To: District Superintendents, Superintendents, Public School Leaders and Charter School Leaders
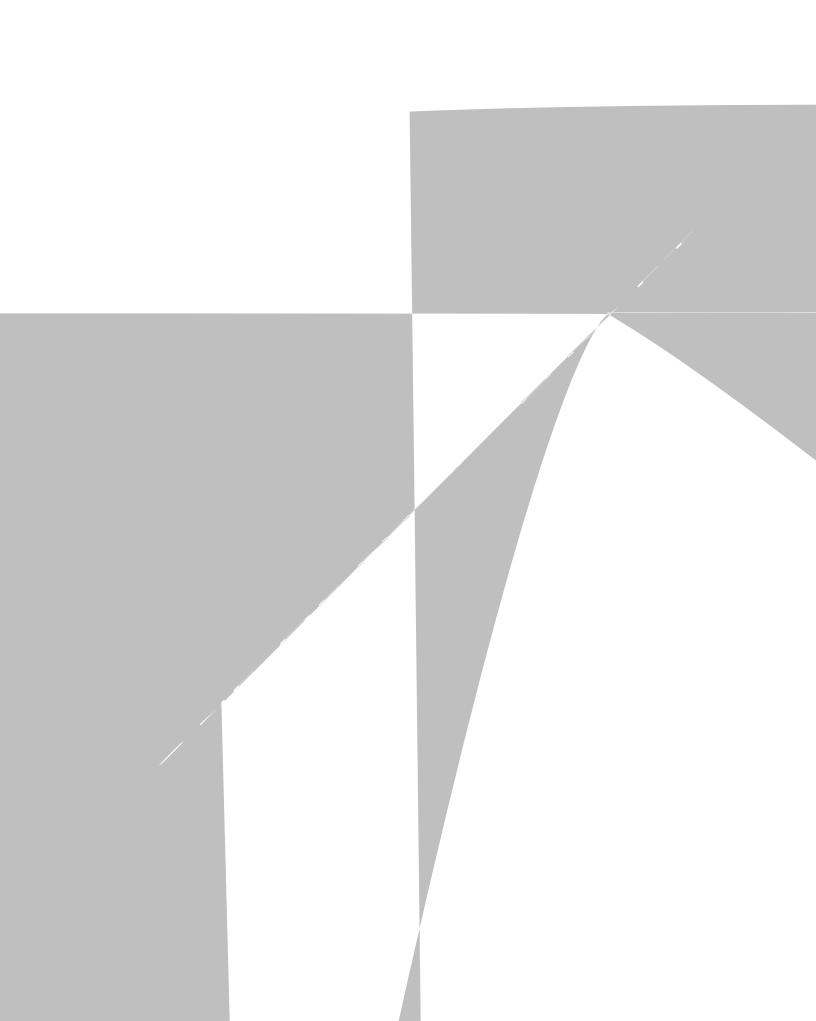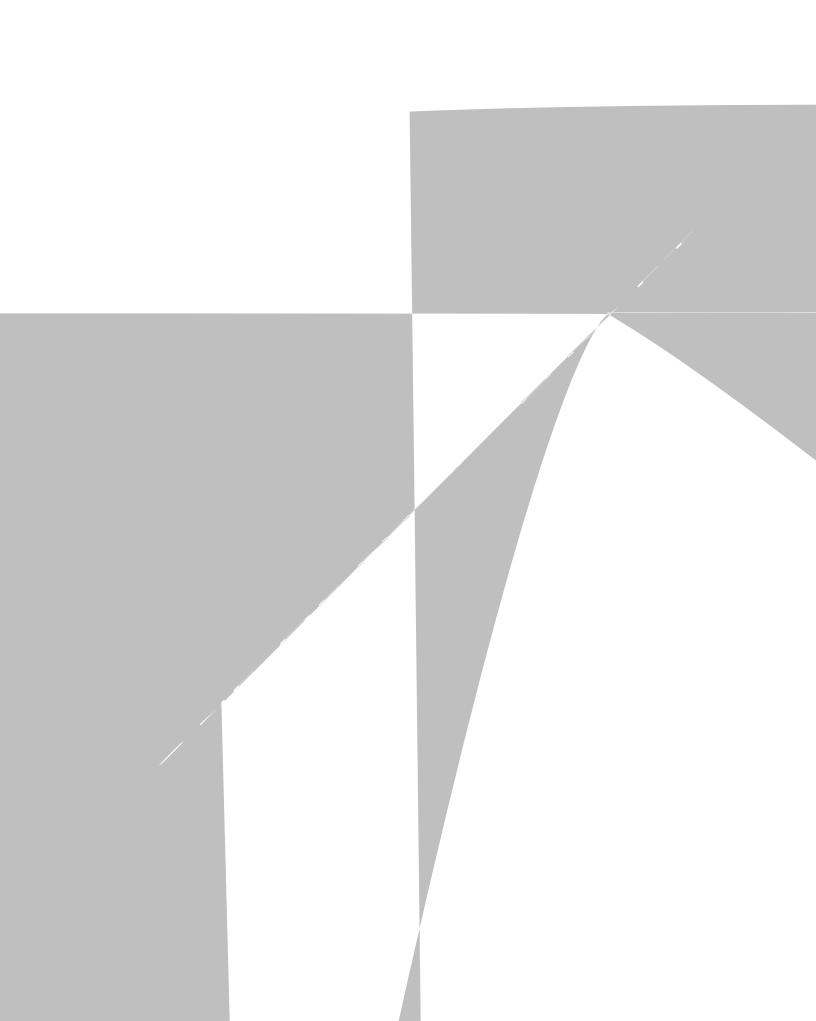
From: Rose M. LeRoy, Director

Date: Thursday, June 4, 2020

Subject: COVID-19 SIRS Reporting Guidance: Day Calendar and Attendance

This memorandum is to alert Local Education Agencies (LEAs) and Boards of Cooperative Educational Services (BOCES) (or "reporting entity") that the New York State Education Department (NYSED or "the Department") is introducing two (2) new SIRS Day Calendar Type Codes to be used to report school closures that have resulted from the COVID-19 Pandemic. SIRS Day Calendar Type and SIRS Student and Teacher Attendance Codes are components of data reporting through the New York State Student Information Repository System (SIRS). This system provides a single source of standardized individual student records to meet State and federal reporting requirements.

The statutory and regulatory authority for collecting Day Calendar-Type Codes and student attendance include

SIRS Student Daily Attendance Codes

In normal circumstances, a SIRS Daily Attendance Code is utilized for reporting **SIRS student daily attendance**

data.nysed.gov as an element of State reporting. Many stakeholders are interested in teacher attendance data. Therefore, Teacher Attendance Rates is publicly reported as requested by the Board of Regents.

How to Report SIRS Day Calendar and SIRS Student Daily Attendance

Scenario 1: **All** Schools or Select school building(s) or locations are closed due to COVID-19	Scenario 2: Individual student(s) absent due to COVID-19
SIRS Day Calendar	**SIRS Day Calendar**

The SIRS Day calendar should be reported with one of the following codes as applicable:

Instructional Day: Report with code "**Pub health/inst"**

Non-Instructional Day: ReporTc -0.n Tc 0.003dEMC inst