



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

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EXECUTIVE DIRECTOR  
Data Systems and Educational Technology

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To: District Superintendents of BOCES  
Superintendents of Public Schools  
Charter School Leaders

From: Kathleen Moorhead

Subject: Individual Teacher Attendance Data

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 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-joint-meeting>.

### Existing Collections of Staff Attendance

New York State (NYS) teacher attendance data has been collected in a variety of ways for a number of years. NYS districts currently submit teacher attendance data as part of the biennial Civil Rights Data Collection (CRDC) conducted through the U.S. Department of Education's Office for Civil Rights. Teacher attendance data from the 2011-12 CRDC were used by the U.S. Department of Education in their state-level Educator Equity Profiles, which were published in December 2014. Additionally, the Department currently collects aggregate teacher attendance data from our lowest performing schools in compliance with the American Recovery and Reinvestment Act of 2009 (ARRA). ARRA stipulates that, in order to receive School Improvement Grants (SIG), State Education Agencies (SEAs) must submit teacher attendance data for schools receiving SIG funds.

Expanding the collection to require teacher attendance data from all LEAs, not just the lowest performing schools, will enable the Department to have a more complete and accurate data set, based on the most recently available data, to inform analyses and reporting. This collection will enable the Department to provide oversight and technical assistance support to LEAs, ensuring the fidelity of the data and the accuracy of subsequent interpretations of it.

## **Collection of Teacher Attendance through the Department's Student Information Repository System (SIRS)**

The collection of this attendance data will begin in the 2015-16 school year. LEAs will be providing individual teacher attendance to the NYSED utilizing the eScholar Staff Attendance template. An end of school year count of "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. 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.

The Department will provide additional information about the collection and reporting of attendance data. The following resources will be updated:

- Data Templates: <http://www.p12.nysed.gov/irs/vendors/templates.html>
- Guidance: <http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html>
- SIRS Manual: <http://www.p12.nysed.gov/irs/sirs/>