

## School Year 2015-16 Attendance Calendar

Revised June 23, 2015<sup>1</sup>  
Revised September 21, 2015<sup>2</sup>

The Attendance Calendar is attached for your use. **Principals, Pupil Accounting Secretaries, and other school personnel involved in scanning, updating and verifying data entered into the ATS system, should refer to this document throughout the 2015-16 school year for attendance reporting.**

**The STUDENT ATTENDANCE CALENDAR** is based on the maximum number of days that schools can schedule students for attendance or Regents examinations.

In accordance with New York City Department of Education policies, student absences resulting from appropriately documented religious obligations, and from appropriately documented released time for religious instruction on Wednesday afternoons, should be annotated in ATS with the relevant Reason Code. For additional information regarding the “Religious Accommodation of Students,” consult Chancellor’s Regulation A-630 on the DOE website (click “Rules and Policies,” and then “Chancellor’s Regulations”).

Every month a Period Attendance Report (PAR) takes a snapshot of all schools’ register and attendance. This happens on the 5th day of each month to record the data for the previous month. The purpose of “signing the PAR” or completing the period attendance report (PAR) is to reconcile all student register and attendance records each month. This routine is independent from maintaining the school’s calendar and “release dates.” Schools are advised to use the STAT screen routinely to clear pending discharges, unscanned rosters and retro attendance. For more information on Attendance compliance, [click here](#).

---

<sup>1</sup> The revision pertains to the addition of Lunar New Year on February 8, 2016 as a school holiday; the removal of the Wednesday, June 8, 2016 clerical half-day; and the addition of a full non-attendance day on June 14, 2016 for elementary schools, middle schools, and D75 school programs.

<sup>2</sup> This revision pertains to the removal of two pre-k non-attendance days: October 22 and April 21.

# STUDENT ATTENDANCE CALENDAR ELEMENTARY, MIDDLE SCHOOLS, HIGH SCHOOLS, and SPECIAL SCHOOLS 2015-16 SCHOOL YEAR

## Maximum days students can be scheduled for attendance (includes half-days) and Regents Examinations

| September (12) |    |                |    |    |
|----------------|----|----------------|----|----|
| M              | T  | W              | Th | F  |
|                |    |                |    |    |
| --             | -- | 9 <sup>1</sup> | 10 | 11 |
| --             | -- | 16             | 17 | 18 |
| 21             | 22 | --             | -- | 25 |
| 28             | 29 | 30             |    |    |

| February (15) (14 HS) |    |    |    |    |
|-----------------------|----|----|----|----|
| M                     | T  | W  | Th | F  |
| 1 <sup>2</sup>        | 2  | 3  | 4  | 5  |
| --                    | 9  | 10 | 11 | 12 |
| --                    | -- | -- | -- | -- |
| 22                    | 23 | 24 | 25 | 26 |
| 29                    |    |    |    |    |

| October (21) |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | Th | F  |
|              |    |    | 1  | 2  |
| 5            | 6  | 7  | 8  | 9  |
| --           | 13 | 14 | 15 | 16 |
| 19           | 20 | 21 | 22 | 23 |
| 26           | 27 | 28 | 29 | 30 |

| March (22) |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | Th | F  |
|            | 1  | 2  | 3  | 4  |
| 7          | 8  | 9  | 10 | 11 |
| 14         | 15 | 16 | 17 | 18 |
| 21         | 22 | 23 | 24 | -- |
| 28         | 29 | 30 | 31 |    |

| November (17) |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | Th | F  |
| 2             | -- | 4  | 5  | 6  |
| 9             | 10 | -- | 12 | 13 |
| 16            | 17 | 18 | 19 | 20 |
| 23            | 24 | 25 | -- | -- |
| 30            |    |    |    |    |

| April (16) |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | Th | F  |
|            |    |    |    | 1  |
| 4          | 5  | 6  | 7  | 8  |
| 11         | 12 | 13 | 14 | 15 |
| 18         | 19 | 20 | 21 | 22 |
| --         | -- | -- | -- | -- |

| December (17) |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | Th | F  |
|               | 1  | 2  | 3  | 4  |
| 7             | 8  | 9  | 10 | 11 |
| 14            | 15 | 16 | 17 | 18 |
| 21            | 22 | 23 | -- | -- |
| --            | -- | -- | -- | -- |

| May (21) |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | Th | F  |
| 2        | 3  | 4  | 5  | 6  |
| 9        | 10 | 11 | 12 | 13 |
| 16       | 17 | 18 | 19 | 20 |
| 23       | 24 | 25 | 26 | 27 |
| --       | 31 |    |    |    |

| January 2016 (19) |    |    |    |    |
|-------------------|----|----|----|----|
| M                 | T  | W  | Th | F  |
|                   |    |    |    | -- |
| 4                 | 5  | 6  | 7  | 8  |
| 11                | 12 | 13 | 14 | 15 |
| --                | 19 | 20 | 21 | 22 |
| 25                | 26 | 27 | 28 | 29 |

| June (18) |                 |    |                 |    |
|-----------|-----------------|----|-----------------|----|
| M         | T               | W  | Th              | F  |
|           |                 | 1  | 2               | 3  |
| 6         | 7               | 8  | --              | 10 |
| 13        | 14 <sup>4</sup> | 15 | 16              | 17 |
| 20        | 21              | 22 | 23 <sup>5</sup> | 24 |
| 27        | 28 <sup>6</sup> |    |                 |    |

## Student Holidays and other student non-attendance days

| 2015                    |  |
|-------------------------|--|
| September 7             | Labor Day  |
| September 14 – 15       | Rosh Hashanah  |
| September 23            | Yom Kippur   |
| September 24            | Eid al-Adha  |
| October 12              | Columbus Day   |
| November 3              | Election Day   |
| November 11             | Veteran's Day  |
| November 26 – 27        | Thanksgiving Recess  |
| December 24 – January 1 | Winter Recess  |
| 2016                    |  |
| January 18              | Martin Luther King Jr. Day   |
| February 8              | Lunar New Year   |
| February 15 – 19        | Mid-winter Recess (including President's Day & Lincoln's Birthday) |
| March 25                | Good Friday  |
| April 25 – 29           | Spring Recess  |
| May 30                  | Memorial Day   |
| June 9                  | Anniversary Day (in all five boroughs) (no students in attendance) |

## Citywide Instructional Days

|              | All Grades k – MS 9 & All District 75 | High School (non-District 75) |
|--------------|---------------------------------------|-------------------------------|
| Sept. – Jan. | 86                                    | 86                            |
| Feb. – June  | 92                                    | 91                            |
| <b>Total</b> | <b>178</b>                            | <b>177</b>                    |

### Notes:

- The High School Spring term begins on Tuesday, Feb.2, 2016
- For Pre-K totals, consult your borough's Program Administrator
- State aidable totals differ from instructional day totals

<sup>1</sup> September 9, 2015 is an early dismissal for Kindergarten & Pre-K only.

<sup>2</sup> H.S. Chancellor's Conference Day: No high school students are in attendance on Feb. 1, 2016 (one day deducted for non-D75 high schools only). District 75 high school students are in attendance on Feb. 1, 2016.

<sup>4</sup> June 14 is a Clerical Non-Attendance Day in elementary, middle, and D75 school programs (one day deducted for elementary, middle, and D75 high schools).

<sup>5</sup> Regents Rating Day: No high school students are in attendance on Thursday, June 23, 2016 (one day deducted for non-D75 high schools only). District 75 high school students are in attendance on June 23, 2016.

<sup>6</sup> Last Day of School: Tuesday, June 28, 2016 should be recorded noting the early dismissal (see section 13 of the 2015-16 School Year Calendar PDF document on the DOE web site at <http://schools.nyc.gov/calendar>).

**NOTES ON ATS REPORTING FOR RELEASE DAYS**  
**(For questions refer to the Attendance Supervisor at your Borough Field Support Center)**

All grade levels are to be in session a full day, for all the maximum days of pupil attendance, with the exception of authorized "release" full- or half-days for an individual grade level, multiple grade levels or the whole school.

**1. TO REPORT APPROVED RELEASE DAYS REQUESTED THROUGH THE CALENDAR CHANGE REQUEST PROCESS**

**Whole School:** When the entire school is 'released' through the calendar change process, the non-attendance day is removed from the school's calendar and daily attendance scan sheets are not auto-generated<sup>9</sup>. Schools should not complete student enrollment transactions (admission, discharge, transfer, grade or official class updates) on these non-attendance days.

**Selected Grade Levels:** When full-day releases are approved for specific grade levels, daily attendance scan sheets will print. Please scan rosters for participating grade levels as "Attendance Taken" and "Released" or, for rosters with mixed grade levels, record attendance for all students and, on the following school day, use the ATS **CCLA** function (see instructions for [CCLA](#) on the ATS Wiki) to release participating grade levels.

*Note: Students off-site through shared instruction such as HOM, HSP and SSU (Home Instruction, Hospital Instruction, and Superintendent Suspension Instruction (Offsite Suspension Facility) may still have attendance recorded on days when their grade levels are released.*

**2. REGENTS TESTING DAYS**

To release students for January and June Regents exam days, high schools update the ATS **ERES** function (see instructions for [ERES](#) on the ATS Wiki) for each exam administration period. June 1, 2016 Regents Common Core Day is treated as a Regents Day. To release high school students in multi-grade level schools, use CCLA to release appropriate grades. If it is necessary to release 6-8 grade students, prior central approval is required through a [CALENDAR CHANGE REQUEST](#). High Schools administering local assessments (e.g., portfolio reviews) may also treat Regents exam days as non-attendance days. With Calendar Change approval, grade levels 6-8 can also treat Regents exam days as non-attendance days for administering local assessments.

- January 26 – January 29, 2016
- June 1, 2016; June 14 – 22, 2016

**3. PRE-K NON-ATTENDANCE DAYS**

The following days are non-attendance days for all pre-k programs. Use [CCLA](#) to release pre-k classes.

- December 3, 2015
- January 28, 2016

**4. ALL OTHER RELEASES**

- **Citywide Releases:** On days of full- or half-day citywide releases for an individual grade level, grade levels, or the whole school use [CCLA](#).
- **Emergency Releases:** For the reporting of all other releases, such as Emergency Closing and or/ Delayed openings see instructions for the [CCLA](#) function on the ATS Wiki.

**5. HOLY DAYS ARE NOT RELEASES**

In accordance with DOE attendance policies, full day absences resulting from documented religious obligation should be annotated on the ATS Individual Student Attendance ([CIND](#)) function with Reason Code 05; partial day observances, use Code 55; early release for religious instruction, Code 56.

**Recommended to Prevent Releases Made in Error**

- Daily: Run an ATS [RNOC](#) report to display all daily attendance rosters not yet scanned or scanned as "released".
- Daily or Weekly: Review the ATS [RSAL](#) report. The number of students released each day is provided in this report.

Run the ATS [RATR](#) report for days with releases to identify students released.

---

<sup>9</sup> Schools participating in ATS Period Attendance should repeat the release process for their Subject Period Attendance 'SPAT' sheets.