



Rochester City School District
Office of Accountability &
Office of Student Attendance
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To: Principals, Placement, School Clerical & Attendance Clerks
From: Betsy Hoffer & Karl Kania
Date: May 18, 2021
Re: REVISED Student Attendance Records Clean-Up

Similarly to everything the last 14 months, the pandemic impacted schools' processes on entering and ensuring student daily attendance records. This was realized as we began to closely look at attendance data more carefully. As such, the Offices of Accountability, Student Attendance and IM&T met to determine how we can better support and inform schools' student daily attendance verification and clean-up effort.

Three scenarios were found that we believe primarily led to inaccurate daily attendance records:

1. For 7-12 attendance, a teacher changed or entered attendance after the daily attendance record was already calculated in PowerSchool.
2. For K-6 attendance, if the homeroom teacher did not enter attendance on that day, the system entered an attendance record for that student.
3. For K-6 attendance, the homeroom teacher entered "Absent – synch" because the student was not present remotely, but later in the day that student showed up to a specials class. Not realizing this, the homeroom never changed the daily code from "Absent – synch" to "Tardy" which would be the correct daily code.

Below, are what has been put in place to address the above:

- For 1 & 2, a weekly system process has been created to re-calculate student daily attendance based on period attendance going back to the beginning of the school year.
- For 3, where there are more than one "Present" entered for specials/periods for that day, the weekly system process will change the daily attendance code to "Tardy"
- For all other 3 errors, a report has been enhanced in PowerSchool to better direct efforts to verify student daily attendance records. Please see the document "Using PowerSchool Reports to Verify K-6 Student Attendance" for more detail regarding the report and correcting the data in PowerSchool.

Understanding all of this, revised deadlines for all student daily attendance corrections, including adding suspension codes are as follows:

- By June 4th – September, October, November & December daily attendance
- By June 11th – January, February & March daily attendance
- By June 18th – April & May daily attendance
- By June 25th - June daily attendance

If you have any questions, please email Karl Kania; karl.kania@rcsdk12.org