



Regulation of the Chancellor

Category: STUDENTS

Number: **A-210**

Subject: MINIMUM STANDARDS FOR ATTENDANCE PROGRAMS

Issued: 12/29/00

SUMMARY OF CHANGES

This regulation updates and supersedes A-210 - dated 12/05/90 and 9/05/00.

It incorporates and replaces:

A-201 ----- dated 10/01/79

A-241 ----- dated 12/05/90

This regulation outlines the minimum standards for school and district attendance programs, including requirements for school attendance services, attendance programs, attendance plans, attendance reporting and follow-up, Form 407 Tracking procedures and clearance procedures.

New Provisions:

- It contains new information concerning the 407 Attendance Tracking Program.

Eliminated Provisions:

- The attachment on ATS procedures has been eliminated since this information currently is incorporated in an implementation manual.



Regulation of the Chancellor

Category: STUDENTS

Number: **A-210**

Subject: MINIMUM STANDARDS FOR ATTENDANCE PROGRAMS

Page: 1 of 7

Issued: 12/29/00

ABSTRACT

This regulation supersedes and replaces Chancellor's Regulation A-210 dated December 5, 1990. The tracking and follow-up of attendance is one of the Board of Education's most important responsibilities as it relates to the safety, welfare and educational success of the students of New York City. This regulation outlines the minimum standards for school and district attendance programs, including requirements for school attendance services, attendance programs, attendance plans, attendance reporting and follow-up, Form 407 Tracking procedures and clearance of register procedures.

1. ATTENDANCE LAW

- 1.1** Each minor from six to seventeen years of age in New York City is required to attend school on a full time basis.
- 1.2** Children who turn six before December 1 (in New York City, December 31) of the school year are required to attend school at the beginning of that school year.
- 1.3** Students who turn seventeen on or after July 1 must complete the school year in which they turn seventeen years of age.
- 1.4** Exceptions to the age requirements for attendance are as follows:
 - a) Minors who have graduated from high school.
 - b) Students who have earned a high school equivalency diploma.
 - c) Students 16 or 17 years of age who have been issued a full-time employment certificate.

2. RESPONSIBILITIES FOR ATTENDANCE SERVICES

- 2.1** The Chancellor is responsible for setting the minimum standards of attendance, providing guidelines related to attendance issues and services, and ensuring that



Regulation of the Chancellor

Category: STUDENTS

Number: **A-210**

Subject: MINIMUM STANDARDS FOR ATTENDANCE PROGRAMS

Page: 2 of 7

Issued: 12/29/00

districts, high school superintendencies and centralized schools assign adequate staff to fulfill all educational and legal obligations with respect to attendance.

- 2.2** Superintendents are responsible for ensuring that each school meets minimum standards of attendance, as delineated in Chancellor's Regulations and memoranda from the central Office of Attendance. Superintendents must assign adequate staff to provide for the effective implementation of attendance services
- 2.3** Principals are responsible for the planning, implementation and supervision of the school attendance program. Each principal must assign an attendance coordinator (pedagogue or administrator) to oversee all attendance services and to ensure timely and effective tracking, follow-up and support of all absent students.

3. MINIMUM PROGRAM STANDARDS FOR DISTRICTS AND HIGH SCHOOL SUPERINTENDENCIES

Each district and high school superintendency is required to ensure the achievement of minimum attendance requirements, which include:

- 3.1** Adequate resources and staffing to enable the effective implementation of attendance tracking, outreach, follow-up and support services.
- 3.2** Training of all staff involved in the attendance program, including attendance teachers, attendance coordinators, principals, assistant principals, guidance counselors/support staff, pupil accounting secretaries, family assistants and para-professionals.
- 3.3** Monitoring of attendance programs to ensure compliance, effectiveness and accuracy. This includes regular district level reviews of ATS attendance and management reports to identify and track problems or issues that impact upon the attendance program.
- 3.4** Supervision of attendance teachers and other district outreach staff.



Regulation of the Chancellor

Category: STUDENTS

Number: **A-210**

Subject: MINIMUM STANDARDS FOR ATTENDANCE PROGRAMS

Page: 3 of 7

Issued: 12/29/00

- 3.5 Submission of a District Attendance Plan to the Office of Attendance by June 30th of each school year.
- 3.6 Identification of community resources, services and agencies available as referral sources for absentee students and their parents.
- 3.7 Establishment of a District Attendance Committee which meets on a regular basis to review the administrative and programmatic efforts of the District's attendance initiatives.

4. MINIMUM PROGRAM STANDARDS FOR SCHOOLS

Each school is required to develop and submit an attendance plan to the superintendent by May 15th for the following school year.

- 4.1 Teachers are responsible for ensuring that accurate records of attendance are kept for each student on register. These records include the attendance scan sheets and the change of attendance forms which are signed by the teacher or the person responsible for taking attendance for that class. Principals must make these records available to those authorized to review, inspect or audit them. The school must have a backup system for exceptional reporting, such as when the ATS System is down or the official classroom teacher is absent.
- 4.2 The attendance coordinator (administrator or pedagogue), under the supervision of the principal or his/her designee, is responsible for the overall operation of the school attendance program. This includes, but is not limited to, ensuring that each student's attendance is recorded accurately, all documentation is appropriately signed and available for review, parents are contacted following a student's absence, all documents related to attendance tracking are filed appropriately and all 407 procedures are followed.
- 4.3 Each school must have an Attendance Committee comprised of, but not limited to, teachers, administrators, members of the pupil personnel team, i.e., attendance teachers, guidance counselors, and should include parents and students. The purpose of the Attendance Committee is to review and improve the school's attendance program.



Regulation of the Chancellor

Category: STUDENTS

Number: **A-210**

Subject: MINIMUM STANDARDS FOR ATTENDANCE PROGRAMS

Page: 4 of 7

Issued: 12/29/00

- 4.4** All student attendance must be recorded on a daily basis. Scan sheets must be signed by the person taking attendance. Changes to scan sheets must be initialed by the person making the change.
- 4.5** Parents must be contacted to determine the cause of a child's unexplained absence. Every effort must be made to telephone parents on the first day of absence. If a parent cannot be contacted by the second day of absence, a letter or postcard is to be sent to the home. Automated calling systems should be utilized, wherever possible, to supplement school outreach efforts. All contacts and attempted contacts must be documented and kept on file in the school.
- 4.6** Schools should make every effort to identify and document the reasons for student absences.
 - 4.6.1** Parents are expected to submit a note or letter explaining their child's absence from school. A note from a doctor or health-care professional should be provided in cases of extended or frequent absence due to illness. If students have been absent from school for reasons other than illness, documentation of the reason for the absence is to be presented to the school (e.g., examination schedule of special examination, court order, etc.).
 - 4.6.2** Students who observe the religious holy days recognized by the New York State Commissioner of Education or other holy days not recognized on the calendar distributed annually may be excused based on a parent's request in writing prior to the date of observance. Teachers must mark the student absent and the appropriate Reason Code should be entered into the ATS System. Students should be informed of the alternative dates offered for religious observers when tests are given by outside testing organizations.
- 4.7** The Form 407 Tracking System ensures that a documented investigation is undertaken for every student who requires follow-up due to attendance, safety or legal issues.



Regulation of the Chancellor

Category: STUDENTS

Number: **A-210**

Subject: MINIMUM STANDARDS FOR ATTENDANCE PROGRAMS

Page: 5 of 7

Issued: 12/29/00

4.7.1 A Form 407 Attendance Follow-up and Outreach Referral automatically generates at the school under the following conditions:

- a) When a student has been absent for:
 - 10 consecutive days
 - 20 aggregate days (over a 4 month period)
 - 8 consecutive days (if there has been a prior 407)
- b) 30 days after a student has been discharged as "Address Unknown" (Code 12), a second Form 407 generates in order to re-investigate the status of the discharge to ensure that no new information concerning the student or family has become available.
- c) In September of the new school year, any student who was discharged during the previous year as "Under 6 Years Old" (Code 04), who will turn 6 years of age in the current year (by December 31) and does not appear as active on a school register, requires the generation of a 407 to ensure investigation of his/her status.

4.7.2 The Form 407 Attendance Follow-up and Outreach Referral may be manually issued when a home visit or investigation is required, under the following circumstances:

- a) When a suspended student does not return after the period of the suspension has ended or when the suspended student does not appear at a new school placement.
- b) When a special education student authorized to begin attendance in a new site does not report to the new placement within five (5) days.
- c) When a student has been excluded from school for the failure to obtain required immunizations or tuberculosis testing.
- d) When it is necessary to conduct an address investigation in order to confirm the residence of a student.



Regulation of the Chancellor

Category: STUDENTS

Number: **A-210**

Subject: MINIMUM STANDARDS FOR ATTENDANCE PROGRAMS

Page: 6 of 7

Issued: 12/29/00

e) When the principal requests an investigation.

f) When a student has shown signs of being chronically truant.

4.7.3 After the Form 407 has been generated the school is to implement the following steps:

The case is reviewed by school staff and any information, outreach efforts and interventions that have been undertaken are recorded on, or attached to, the Form 407. If the case can be resolved by school personnel, the resolution code is to be written on the Form 407 and the case is reviewed and signed by the principal or principal's designee. The resolution code, and date of closure are then entered into the ATS System, and the Form 407 is filed at the school.

If the case cannot be resolved at the school level, the Form 407, with the school's interventions recorded on the form, is given to the attendance teacher for further investigation. Upon completion of the investigation the attendance teacher writes the resolution code and date on the Form 407 and returns it to the school. This information is entered into the ATS System, and the Form 407 is filed at the school.

4.7.4 The school attendance coordinator must generate the R4RR Report (Form 407 Register Report) on a regular basis in order to monitor the status of 407 cases. Any cases that remain unresolved for over 20 days must be reviewed by the attendance coordinator and/or principal in order to ascertain the issues obstructing resolution.

5. CLEARANCE OF REGISTER

5.1 Schools are required to make every effort to identify the status of students who have not appeared by the fifth (5th) day of the new school year.

5.1.1 The principal in conjunction with the attendance coordinator must develop a Clearance of Register program to include procedures designed to locate



Regulation of the Chancellor

Category: STUDENTS

Number: **A-210**

Subject: MINIMUM STANDARDS FOR ATTENDANCE PROGRAMS

Page: 7 of 7

Issued: 12/29/00

and return to school students who have not appeared for the first five (5) days of school.

5.1.2 The Clearance of Register Report (RCR1) is to be generated after the fifth day of school. This report lists the names, addresses and telephone number of all "No Show" students.

5.2 All students on a school's register are to be part of the "Clearance of Register" process. This includes students who have been list noticed into the school for the new school year.

6. TRAINING AND TECHNICAL ASSISTANCE

The Office of Attendance provides training, technical support and assistance to districts, superintendentcies and schools on all issues related to attendance.

7. INQUIRIES

Inquiries pertaining to this regulation should be addressed to:

Telephone
(718) 935-3356

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