



School Year 2013-2014 Attendance Calendar

Revised September 24, 2013ⁱ

Revised May 8, 2014ⁱⁱ

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 2013-2014 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. The number of days differs from the school year calendar for 2013-2014 because that calendar also accounts for state aidable days.

Holy Days are automatically reported by ATS therefore that calendar is not attached. 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").

Thank you for your cooperation.

**STUDENT ATTENDANCE CALENDAR
ELEMENTARY, INTERMEDIATE AND JUNIOR HIGH SCHOOLS, SPECIAL SCHOOLS, HIGH SCHOOLS
2013-2014 SCHOOL YEAR**

**MAXIMUM DAYS STUDENTS CAN BE SCHEDULED
FOR ATTENDANCE (INCLUDES HALF DAYS) OR
FOR REGENTS EXAMINATIONS**

**STUDENT HOLIDAYS AND OTHER STUDENT NON ATTENDANCE
DAYS DURING THE 2013-2014 SCHOOL YEAR**

2013					2014				
2013									
September (16)					February (15) (14 HS) ^a				
M	T	W	Th	F	M	T	W	Th	F
9	10	11	12	13	3	4	5	6	7
16	17	18	19	20	10	11	12	13	14
23	24	25	26	27	--	--	--	--	--
30					24	25	26	27	28
October (22)					March (21)				
M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4					
7	8	9	10	11	3	4	5	6	7
--	15	16	17	18	10	11	12	13	14
21	22	23	24	25	17	18	19	20	21
28	29	30	31		24	25	26	27	28
					31				
November (17)					April (15)				
M	T	W	Th	F	M	T	W	Th	F
				1		1	2	3	4
4	--	6	7	8	7	8	9	10	11
--	12	13	14	15	--	--	--	--	--
18	19	20	21	22	--	--	23	24	25
25	26	27	--	--	28	29	30		
December (15)					May (21)				
M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6				1	2
9	10	11	12	13	5	6	7	8	9
16	17	18	19	20	12	13	14	15	16
--	--	--	--	--	19	20	21	22	23
--	--				--	27	28	29	30
January 2014 (20) (19 HS) ^b					June ^c (18) (17 HS) ^d				
M	T	W	Th	F	M	T	W	Th	F
		--	2	3 ⁱⁱ	2	3	4	--	6
6	7	8	9	10	9	10	11	12	13
13	14	15	16	17	16	17	18	19	20
--	21	22	23	24	23	24	25	26	
27	28	29	30	31					

2013	
September 2	Labor Day
September 5 – 6	Rosh Hashanah
October 14	Columbus Day
November 5	Election Day
November 11	Veterans Day (observed)
November 28 – 29	Thanksgiving Recess
December 23 – January 1	Winter Recess
2014	
January 1	Last day of Winter Recess
January 20	Martin Luther King, Jr Day
February 17 – 21	Mid-Winter Recess (including President's Day & Lincoln's Birthday)
April 14 – 22	Spring Recess (including Good Friday, Easter and Passover)
May 26	Memorial Day
June 5	Anniversary Day (in all five boroughs) (no students in attendance)
IN ALL FIVE BOROUGHS	
	All Grades K-MS 9 & All District 75
	HS (Non-District 75)
Sept-Jan	90
Feb-June	89 ^a
	90 ^c
	88 ^{b,d}
TOTAL	180
	177
Notes:	
<ul style="list-style-type: none"> The High School Spring term begins on Tuesday, February 4, 2014. For Pre-K totals, consult the Borough Early Childhood Director. 	

^a No high school students are in attendance on Feb. 3, 2014 (one day deducted for high schools only). District 75 high school level students are in attendance on Feb. 3, 2014.

^b No high school students are in attendance on January 31, 2014 (one day deducted for high schools only). District 75 high school level students are in attendance on January 31, 2014.

^c June 3 & June 9 are Clerical Shortened Days in elementary, middle and D75 school programs.

^d In non-District 75 high schools having to administer Regents exams, there will be no high school students in attendance on Thursday, June 26, 2014 (Regents Rating Day). If this applies, an additional day will be deducted.

***For all other students, attendance on Wednesday, June 26 should be recorded noting the early dismissal (see section 13 of the 2013-2014 School Year Calendar PDF document on the DOE web site at <http://schools.nyc.gov/calendar>).**

NOTES ON ATS REPORTING
(For questions refer to your Network Attendance Liaison)

All grades 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 a grade, grades or the whole school.

1. RECORDING HOLY DAYS

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

2. TO REPORT APPROVED RELEASE DAYS REQUESTED THROUGH THE [CALENDAR CHANGE REQUEST PROCESS](#)

Release days approved through the calendar change request process will be reflected in ATS and attendance scan sheets will not be printed.

3. REGENTS TESTING DAYS

To release students for January and June Regents exam days, see instructions for [ERES](#) on the ATS Wiki. June 3, 2014 Regents Day should be treated as all other Regents Days. For schools with grades 6-12 or for middle schools administering Regents, prior central approval is required through the [CALENDAR CHANGE REQUEST PROCESS](#). Schools administering local assessments (e.g., portfolio reviews) may also treat Regents exam days as non-attendance days under limited circumstances and with Calendar Change approval.

4. ALL OTHER 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.

* 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. “PAR” dates are no longer provided on the Student Attendance Calendar. This routine is independent from maintaining the school’s calendar. 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](#)

ⁱ Revision pertains to adjustment for HS Scoring Day in Jan. 2014

ⁱⁱ Revision pertains to adjustment for snow day