



THE STATE EDUCATION DEPARTMENT
THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

L2RPT

SIRS-324 - Staff Attendance Verification Report

In June of 2015, the New York State Board of Regents approved the collection and reporting of individual teacher attendance data by school districts, Boards of Cooperative Educational Services (BOCES), and charter schools. These local educational agencies (LEAs) will begin submitting individual teacher attendance data to the New York State Education Department during the 2015-16 School Year. Information about the Board meeting can be found at:

<http://www.regents.nysed.gov/meetings/2015/2015-06/p-12-educationhigher-education-jointmeeting>.

Collection of staff attendance data would begin in the 2015-16 school year. LEAs will be providing individual staff attendance to the NYSED utilizing the eScholar Staff Attendance template for New York. An end of school year count of “**full days absent**” will be provided for each teacher. This collection does not pertain to teaching assistants, teacher aides, or other staff.

A teacher absence will be defined in the same manner as currently defined on the Basic Educational Data System (BEDS) Public School Data Form. A teacher is absent if he or she is not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class. LEAs will have to decide which days should be included as instructional days. This includes both days taken for sick leave and days taken for personal leave. Personal leave includes voluntary absences for reasons other than sick leave. Teacher absenteeism does not include administratively approved leave for professional development, field trips, or other off-campus activities with students. **Days in which schools are closed (e.g. snow days), would not count as an absence for teachers. Teachers on leave for the entire year do not need to be reported.** LEAs will have to make determinations as to which codes are most appropriate based on specific cases and how they track absences. In cases where they do not track the specific type of absence, O (Other) may be used.

Data Elements Found in the Report

IBM Cognos Viewer - SIRS-324 Staff Attendance Summary Report

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New York State Education Department



Staff Attendance Summary Report

Data Contained in the Student Information Repository System

School Year:

District Name:

Finish

Data Refresh Date: May 14, 2016 12:00:00 AM

School Name a	Location Code b	Total Absences c	Sick Leave d	Personal Leave e	Jury Duty Leave f	Maternity/Paternity Leave g	Bereavement Leave h	Other Leave i
TOWN CSD	0000	87	75	8	1	0	3	0
TOWN ELEMENTARY SCHOOL	0001	323	176	53	5	68	9	12
TOWN HIGH SCHOOL	0006	310	258	44	1	0	6	1
TOWN MIDDLE SCHOOL	0005	355	292	38	0	18	7	0

School Name (column a): The school name as contained in the NYSED SEDREF database.

Location Code (column b): The SED BEDS code as contained in the NYSED SEDREF database.

Total Absences (column c): The sum of absences reported in columns d-i. Full days are reported only. Absences include: Sick, Personal, Jury Duty, Maternity/Paternity, Bereavement, and Other.

Sick Leave (column d): The sum of absences reported for sick leave.

Personal Leave (column e): The sum of absences reported for personal leave.

Jury Duty Leave (column f): The sum of absences reported for jury duty leave.

Maternity/Paternity Leave (column g): The sum of absences reported for maternity/paternity leave.

Bereavement Leave (column h): The sum of absences reported for bereavement leave.

Other Leave (column i): The sum of absences reported for other leave.

Drill Through

New York State Education Department



Staff Attendance Detail Report Data Contained in the Student Information Repository System

School Year: 2015-16
 District Name/Code:
 School Location/Code:
 Data Refresh Date: May 14, 2016
 Absence Type: Total Absences

Staff ID a	Educator Name b	Total Absences c	Sick Leave d	Personal Leave e	Jury Duty Leave f	Maternity/Paternity Leave g	Bereavement Leave h	Other Leave i
		3	2	0	0	0	1	0
		11	10	1	0	0	0	0
		9	9	0	0	0	0	0
		5	4	0	1	0	0	0
		5	5	0	0	0	0	0
		7	6	1	0	0	0	0
		12	11	1	0	0	0	0

Staff ID (Local) (column a): The Staff ID must be unique within the LEA. For NYC, the local staff ID must be unique within NYC. The Staff ID for each staff member must be consistent across all templates. This will contain the TEACH ID for LEAs that use the TEACH ID as their local staff ID.

Educator Name (column b): The staff person’s name.

Total Absences (column c): The sum of absences reported in columns d-i. Full days are reported only. Absences include: Sick, Personal, Jury Duty, Maternity/Paternity, Bereavement, and Other.

Sick Leave (column d): The sum of absences reported for sick leave.

Personal Leave (column e): The sum of absences reported for personal leave.

Jury Duty Leave (column f): The sum of absences reported for jury duty leave.

Maternity/Paternity Leave (column g): The sum of absences reported for maternity/paternity leave.

Bereavement Leave (column h): The sum of absences reported for bereavement leave.

Other Leave (column i): The sum of absences reported for other leave.