to others in the school building by keeping your child home when he or she is sick. Illnesses, observance of religious holidays, doctor's appointments, and unexpected family emergencies are considered excused absences. Please notify the school with a written note if your child missed school due to one of the reasons above. All other absences are considered unexcused.

If your child is absent from school for unexcused reasons, important instructional time is being lost. In order for your child to learn, <student name> must be present for instruction. If your child is missing school due to unexcused absences, we recommend that you work with the school to develop a plan of action to help your child attend school on a daily basis. There are many resources at school and in the community that are available if you need assistance with family related concerns, community problems, safety, or health issues. We would like to work with you to improve your child's attendance.

Thank you for your parental support in this matter. For further assistance, please contact the school.

Sincerely,

<Principal's name>

School Letter Head
School Contact Information

<Date>

Student Name
Student Address
Student Address, ZIP Code

Attendance Notification #2

To the Parent/Guardian of : <Student Name>
Date of Birth: <DOB>
Student ID : <#>

This letter is to inform you that your child has been absent from school for at least five days this year. The Rochester City School District is committed to providing each student with a solid educational foundation.

Your child's teachers and fellow classmates appreciate your efforts to prevent contagious illnesses from spreading to others in the school building by keeping your child home when he or she is sick. Illnesses, observance of religious holidays, doctor's appointments, and unexpected family emergencies are considered excused absences. Please notify the school with a written note if your child missed school due to one of the reasons above. All other absences are considered unexcused.

If your child is absent from school for unexcused reasons, important instructional time is being lost. In order for your child to learn, <student name> must be present for instruction. If your child is missing school due to unexcused absences, we recommend that you work with the school to develop a plan of action to help your child attend school on a daily basis. There are many resources at school and in the community that are available if you need assistance with family related concerns, community problems, safety, or health issues. We would like to work with you to improve your child's attendance.

Thank you for your parental support in this matter. For further assistance, please contact the school.

Sincerely,

<Principal's name>

School Letter Head
School Contact Information

<Date>

Student Name
Student Address
Student Address, ZIP Code

Attendance Notification #3

To the Parent/Guardian of : <Student Name>
Date of Birth: <DOB>
Student ID : <#>

This letter is to inform you that your child has been absent from school for at least ten days this year. The Rochester City School District is committed to providing each student with a solid educational foundation.

Your child's teachers and fellow classmates appreciate your efforts to prevent contagious illnesses from spreading to others in the school building by keeping your child home when he or she is sick. Illnesses, observance of religious holidays, doctor's appointments, and unexpected family emergencies are considered excused absences. Please notify the school with a written note if your child missed school due to one of the reasons above. All other absences are considered unexcused.

If your child is absent from school for unexcused reasons, important instructional time is being lost. In order for your child to learn, <student name> must be present for instruction. If your child is missing school due to unexcused absences, we recommend that you work with the school to develop a plan of action to help your child attend school on a daily basis. There are many resources at school and in the community that are available if you need assistance with family related concerns, community problems, safety, or health issues. We would like to work with you to improve your child's attendance.

Thank you for your parental support in this matter. For further assistance, please contact the school.

Sincerely,

<Principal's name>

School Letter Head
School Contact Information

<Date>

Student Name
Student Address
Student Address, ZIP Code

FINAL ATTENDANCE NOTIFICATION

To the Parent/Guardian of : <Student Name>
Date of Birth: <DOB>
Student ID : <#>

This is your final attendance notification. We have sent three prior letters soliciting your support to improve your student's attendance. This letter is to inform you that your child has been absent from school for at least twenty days, which requires us to contact the authorities for additional support. The Rochester City School District is committed to providing each student with a solid educational foundation. To do so, we expect all students to attend every class, every day. In order for your child to learn, **(student name)** must be present for instruction.

During this school year, your child's attendance has been closely monitored and you have been offered support by the school and also our community partners. Further assistance through Child Protective Services and the Family Access & Connection Team (FACT) is now necessary.

Educational neglect consists of parental failure to ensure a child's prompt and regular attendance in school as required by the state's compulsory education laws or parental actions that keep a child out of school for impermissible reasons resulting in an adverse effect on the child's educational progress.

We would like to work with you to improve your child's attendance. For further assistance, please contact the school at the number listed in the above school letterhead.

Sincerely,

<Principal's name>

Teacher Unsubmitted Attendance Notification

School Letter Head
School Contact Information

<Date>

Un-submitted Attendance

Date: _____

Dear _____:

Attendance records are legal documents and must be kept up to date. Our records show that you did not submit attendance by the midnight deadline on the following date(s):

Please remember to record attendance in SMS within the first hour of the day class to avoid this problem in the future. Failure to record attendance results in inaccurate school records and may cause the parent(s)/guardian(s) to receive an automatic call to their home inaccurately reporting a student absence.

Failure to submit attendance may result in disciplinary action being taken in accordance with the RTA contract Sections 37 and 38.

Respectfully,

Principal's Signature
Principal Name (typed)

Official Attendance Oath



Rochester City School District
131 West Broad Street, Rochester, New York 14614

Official Attendance Oath

I _____ hereby swear that I have accurately and to the best of my ability entered student attendance for my class(es) into the Rochester City School Districts student information system (Power School) for the 2017-2018 school year for the following marking period:

Check appropriate box:

Table with 2 columns: Marking Period, Dates. Rows include First, Second, Third, and Fourth Marking Periods with their respective date ranges.

I understand that these records maybe subpoenaed for PINS (Person in need of Supervision), JD (Juvenile Delinquents), Neglect, and Custody proceedings in court.

It is also my understanding that I may also be subpoenaed to testify in court as to the accuracy of these records. I understand that they will be relied upon by the courts and may have an effect on the disposition of those legal proceedings.

Teacher Signature _____

Date _____

Supervisor Signature _____

Date _____

Sample Substitute Teacher Template

Daily Schedule (SAMPLE)		
1	7:30 AM	8:14 AM
2	8:18 AM	9:03 AM
3	9:07 AM	9:52 AM
4	9:56 AM	10:41 AM
5	10:45 AM	11:30 AM
6	11:34 AM	12:19 PM
7	12:23 PM	1:08 PM
8	1:12 PM	1:57 PM

Sign in with _____.
 You will be provided with the absent teacher's schedule, class rosters, and lesson plans.

Return all attendance sheets to _____ at (end of school day).
 Sign the attendance affidavit. This cannot be done before (end of school day).

Enter your time in PeopleSoft.
 If attendance is not turned in at (end of school day), and/or the affidavit is not signed, your time in People Soft may not be approved.

If you need assistance while in the classroom, please call _____ at extension _____.

Principal _____

Absent Teacher _____ Room # _____ Date _____

Substitute Teacher Name _____ Date: _____

School Behavior Expectations: (sample)

- Students may not use any personal electronics in the classroom.
- No student should leave the classroom without a pass.
- If a student leaves the room and does not return, please report the student's name to _____ at ext _____.
- Any student with disruptive behavior must be removed from the classroom by security. Please note on attendance roster about removals.

RCSD Regulations and Policies for Attendance

Rochester City School Board Policy 5100

Student Attendance and Withdrawal Policy

The Board of Education believes that in order for students to be successful in school, the workplace and beyond, students must attend school every day. The Board also recognizes truancy and chronic absence, defined as missing 10% of the school year for any reason, are symptoms of a larger problem and not the problem itself.

The Board recognizes that chronic absenteeism jeopardizes students' ability to reach critical milestones such as reading on grade level by the end of third grade and graduating on time.

The Board acknowledges the need to maintain accurate attendance records. This Attendance/Participation Policy is aligned with the Goals and Objectives from the Rochester City School District's Strategic Framework and will be consistent with established policies and regulations to accomplish the following goals:

1. Ensure that each of our students is academically prepared to succeed in college, life, and the global economy;
2. Create safe, engaging, and nurturing school environments that enable student success;
3. Recruit, develop, and retain highly effective, diverse people dedicated to student success;
4. Use world-class operational standards and practices to continuously improve how we support student success; and
5. Create a culture in which we hold ourselves accountable for student success.

The Board directs the Superintendent to establish standards and guidelines for attendance, absences, including chronic absenteeism, excuses and withdrawal from the District. The expectation is that all schools will continually strive toward 100% attendance with students coming to school every day. The District and schools will be expected to identify and monitor students with chronic absenteeism and provide interventions to resolve the obstacles preventing students from attending school on a regular basis.

Procedures for providing make-up opportunities shall be developed and provided to students by the subject area teacher, following the administrative guidelines.

The District will focus on maximizing student attendance by clearly identifying responsibilities of staff, students, parents, and community, dedicating appropriate resources, and ensuring that students are successful academically, economically, and socially.

In July 2012, a law was enacted to authorize the Rochester City School District to require all children attaining five years of age on or before December 1st to attend kindergarten in the preceding September. However, parents may choose to wait to enroll their child in kindergarten until the following September. The law also exempts children enrolled in private schools or who are receiving home school instruction.

Once a child has enrolled in school at any grade level from kindergarten through 12th grade, the provisions of this policy take effect. All students at all grade levels from kindergarten through 12th grade, including

those with disabilities, must maintain a satisfactory level of attendance in each marking period in order to be eligible to receive a passing grade. Class participation may be considered a factor for students to obtain passing grades in grades kindergarten through 12. All students in all grades are expected to strive for 100% attendance.

Parents and guardians have the primary responsibility for ensuring that students arrive to school on time for each school day, that the school is informed that their child will be absent from school or classes, and are responsible for encouraging students to stay in school. The Board also acknowledges the role and responsibility of principals, teachers and School-Based Planning Teams in the improvement of student academic achievement.

The District will focus on maximizing student attendance by clearly identifying the responsibilities of staff, students, parents, and community, identifying appropriate resources, and ensuring that students are successful academically, economically, and socially.

The Board recognizes that dropping out of school has serious long-term consequences for students. The Board is committed to doing everything within its power to provide a quality education that ensures our students graduate with the skills to be successful in this global economy. To that end, the Board adopts the policy that, except for students that are employed full time, all students must complete (at a minimum) the school year in which they turn 17 years of age before initiating the paperwork required to officially drop out of school. Students that are employed full time must complete (at a minimum) the school year in which they turn 16 years of age before initiating the paperwork required to officially drop out of school.

The Board established the following guidelines for the withdrawal of students from the District:

A. Students shall be counseled on their educational program prior to leaving the District.

This includes graduates, dropouts, and students who withdraw for other reasons, such as those who intend to transfer to another school district, charter school, private school, or home school;

B. All students leaving the District shall be properly coded and accounted for in the Student Management System (SMS);

C. All required documentation shall be collected and filed in the student's cumulative folder; and

D. Formal processes and procedures for withdrawal shall be developed, maintained and followed by the District consistent with the law.

Cross-ref: 4321, Programs for Students with Disabilities

5100-R, Student Absences, Excuses and Withdrawal Regulation 5305-R, Eligibility for Extracurricular Activities

5305-R, Eligibility for Extracurricular Activities Regulation

Ref: Education Law §§3202(1-a); 3205-3213; 3225

8 NYCRR § 175.6

Note: Student Attendance and Withdrawal Policy (August 28, 1997)

Amended August 20, 1998; August 21, 2000; May 22, 2008; July 22, 2010 pursuant to

Resolution No. 2010-11: 74; April 25, 2013 pursuant to Resolution No. 2012-13: 619; Amended June 15, 2017 pursuant to Resolution No. 2016-17: 853.

Superintendent’s Regulation: Student Absences, Excuses and Withdrawals

SUPERINTENDENT’S REGULATION

Student Absences, Excuses & Withdrawal Regulations

Approved Upon Superintendent’s Initials

Date

Part I: Student Absences and Excuses

All registered students are expected to attend classes as scheduled. Parents/legal guardians have the obligation to inform the school of his/her child’s absence from school or from classes for the student’s absence to be considered excused. An absence is considered to be excused if the parent/legal guardian notifies the school with one of the following reasons: child’s illness, doctor appointment, sickness or death of an out-of-town family member for up to three days within New York State or five days outside the state.

The parent/legal guardian of any student who has been absent for three days (need not be consecutive) during a specific attendance reporting period shall be notified concerning the number of absences and instances of truancy or tardiness for that register period by school personnel (e.g., teacher, administrator or principal designee). Any unexplained absence of a full day or selective truancy from classes shall be investigated by the principal or his/her designee. The school staff designated will submit information in the comment field on the Student Attendance or Student Note page in the SMS on-line attendance system regarding the truancy.

The definition of an absent student is when a student does not attend school during the hours of operation.

A. Excuses

The parent/legal guardian must submit a verbal or written excuse to the appropriate school personnel within five days of a student’s return to school from an absence or the school must consider the absence “unexcused.” The written excuse or the transcribed verbal explanation from the parent/legal guardian shall be placed in the student’s cumulative records. The designated school staff will submit information in SMS.

If an excessive pattern of absence is identified by the principal or his/her designee, the school shall investigate the validity of the excuses and reasons for absences. If the absences are found to be unexcused, the student’s attendance shall be marked accordingly and parent/legal guardian shall be notified. The school staff designated will submit information in the comment field in SMS.

Excused absences are when a student is not in school for religious observances or illness with a parent and/or physicians written documentation.

B. Tardiness

Tardy students are required to sign in at the appropriate office upon arrival and cannot be admitted to class without a completed late slip.

If an excessive pattern of tardiness is identified by the principal or his/her designee, the school shall investigate the reasons for the tardiness. If the tardiness is found to be unexcused, the student's attendance shall be marked accordingly and the parent/legal guardian shall be notified. The school staff designated will submit information in the comment field in PowerSchool.

Tardy is defined as a student attending school anytime during the hours of operation, but after the official start time as designated by the school.

C. Attendance Referrals

1. Prior to referring a student to Central Office for non-attendance, school staff shall make diligent efforts to resolve the non-attendance issue, in accordance with the Attendance and Withdrawals Procedures. School staff should explain to parents/legal guardians the consequences of non-participation in the conference and of persistence of absences and/or truancy. It is imperative to document in writing all attempts to contact the parent or legal guardian as well as outcomes. In accordance with the Attendance and Withdrawals procedures, all principals and designees must engage in diligent efforts as soon as attendance becomes an issue.
2. If in spite of school staff efforts, a secondary student has accumulated 20 days (need not be consecutive) of unexcused absences from school, the principal or designee shall generate an attendance referral to the Office of Attendance, in accordance with the Attendance and Withdrawals Procedures.
3. If in spite of school staff efforts, an elementary student has accumulated 20 days (need not be consecutive) of unexcused absences from school, the principal or designee shall generate a referral to Child Protective Services for Educational Neglect, in accordance with the Attendance and Withdrawals Procedures.

Part II: Student Withdrawal

A. Student Planning Exit Interview and Withdrawal Meeting

1. The principal or his/her designee must schedule and conduct a student planning exit interview for all students who request to be withdrawn from a RCSD school

or program. The purpose of the Student Planning Exit interview is to ensure that students who leave school prior to being granted a diploma are provided with counseling, guidance, and information concerning the consequences of the decision and current and future educational options in accordance with the Attendance and Withdrawals Procedures.

After every procedure listed in the Attendance and Withdrawal Procedures has been followed to keep the student in school or to continue his/her education in a program that would lead to the attainment of a diploma, the school shall send all documentation verifying the contacts made with the student and his/her parent/legal guardian, along with the student's attendance record, and a copy of the Student Planning Exit Interview signed by the principal or his/her designee to the Coordinator of Attendance. All documentation should be sent electronically from the schools to the zone-assigned Coordinator of Attendance at studentwithdrawals@rcsdk12.org.

The Office of Student Placement will be responsible for withdrawing the student from the Rochester City School District (RCSD) in the Chancery SMS in accordance with the Attendance and Withdrawal Procedures.

Once the withdrawal is completed, the school will be able to confirm the withdrawal within 15 days in SMS.

B. School Responsibilities

1. The principal or designee will ensure that the regulations and student withdrawal procedures outlined in this document and the Attendance and Withdrawal Procedures are followed by the school.
2. The principal and his/her designee who oversees the processes at the school level outlined in this regulation must be thoroughly familiar with SMS, as they relate to the withdrawal documentation process and attend all orientation training sessions pertaining to PowerSchool. The principal or designee of each building is responsible for verifying and assuring that accurate withdrawal data is reported in SMS and supporting documentation is included in the student's cumulative folder as outlined in this regulation.
3. The school must show due diligence in compliance with Board Policy 5100 and this regulation (5100R) pertaining to the support procedures administered regarding efforts to locate and support student attendance at school.
4. The principal or his/her designee will notify and stay in contact with the zone-assigned Coordinator of Attendance to determine the location of a student who was enrolled in the District in the prior year and failed to return to school in the current school year, whose official documentation has not been received by the school of transfer in accordance with this regulation, or who has been absent 20 or more consecutive days in accordance with the Attendance and Withdrawal Procedures.

5. The principal or his/her designee will send a copy of the graduation program that includes the list of students that graduated or received an IEP diploma to the Student Records Department after each graduation ceremony.
6. Electronic copies of all completed documentation to withdraw a student will be sent to the Office of Placement in accordance with this regulation and supporting procedures.
7. Schools will retain student records in accordance with Board Policy 1120 (A).

C. Central Office Responsibilities

I. The Division of Youth Development and Family Services

A. Office of Student Attendance Responsibilities

After due diligence on the school's behalf:

1. Upon request of the school principal or designee, when documentation is not recorded by the school of transfer, an investigation will take place to verify that the transfer has/has not occurred and a report will be sent to the school principal or designee.
2. Upon request of the school principal or designee, an investigation will take place to report to the school principal or designee the location of a student who was enrolled in the district in the prior school year and failed to return in the current school year.
3. Upon request of the school principal or designee, an investigation will take place for a student who has been absent 20 or more days and a report of the findings will be submitted to the school principal or designee in accordance with the Attendance and Withdrawal Procedures.
4. Upon request of the school principal or designee, an investigation will take place to determine the location of unknown students and report the findings to the school principal or designee. For students whose location cannot be determined, a request shall be generated to the Office of Safety and Security to investigate to ascertain the student's location in accordance with the attendance and withdrawal procedures.
5. In accordance with the attendance and withdrawal procedures, the principal's designee will submit to the Office of Student Placement and Equity all required documentation received from the school along with the documentation that was discovered during the investigations in order for the appropriate withdrawal code to be determined and will contact the school with the withdrawal code

II. Office of Student Placement and Equity Responsibility

The Office of Student Placement and Equity will record the appropriate withdrawal code in Chancery SMS as outlined in the Attendance and Withdrawal Procedures.

III. The Office of Accountability (OOA) Responsibilities

1. OOA will monitor compliance of this regulation.
2. OOA will develop modules to facilitate the training of principals regarding the procedures and data standards that support this regulation.
3. The Student Records Department will keep on file the graduation program with the list of students who graduated or received IEP diplomas sent by each high school.
4. The Student Records Department will house and archive student records as outlined Board Policy 1120 (A).

D. Rochester City School Compulsory Age Requirement for Withdrawal

Board Policy 5100 states that “the Board is committed to doing everything within its power to provide a quality education that ensures our students graduate with the skills to be successful in this global economy. To that end, except for students who are employed full time, all students must complete (at a minimum) the school year in which they reach 17 years of age before initiating the paperwork required to officially drop out of school.”

E. Requirements and Reasons for Withdrawing a Student

For each student who intends to withdraw from the District, regardless of the reason for withdrawal, other than graduation from the District or death, the principal or designee must conduct a Withdrawal Meeting between the student’s parent/legal guardian or the emancipated student in accordance with the Attendance and Withdrawal Procedures.

Reasons for Withdrawing include:

1. Students transferring to an accredited school inclusive of public, charter private, and/or parochial both inside and outside of the State of New York
2. Student has graduated by meeting District and State commencement requirements, or is withdrawing due to earning an IEP Diploma.
3. Student attending General Education Diploma (GED) or Job Corps Program
Board Policy 5100 states that the Board is committed to doing everything within its power to provide a quality education that ensures our students graduate with the skills to be successful in this global economy. To that end, except for students

who are employed full time, all students must complete (at a minimum) the school year in which they reach 17 years of age before initiating the paperwork required to officially drop out of school to attend a General Education Diploma (GED) or Job Corps program.

4. Student is 17 years of age Board Policy 5100 states that the Board is committed to doing everything within its power to provide a quality education that ensures our students graduate with the skills to be successful in this global economy. To that end, except for students who are employed full time, all students must complete (at a minimum) the school year in which they reach 17 years of age before initiating the paperwork required to officially drop out of school.
5. Student may be involuntarily withdrawn from the District if the student:
 - Has reached the maximum legal age and has not earned a diploma or certificate; or
 - Has been permanently expelled (students 17 years of age or older);
 - Has been ordered by the court to attend school elsewhere;
 - Has been transferred in compliance with §3214(5) of NYS Education Law;
6. A student of any age has died.

F. Students who fail to attend school without notice from the parent/legal guardian for students of compulsory age or the emancipated student.

1. In accordance with Part One of Article 65 of NYS Education Law, “any student, regardless of age, who is not attending school, shall be investigated to determine the nature of such absence.”
2. For a student who was expected to enroll in a school , but has not attended, an enrollment record is required. This enrollment record should be made in accordance with the Attendance and Withdrawal Procedures.
3. A student of compulsory age shall not be withdrawn from the District because the student’s location is unknown without showing diligence and proper documentation that every effort was exhausted to locate the student, in accordance with the Attendance and Withdrawal Procedures.
4. In accordance with §3202 of NYS Education Law, a student seventeen years of age and older who has failed to attend school for 20 consecutive days without any notice cannot be dropped from the District, unless all of the applicable conditions outlined in the District’s Attendance and Withdraw Procedures are met.

Part III: Records Retention

1. In accordance with Section 185.12, 8NYCRR and Board Policy 1120(A), all student records must be maintained in accordance with the RCSD retention procedures and the attendance and withdrawal procedures.
2. Unless authorized by the Superintendent of Schools or his/her designee, and in accordance with §225 of the Education Law, no student record (electronic, hard copy, or any medium) or part thereof, shall be altered falsely, destroyed, or deleted for any reason.
3. Any employee that falsely alters, destroys or deletes a student record (electronic, hard copy, or any medium) shall be subject to disciplinary action.

Part IV: Procedures to Implement Regulation

The Superintendent directs the Division of Youth Development and Family Services and the Office of Accountability to develop procedures to implement this regulation. The procedures shall be incorporated by reference into this regulation.

Enacted August 20, 1998; Amended August 10, 2009; and Amended July ____, 2010.

1. S 3205. Attendance of minors upon full time day instruction.
 - a. In each school district of the state, each minor from six to sixteen years of age shall attend upon full time instruction.
 - b. Each minor from six to sixteen years of age on an Indian reservation shall attend upon full time day instruction.
 - c. For purposes of this article, a minor who becomes six years of age on or before the first of December in any school year shall be required to attend upon full time instruction from the first day that the appropriate public schools are in session in September of such school year, and a minor who becomes six years of age after the first of December in any school year shall be required to attend upon full time instruction from the first day of session in the following September; and, except as otherwise provided in subdivision three of this section, shall be required to remain in attendance until the last day of session in the school year in which the minor becomes sixteen years of age.
2. Exceptions.
 - a. A minor who has completed a four-year high school course of study shall not be subject to the provisions of part one of this article in respect to required attendance upon instruction.
 - b. A minor for whom application for a full-time employment certificate has been made and who is eligible therefore may, though unemployed, be permitted to attend part time school not less than twenty hours per week instead of full time school.
 - c. The board of education of the Syracuse city school district is hereby authorized to require minors who are five years of age on or before December first to attend kindergarten instruction. However, the provisions of this paragraph shall not apply to:
 - i. Minors whose parents elect not to enroll their children in school until the following September.

- ii. Students enrolled in non-public schools or in home instruction.
3. In each city of the state and in union free school districts having a population of more than forty-five hundred inhabitants and employing a superintendent of schools, the board of education shall have power to require minors from sixteen to seventeen years of age who are not employed to attend upon full time day instruction until the last day of session in the school year in which the student becomes seventeen years of age. *(NB Effective until July 1, 2005)*

In each school district, the board of education shall have power to require minors from sixteen to seventeen years of age who are not employed to attend upon full time day instruction until the last day of session in the school year in which the student becomes seventeen years of age

[Amendment to the Education Law in Relation to Compulsory Attendance](#)

To: District Superintendents of Schools, Superintendents of Schools and Principals of Public and Nonpublic Schools

From: Arthur L. Walton

Date: August 1993

Subject: Amendment to the Education Law in Relation to Compulsory Attendance

<p>The following information concerns a recent amendment to Section 3205 of the Education Law relating to compulsory attendance.</p>
--

Last year, Chapter 198 of the Laws of 1992 was enacted to require all children who turn six years old prior to the last day of the school year to begin school on the first day the public schools are in session rather than on their birthdays. That law has now been amended (Chapter 518 of the Laws of 1993) to allow parents of children born after December first to have their children enter school the following September. This change does not alter the essential intent of Chapter 198, which was to assure that children enter or leave school at the beginning or end of the school year.

Children who turn six (6) on or before December first of the school year must attend school from the start of classes in September of that school year. Children who turn six (6) after December first must begin school no later than the first day of session the following September.

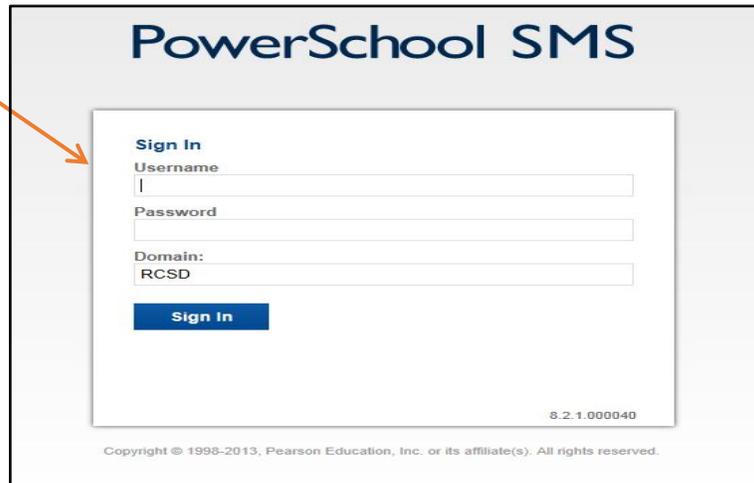
Children who turn 16 during the school year must remain in school until the end of that school year. In districts that elect to raise the compulsory age to 17 pursuant to Section 3205(3) of the Education Law, attendance is required until the end of the school year in which students turn 17.

For additional information about the compulsory attendance laws, please contact the District Superintendent of Schools of your Board of Cooperative Educational Services (BOCES).

Student Management System (SMS) Reports

Daily Attendance Instructions for Teachers

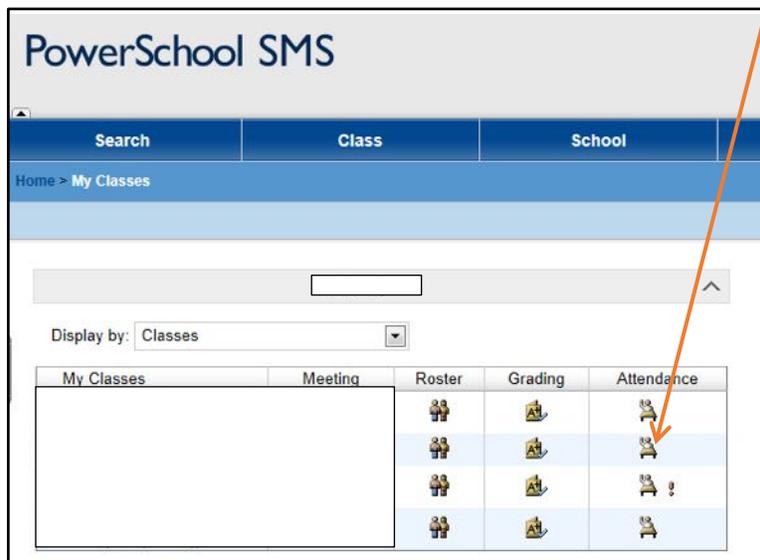
1. Log onto PowerSchool SMS. Enter your username and password. If you don't have access, ask your school secretary how to obtain access.



2. Your name will appear near the top of the screen.

3. For the class you need to submit attendance for click on the attendance icon .

If the symbol  appears, it means the required attendance has not been submitted yet.



4. Click on the appropriate attendance button for each student.

The screenshot shows the PowerSchool SMS interface for Class Attendance. At the top, there is a search bar and navigation tabs: Search, Class, School, Admin, My Reports, and Quick Links. The main content area displays a table of student attendance records for a specific date (Wednesday). The table has columns for Student Name, Code, Min. Abs, and Comment. Callout boxes provide instructions: 'Click on T when the student is tardy (enters classroom any time after the start of class)', 'Click on A when the student is absent', and 'Click on P when the student is present'. A 'Submit' button is visible at the bottom right of the table area.

Student Name	Code	Min. Abs	Comment
	Unsubmitted	0	
	Unsubmitted	0	
	Unsubmitted	0	
	T-Excused	25	Pass from nurse's office
	Unsubmitted	0	
	A-Unexcused	0	
	Unsubmitted	0	
	Unsubmitted	0	
	A-ISS	0	
	T-Unexcused	5	Late from lunch / no pass
	Unsubmitted	0	

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When a student is tardy **T**

- Be sure to enter the number of minutes the student was late to class in the column.
- It is recommended that teachers reference their schools handbook regarding their policy/procedures for excused tardiness.

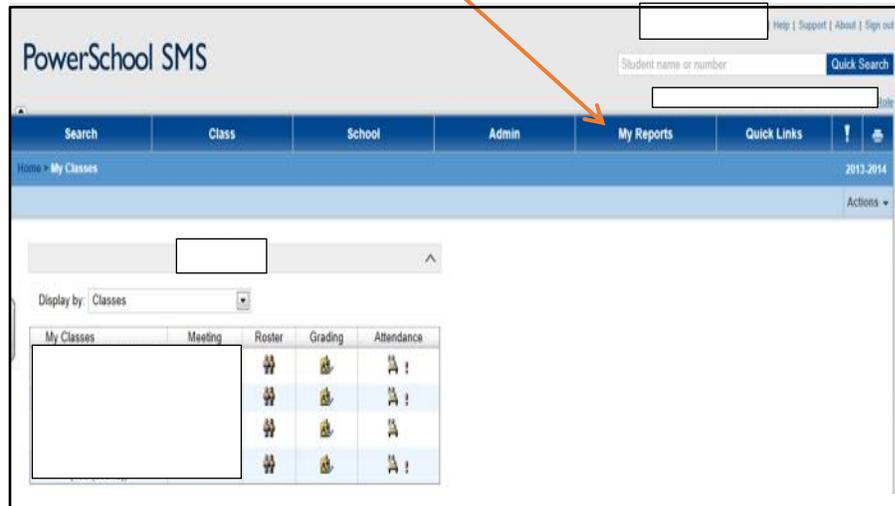
Please enter any pertinent information in the comment box that is relevant for documentation and tracking purposes.

5. Hit **Submit** button when completed.

How to Run a Master Attendance Report

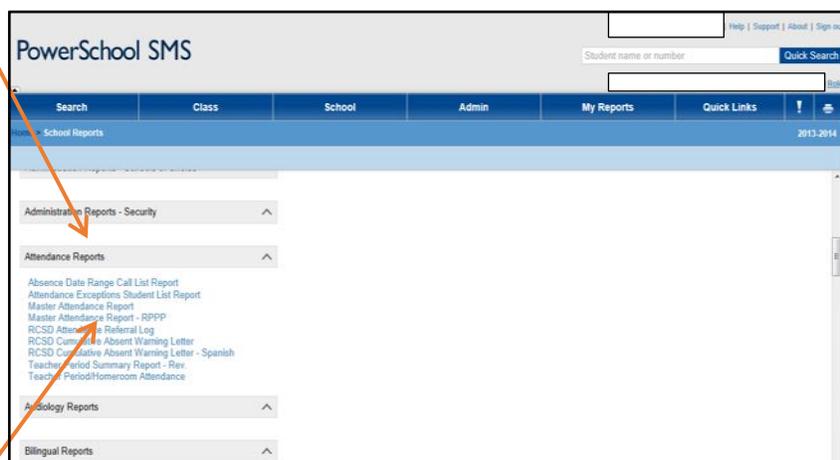
1. In PowerSchool SMS click on

My Reports



2. Click on “Run All reports” (need to put screen shot here)

3. Scroll down to “Attendance Reports”



4. Click on Master Attendance Reports
5. Report Title: Leave blank
Start Date: Click on “Specify” and enter date

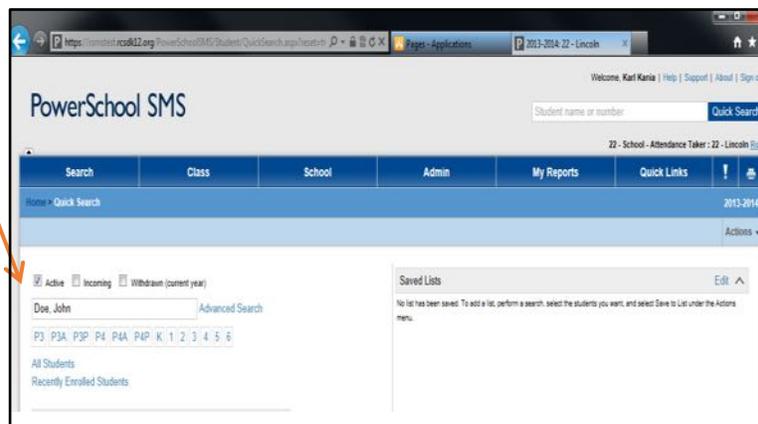
End Date: Click on “Specify” (if entering date other than today’s date) and enter date
You do not need to enter any other information in this section
Click on “Run” not “Save and Run”

Taking Attendance for ISS

ISS Attendance General Info

- Attendance for the ISS room is documented with “P-ISS” or “A-ISS” in the students’ daily code.
- Enter “P-ISS” when a student is present on a day that s/he is assigned ISS, or enter “A-ISS” when a student is absent on a day that s/he is assigned ISS.
- In order to enter a daily code, you must enter the code by student.
- You cannot enter attendance by class period.

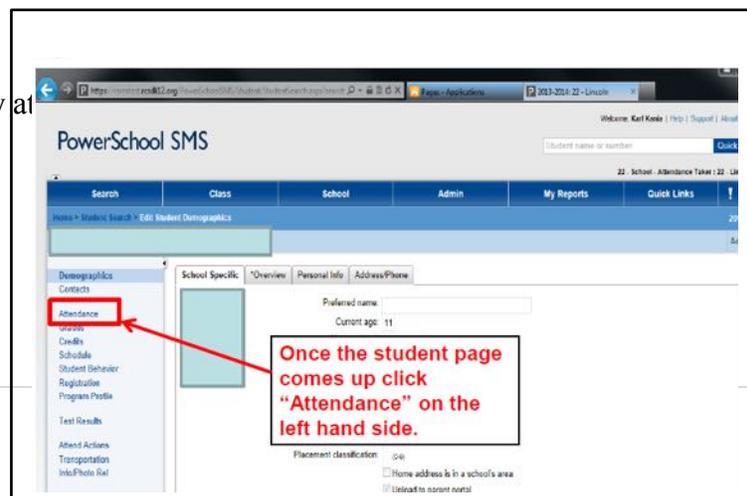
1. Locate the student in SMS



• On the home page in PowerSchool, search for the student assigned to ISS by either name or by student ID number

2. Enter daily code

3. Enter daily at



Demographics
 Contacts
 Family
Attendance
 Grades
 Credits
 Schedule
 Academic Plan
 Student Behavior
 Award
 Registration
 Enrollments
 Historical Info
 Permanent Record
 Program Profile
 Test Results
 Honor Rolls
 Attend Actions
 Background Data
 Demo History
 Env History
 Court Case Log
School Lottery
 Kinder Lottery
 Secondary SOC
 LE/P/ELL
 NYS Data
 Special Needs
 Transportation
 Support Center
 Tran Sp Needs
 Info/Photo Rel

Date range: 2 weeks back/next Dec 12, 2013 - Dec 26, 2013

Daily Attendance Summary

Attendance Details

November 2013 December 2013 January 2014

Daily Absent
 Daily Tardy
 Unexcused

Dec 12, 2013 - Dec 26, 2013 All days

Selected: 0

Date	Daily	Daily	Daily	Daily	Daily
Dec 12 (Thu)	P-Present	Unsubmitted	A-1		
Dec 13 (Fri)	A-Unexcused	A-Unexcused	A-Unexcused	A-Unexcused	A-Unexcused
Dec 16 (Mon)	A-Unexcused	A-Unexcused	A-Unexcused	A-Unexcused	A-Unexcused
Dec 17 (Tue)	A-Unexcused	A-Unexcused	A-Unexcused	A-Unexcused	A-Unexcused
Dec 18 (Wed)	P-Present	P-Present	P-Present	P-Present	A-Unexcused
Dec 19 (Today)	P-ISS	A-Unexcused	A-Unexcused	Unsubmitted	A-Unexcused
Dec 20 (Fri)	Unsubmitted	Unsubmitted	Unsubmitted	Unsubmitted	Unsubmitted

Today's unsubmitted attendance items: 3

Save | reset

Enter either "P-ISS" or "A-ISS" in the "Daily" column.

DON'T FORGET TO HIT SAVE.

RCSD Absence Warning Letters

A. Letter Report

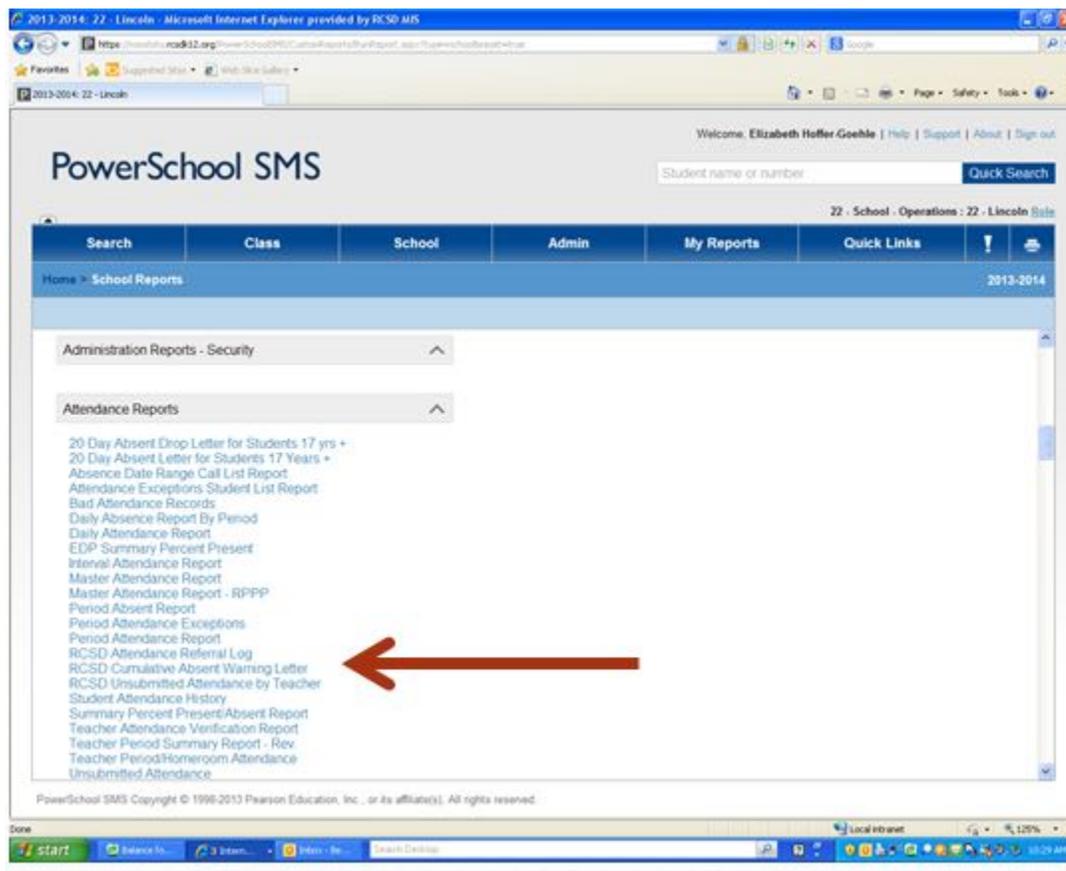
Sending letters to parents regarding student absences is an important part of the due diligence process that schools must complete.

Letters need to be run daily.

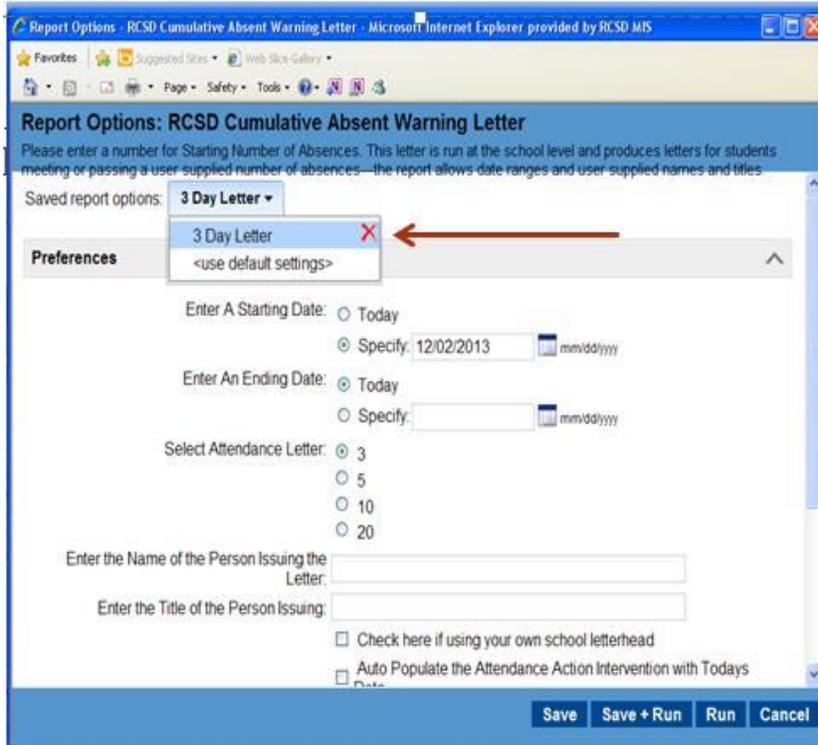
The RCSD Cumulative Absence Warning Letter report has been updated with several features to make it more user friendly and to be more time efficient.

All letters will be automatically documented in Attend Actions and in the Attendance Referral Log if auto-populated button is selected.

The new letter report has the same report name and location. Go to My Reports and then find the report under Attendance Reports.



Delete old saved templates if applicable.



This report will print all four versions of the letters. There is no need to run a report for each letter.

Report Options: RCSD Cumulative Absent Warning Letter
 Just hitting Run will run your 3, 5, 10 and 20 day letters. This new version is more flexible and has fixed many bugs. example: Does not display "Dual Enrolled" Students attending a different school.

Preferences

Language: English
 Spanish/English (PRINT 2 sided)

Enter the Name of the Person Issuing the Letter:

Enter the Title of the Person Issuing:

Check here if using your own school letterhead

Auto Populate the Attendance Action Intervention with Todays Date

Retrieve Letters already Auto Populated:

Enter Date (only works when selecting "RetrieveLetters"):

Today
 Specify:

Filters

Select filter criteria from sections below:

Save Save + Run Run Cancel

New option- letter will be run in English by default, however if you want to provide the letter in Spanish, choose the second option.

Remember to change the printing options for 2 sided for the English/Spanish version.

Report Options: RCSD Cumulative Absent Warning Letter
 Just hitting Run will run your 3, 5, 10 and 20 day letters. This new version is more flexible and has fixed many bugs. example: Does not display "Dual Enrolled" Students attending a different school.

Preferences

Language: English
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Enter the Name of the Person Issuing the Letter:

Enter the Title of the Person Issuing:

Check here if using your own school letterhead

Auto Populate the Attendance Action Intervention with Todays Date

Retrieve Letters already Auto Populated:

Enter Date (only works when selecting "RetrieveLetters"):

Today
 Specify:

Filters

Select filter criteria from sections below:

Save Save + Run Run Cancel

Enter the name and title of the person issuing the letter. Once you save this report, you will no longer need to enter this information

Report Options: RCSD Cumulative Absent Warning Letter - Microsoft Internet Explorer provided by RCSD MIS

Just hitting Run will run your 3, 5, 10 and 20 day letters. This new version is more flexible and has fixed many bugs: example: Does not display "Dual Enrolled" Students attending a different school.

Preferences

Language: English
 Spanish/English (PRINT 2 sided)

Enter the Name of the Person Issuing the Letter: _____
 Enter the Title of the Person Issuing: _____

Check here if using your own school letterhead
 Auto Populate the Attendance Action Intervention with Today's Date

Retrieve Letters already Auto Populated: NO [v]
 Enter Date (only works when selecting "RetrieveLetters"):
 Today
 Specify: _____ [mm/dd/yyyy]

Filters

Select filter criteria from sections below.

Save Save + Run Run Cancel

Choose Auto Populate to record interventions in the Attendance Referral Log and on students' Attend Action pages.

Report Options: RCSD Cumulative Absent Warning Letter - Microsoft Internet Explorer provided by RCSD MIS

Just hitting Run will run your 3, 5, 10 and 20 day letters. This new version is more flexible and has fixed many bugs: example: Does not display "Dual Enrolled" Students attending a different school.

Preferences

Language: English
 Spanish/English (PRINT 2 sided)

Enter the Name of the Person Issuing the Letter: _____
 Enter the Title of the Person Issuing: _____

Check here if using your own school letterhead
 Auto Populate the Attendance Action Intervention with Today's Date

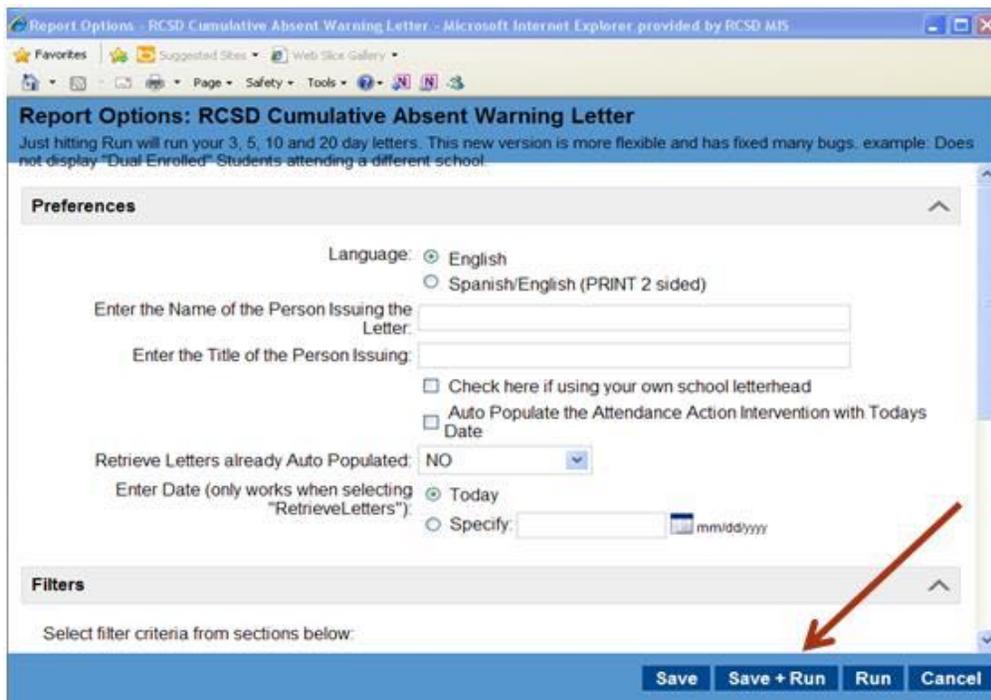
Retrieve Letters already Auto Populated: NO [v]
 Enter Date (only works when selecting "RetrieveLetters"):
 Today
 Specify: _____ [mm/dd/yyyy]

Filters

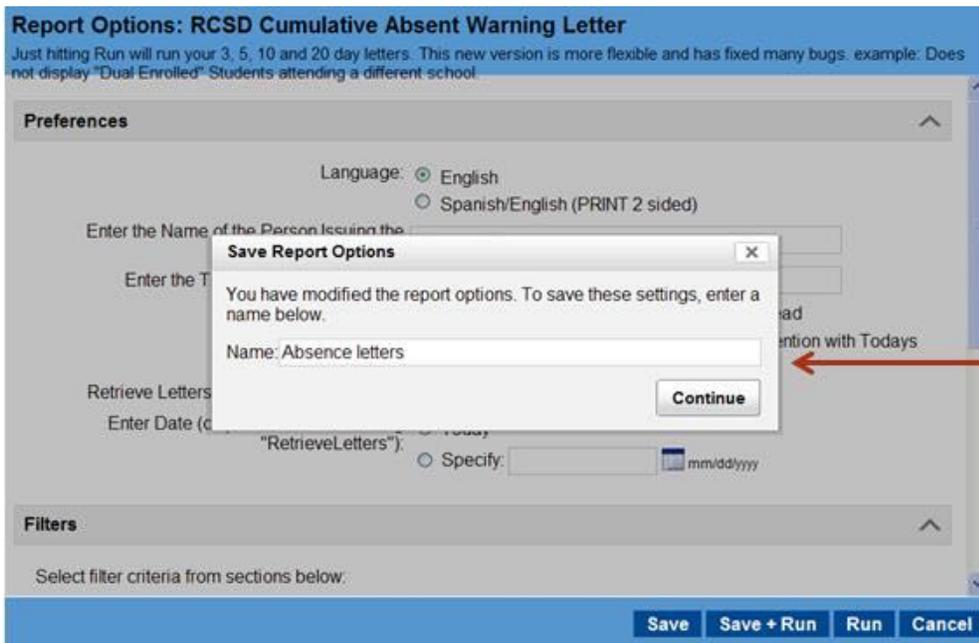
Select filter criteria from sections below.

Save Save + Run Run Cancel

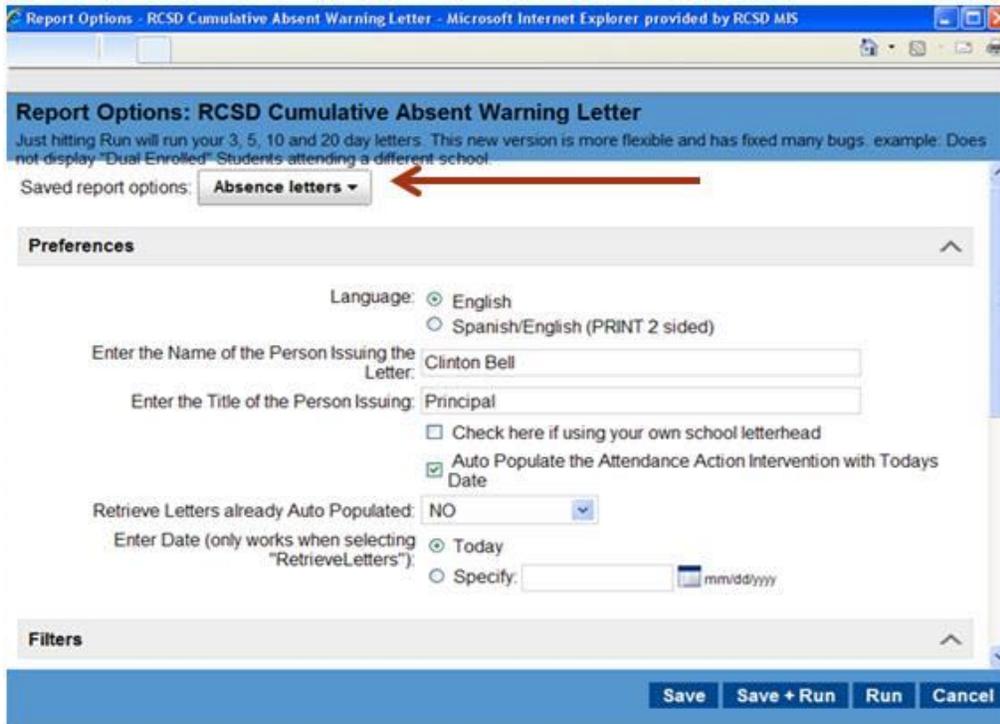
To save this format, hit Save + Run.



Label the saved report Absence Letters.



Each day you will only need to select the absence letters template and select Run to generate new letters.



Other Features

Will not display Dual enrolled student that are located at a different school such as HHT or LyncX.

Will not send letters for 3 and 5 days of Excused Absences including A-LTSP, A-HHT, etc...

Please contact your attendance assistant.

Facts about the Letters

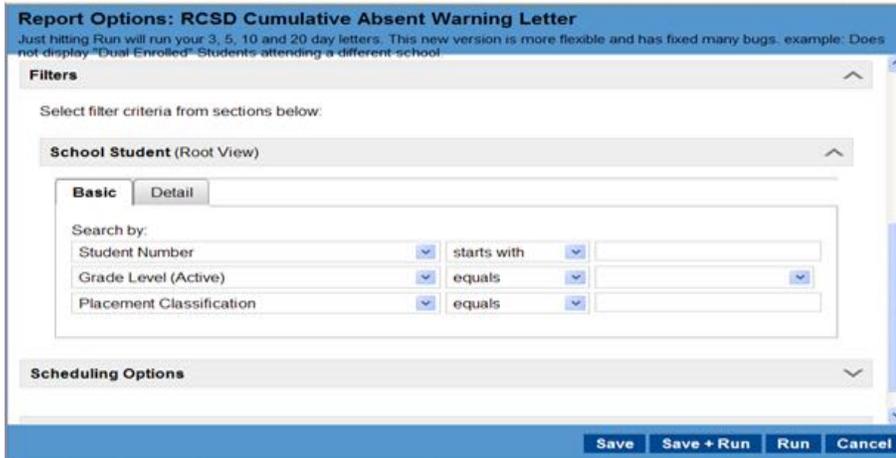
All 3, 5, 10 and 20 day letters will be generated at the same time.

The letter will be addressed to all student contacts who are listed on Power School to receive mail.

If a letter is produced and there is no address data, the letter will say "Bad Data No Contact" in place of the address. Please update student information so the letter can be generated correctly.

Filters

Filters are available for an individual student, or by grade level designation and placement level. Please send a request if more filters are needed



Retrieving Letters Previously Run

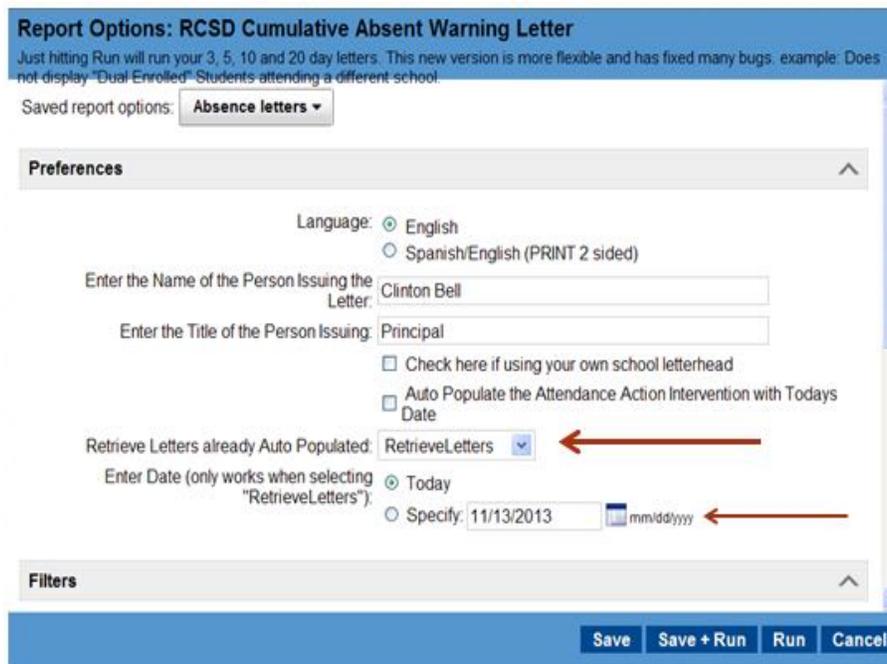
There have been requests to retrieve previously run letters due to printing errors.

In the past, once letters had been run and recorded in Attend Actions, a copy of the letter at that threshold could not be retrieved.

It is now possible to retrieve a copy of the previously run letter if needed.

To Retrieve Letters From a Specific Date

Choose the options below and select run.



Retrieve Copy of All Letters That Have Been Generated

Choose RetrieveALLSen

Overview of SPA Data Warehouse

SPA Data Warehouse can provide student;

- Daily Attendance
- Attendance absences from day before
- Birthdays
- Medical & legal alert
- Transportation
- Overall period attendance
- Class schedule
- Cumulative days absent
- Parent Connect Information

The screenshot shows the SPA Data Warehouse interface for Rochester City School District. The page includes a navigation bar with tabs for 'My Students', 'My Students Watch List', 'NY's Assessments', 'Local Assessments', 'My Students Trends', 'My Incoming Students', and 'My Performance'. Below the navigation is a search area for 'Teacher' with fields for 'School Name' and 'Teacher Name'. The main content area is divided into three sections:

- Attendance:** A bar chart showing 'My Students Avg Daily Attendance' with a value of 86.8%. Below the chart, it states 'There were no students absent yesterday!' and includes a 'Refresh' button.
- Average Daily Attendance:** A table with columns for 'Student ID', 'LastName, FirstName', 'Present', 'Absent', and 'Avg Daily Attendance'. The table is filtered to show students with attendance between 80% and 92.9%. The data is as follows:

Student ID	LastName, FirstName	Present	Absent	Avg Daily Attendance
73		1	0	98.7%
73		1	0	98.7%
71		3	0	96.0%
73		1	0	98.7%
72		2	0	97.3%
47		27	0	83.5%
66		0	8	69.2%
43		31	0	98.1%
68		6	0	91.9%
72		2	0	97.3%
74		0	0	100.0%
55		19	0	74.3%
37		22	0	52.2%
67		7	0	90.5%
67		7	0	90.5%
52		22	0	79.3%
69		5	0	93.2%
- My Class Schedule:** A section for 'Secondary' with a table for 'Course', 'Meeting Schedule', 'Class Name', and 'Term # of Student'. Below the table, there is a prompt for 'Cumulative Days Absent based on Average Daily Attendance' with an input field and 'Cancel', 'Skip Prompt', and 'Go' buttons.

Click on classes

Scroll down to “Teacher Name”

Select  icon.

Click on box at top of page “Submit for Teacher”

- click on “A” for students who are absent
- “T” for students who are tardy & put time in 4 digit format (eg: 09:25)
- If a code is already there (ie. E-Excused, or A-OSS), leave it as is.

Click “Save” button at the bottom.