

School Year 2014-15 Attendance Calendar

August 11, 2014
Updated June 9, 2015ⁱ

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 2014-15 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 2014-15 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”).

**STUDENT ATTENDANCE CALENDAR
ELEMENTARY, MIDDLE SCHOOLS, HIGH SCHOOLS, and SPECIAL SCHOOLS
2014-15 SCHOOL YEAR**

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

September (17)				
M	T	W	Th	F
--	--	--	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	--	--
29	30			

February (15) (14 HS) ¹				
M	T	W	Th	F
2 ^a	3	4	5	6
9	10	11	12	13
--	--	--	--	--
23	24	25	26	27

October (22)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
--	14	15	16	17
20	21	22	23	24
27	28	29	30	31

March (22)				
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
30	31			

November (16)				
M	T	W	Th	F
3	--	5	6	7
10	--	12	13	14
17	18	19	20	21
24	25	26	--	--

April (16)				
M	T	W	Th	F
		1	2	--
--	--	--	--	--
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December (17)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	--	--	--
--	--	--		

May (20)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
--	26	27	28	29

January 2015 (18) (17 HS) ²				
M	T	W	Th	F
			--	--
5	6	7	8	9
12	13	14	15	16
--	20	21	22	23
26	27	28	29	30 ^b

June ³ (19) (18 HS) ⁴				
M	T	W	Th	F
1	2	3	--	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26 ⁵

Student Holidays and other student non-attendance days

2014	
September 1	Labor Day
September 25 – 26	Rosh Hashanah
October 13	Columbus Day
November 4	Election Day
November 11	Veteran's Day
November 27 – 28	Thanksgiving Recess
December 24 – January 2	Winter Recess
2015	
January 19	Martin Luther King Jr. Day
February 16 – 20	Mid-winter Recess (including President's Day & Lincoln's Birthday)
April 3 – 10	Spring Recess (including Good Friday, Easter and Passover)
May 25	Memorial Day
June 4	Anniversary Day (in all five boroughs) (no students in attendance)

IN ALL FIVE BOROUGHS

(after 1 snow day)

	All Grades K- MS 9 & All District 75	High School (non-District 75)
Sept. – Jan.	90	89
Feb. – June	92	90
Total	182	179

Notes:

- The High School Spring term begins on Tuesday, Feb. 3, 2015
- For Pre-K totals, consult your borough's Program Administrator

¹ H.S. Chancellor's Conference Day: No high school students are in attendance on Feb. 2, 2015 (one day deducted for high schools only). District 75 high school students are in attendance on Feb. 2, 2015.

² H.S. Scoring Day: No high school students are in attendance on January 30, 2015 (one day deducted for high schools only). District 75 high school students are in attendance on January 30, 2015.

³ June 9 & June 15 are Clerical Shortened Days in elementary, middle and D75 school programs.

⁴ Regents Rating Day: No high school students are in attendance on Thursday, June 25, 2015 (one day deducted for high schools only). District 75 high school students are in attendance on June 25, 2015.

⁵ Last Day of School: Friday, June 26, 2015 should be recorded noting the early dismissal (see section 13 of the 2014-2015 School Year Calendar PDF document on the DOE web site at <http://schools.nyc.gov/calendar>).

Snow Day took place on January 27, 2015 – New totals in all five boroughs reflect this change

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 2, 2015 Regents Day should be treated as all other Regents Days. To release students in 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 June 9, 2015 revision pertains to the updated totals after 1 snow day on January 27, 2015.