

Academic Recovery Services

As mentioned in the 10.19.21 PDigest, schools should use the ATS functions to identify students participating in Academic Recovery Services. Schools should update the **ATS EX_INST_PD** indicator to identify the type of service on **ATS BINU or UPSI**. Use ATS EXPD functions to create session classes using **ATS XMOD** and assign students participating in classes using **ATS XCLU**. Attendance rosters will begin generating Friday, October 22, for Monday, October 25, if students are assigned to extended day classes. ATS EXPD cannot retroactively add students to an extended session class; attendance will be collected the following school day from when the student was assigned to an extended class. Updates to transportation for students receiving curb to school Busing will be communicated at the end of November. Academic Recovery Services may be offered before, during, after school hours, and on the weekends. For STARS related Academic Recovery Guidance, see here: wiki.nycenet.edu/x/HQKNDg

Prepare for Parent Communication/Parent-Teacher Conference

To ensure the accuracy of parent data for students in your schools, please use the following practices:

Students Missing Adults:

Confirm all students have at least one residing with an adult using the **ATS RCON or RBIR reports**. ATS RCON has the option to generate the report with students missing an adult. The **ATS RBIR** FPT export has three adults listed for the student; if no adult information is present, use **ATS PARU to add/update adults**.

Resides With Conflicts:

Review students who have had an address change that the adult they reside with has the accurate "**Reside With**" flag. Use the **ATS RCON** report to generate a list of students with adults where the 'Student Resides Flag' = 'C.' Confirm/make updates to the adult information using **ATS PARU**.

Student ID merges:

Schools requesting student ID merges using **ATS RQSA-CID** should **not resubmit the request if the original request is pending**. Student ID merges will be completed in the order they are received. Note that a student ID beginning with a "1" is a legitimate NYC student ID and not created in error. If the student has both an ID that leads with a "1" and an ID with a "2," please use **RQSA-CID** to request a merge. The status of CID requests can be viewed using **ATS RQSD**. Please note that the merging of IDs will take several weeks.

Review School Quality Workbooks and Correct any Data

You may be asked to update ATS if your Principal or Principal designee finds any ATS errors. Preliminary results are available for review and are embargoed until its release later this fall. Schools have the opportunity to make corrections to data in **ATS and STARS until October 29**. For more information, see the School Performance wiki: wiki.nycenet.edu/x/qQdMBg

FOR ALL SCHOOLS: Daily Attendance Reason Codes

Reason codes 11 and 14 have been restricted due to student privacy issues. For students, classrooms, or schools that are quarantining, capture attendance using the daily attendance roster. This procedure will also be used on Election day. We will not use STARS the STARS attendance tracker.

Update the daily attendance with reason codes 65 (present remote instruction) or 35 (absent remote instruction) on CIND, AUPD, or PUPD. Note, the ATS RREL will display all reason codes ever used, not just those active. The ATS lookup for each function will display only the reason codes used to update a record.

Additional information is found here: wiki.nycenet.edu/x/QYBjDg.