Growth Factor Application User Guide
2023-2024

Kentucky Department of Education

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Growth Factor Application User Guide
2023-2024

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Growth Factor Application User Guide
2023-2024

Contents

Growth Factor Application User Guide
2023-2024

Growth Factor Application User Guide
2023-2024

SAAR Application Introduction

The SAAR application will now serve as the main control center for all Kentucky school districts for ALL three reporting cycles – Growth Factor, January Growth Factor, and SAAR. Included in this document are training for all three cycles and the application itself. Use *Control+Click* to skip ahead in this new document to the instructions specific to the new application: How to submit via new SAAR Application:

General Process

Due Dates – All Three Cycles

Growth Factor	The Growth Factor is due to KDE 10 days after the last day of the second month, **but not later than November 1st of each school year.**
January Growth Factor	Five days after the last day of the school month chosen with the most attendance days in January of the current school year, but no later than February 20th of each school year.
SAAR	The SAAR is due to KDE by **June 30th**. It is strongly encouraged that districts submit and verify their reports as soon as possible. **Note**: If your school offers an extended calendar for programs such as Job Corp or KECSAC, send an email to Brad Kennedy with the expected submission date.

Focus Areas (Growth Factor)

The data includes the following information collected by the school district for the entire school year aggregate day's attendance and absence:

- o Aggregate day's attendance and absence

- o Race and gender count

- o Adjustments for less than full-time attendance (Partial Day)

- o Nonresident/non-contract students

- o Overage and underage for the first two months of school

Growth Factor Application User Guide
2023-2024

Note: All information is reported by school, grade level, and by transportation.

Report Basics

Growth Factor Basics

Purpose:
- o KRS 157.360 (8) states, "Program funding shall be increased when the average daily attendance in any district for the first two months of the current school year is greater than the average daily attendance of the first two months of the previous school year." The percent of growth is multiplied by the previous school year's end-of-year ADA to determine the additional ADA funding a district will receive.
  Note - If a district does not incur any growth or shows a loss in ADA, there is no deduction of program funding to the district.
- o KRS 157.370 (3) provides an adjustment in transportation funding for current year increases in transported students. The number of transported students (T1s + T5s) for the first two months of the current year is compared to the number of transported students (T1s + T5s) reported on the previous school year's Growth Factor Report. The percent increase is multiplied by the tentative transportation calculation to determine the amount of transportation funding increase for a district. A district that shows a loss or no increase in T1s and T5s will not incur a reduction in funding.

Growth Factor is a subset of SAAR.

Note- See SAAR Basics for an in-depth description of data included in each record

GF Record #		Record Name		SAAR Record #
GF Record 1	=	Ethnic Count	=	SAAR Record 5
GF Record 2	=	Aggregate Attendance and Absence	=	SAAR Record 7
GF Record 4	=	Non-Contract/Overage/Underage	=	SAAR Record 9
GF Record H	=	Home Hospital	=	SAAR Record H

Growth Factor Application User Guide
2023-2024

Before you submit; Infinite Campus Data Cleanup

You will want to review your data in preparation for Growth Factor submission. This checklist of data cleanup reports should be run before submission. Following the checklist are instructions for running each report.

1. Ethnic Count Manual Verification

2. State Enrollment Overlap Report

3. Missing Enrollment End Status

4. Kindergarten Full-Day/Half-Day Indicator

5. ADA/ADM Report – Full Year

6. Student Schedule Gap

7. Overlapping T-Codes

8. Missing T-Codes

9. Period Schedule Gaps

10. Non-Resident/Non-Contract Students

11. Non-Resident/Contract Students – Added

12. Overage/Underage

13. Expulsion Attendance

14. Partial Day Students

15. Home Hospital Students

16. Funding Gap Audit Report

17. Behavior Attendance Audit

18. District Daily Attendance Report

19. Approved Amended Calendar (SAAR cycle only) – **Your amended calendar must be submitted and approved via Web Calendar Application**.

Growth Factor Application User Guide
2023-2024

1. **Ethnic Count Manual Verification** (Active students/last day of the 10th month of school)

   Path: KY State Reporting | SAAR Report | Check box R2 and R3 and select extract format of PDF, All Calendars, and leave the date range blank.

   o Run Record 2 and Record 3 of the SAAR Report, making sure the totals add correctly.

   ✓ R2 (Enrollment + Reenrollment) – R3 (Withdrawals) = R5 (Ethnic Count)

   ✓ This verification can be run by each school as well as at the district level.

   Note: Ethnicity codes may not match if a withdrawal code was left off or if students were enrolled and their ethnicity was **not** entered in during enrollment. These are the first two places to check if codes do not match correctly.

The following screenshots show this process. 7153 (R2 total) – 985 (R3 total) = 6168 (R5 total)

District

Grade	\multicolumn{9}{c}{Enrollment / Reenrollment Codes}	Total
	E01	E02	E03	R01	R02	R06	R20	R21	E98	Total
00	513	10	0	1	11	1	0	48	0	584
01	387	7	0	0	18	0	2	27	0	441
02	468	11	0	0	19	1	2	36	1	538
03	494	6	0	0	18	1	1	36	0	556
04	490	5	0	0	20	1	2	36	0	554
05	507	6	0	1	15	1	1	38	0	569
06	512	13	0	0	8	0	2	38	0	573
07	508	7	0	0	13	0	4	31	0	563
08	457	10	0	2	15	0	2	41	0	527
09	611	3	0	1	19	4	1	56	0	695
10	491	4	0	9	19	3	1	46	0	573
11	420	4	0	14	20	2	2	17	0	479
12	403	3	0	50	15	4	1	21	0	497
14	4	0	0	0	0	0	0	0	0	4
Total	6,265	89	0	78	210	18	21	471	1	**7,153**

District

Grade	W01	W02	W07	W08	W09	W12	W17	W20	W21	W22	W23	W24	W25	W26	W27	W28	W29	W30	G01	G02	G03	G04	Total
00	1	9	0	0	0	0	1	5	0	32	0	0	0	0	0	0	15	0	0	0	0	0	63
01	0	17	0	0	0	0	0	2	0	21	0	0	0	0	0	0	12	0	0	0	0	0	52
02	0	14	0	0	0	0	0	2	0	33	0	1	0	0	0	0	16	0	0	0	0	0	66
03	0	15	0	0	0	0	0	1	1	26	0	2	0	0	0	0	8	0	0	0	0	1	54
04	1	17	0	1	0	0	0	1	1	33	0	1	0	0	0	0	9	0	0	0	0	0	64
05	0	16	0	0	0	0	0	2	0	30	0	4	0	0	0	0	10	0	0	0	0	0	62
06	1	8	0	0	0	0	0	6	1	27	0	1	0	0	0	0	5	0	0	0	0	0	49
07	3	14	0	0	0	2	0	9	2	23	0	4	0	0	0	0	7	0	0	0	0	0	64
08	0	15	0	0	0	0	0	11	0	31	0	1	0	0	0	0	10	0	0	0	0	0	68
09	11	16	0	1	0	12	0	15	2	43	0	9	0	1	0	0	5	1	0	0	0	0	116
10	15	21	0	0	0	10	0	12	0	41	0	9	0	0	0	0	4	0	1	0	0	0	113
11	41	27	0	0	0	2	0	5	1	17	1	5	3	0	0	0	6	0	4	3	0	0	115
12	0	13	0	0	0	2	0	5	0	13	0	4	0	0	0	0	2	0	14	38	7	0	98
14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Total	73	202	0	2	0	28	1	76	8	370	1	41	3	1	0	1	109	1	19	41	7	1	**985**

Growth Factor Application User Guide
2023-2024

District

Grade	White		Black		Hispanic		Asian		Hawaiian/Pacific Islander		American Indian/Alaskan		2 or More		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
00	185	174	26	21	23	26	6	8	0	1	2	1	22	26	264	257	521
01	116	149	21	32	19	5	6	2	0	0	2	2	14	21	178	211	389
02	192	141	20	21	20	19	6	5	0	0	1	0	22	25	261	211	472
03	170	181	22	30	26	32	6	9	0	0	1	0	16	9	241	261	502
04	190	156	26	30	18	19	4	6	0	0	1	0	25	15	264	226	490
05	192	164	41	26	18	18	4	5	0	0	1	2	15	21	271	236	507
06	208	187	23	22	24	19	2	4	0	0	0	0	18	17	275	249	524
07	197	180	19	22	19	13	3	9	0	0	0	1	23	13	261	238	499
08	155	182	19	23	21	14	3	4	0	1	0	0	22	15	220	239	459
09	220	200	35	22	25	19	13	3	0	0	1	1	18	22	312	267	579
10	177	170	28	20	22	10	3	15	0	0	0	0	8	7	238	222	460
11	118	161	17	11	17	16	5	6	0	0	0	1	6	6	163	201	364
12	160	139	16	21	15	15	5	6	0	0	0	0	8	14	204	195	399
14	2	0	0	1	0	0	0	0	0	0	0	0	0	0	2	1	3
Total: 14	2,282	2,184	313	302	267	225	66	82	0	2	9	8	217	211	3,154	3,014	6,168

2. State Enrollment Overlap

Path: Student Information | Reports | State Enrollment Overlap

Enrollment overlaps occur when the beginning/end dates of one primary enrollment overlap with a second primary enrollment record for the same student. **KDE will not process a district SAAR or Growth Factor until all *primary* (see "TYPE P" in the graphic below) overlaps more than one day are correct.**

o *Review Step*: The State Enrollment Overlap report will identify these overlapping records, which should be corrected by working with the other district involved.
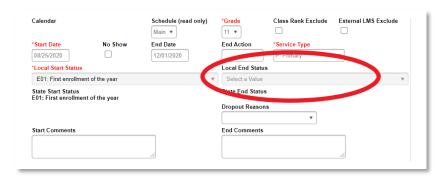
Note - One-day overlaps are allowed and should remain within Infinite Campus except for a one-day overlap in the same district. Be very careful which enrollment record gets end-dated as attendance and grades are tied to enrollment.

All Districts

Student (#)	District	School	Year	Grade	Start/End Date	Type	Percent	Overlap Days
	Franklin County	FRANKLIN COUNTY HIGH SCHOOL	20-21	09	08/26/2020-06/30/2	21 P		
(#	Fayette County	Lafayette High School	20-21	09	01/15/2021-06/30/2	21 P		167

Growth Factor Application User Guide
2023-2024

3. <u>Missing Enrollment End Status Report</u>

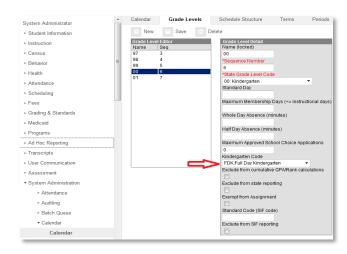*Path: KY State Reporting | Edit Reports | Missing Enrollment End Status Report*

This report identifies students who have an enrollment with an end date but no associated end status.

4. <u>Kindergarten Full-Day/Half-Day Indicator</u>

Path: System Administration | Calendar | Calendar | Grade Level

- o Districts may have full or half-day Kindergarten classes or a combination of both. The state of Kentucky provides funding for 50% (half) of Kindergarten ADA even if a school district chooses a full day of Kindergarten. This funding adjustment is made after the Submission of the SAAR to KDE. The appropriate Kindergarten code is selected from the Kindergarten Code dropdown menu:

  - ✓ BDK: Full and Half Day Kindergarten

  - ✓ FDK: Full Day Kindergarten

  - ✓ HDK: Half Day Kindergarten

Growth Factor Application User Guide
2023-2024

5. **ADA/ADM Report – Full Year**

   Path: Attendance | Reports | ADM and ADA Report

   The ADM and ADA Report summarizes data from Kentucky's attendance calculation. Select the 'Detail Report Type' to generate a list of individual students' attendance data for the calendar selected in the toolbar. Select the 'Summary Report Type' to generate an overview of school-wide attendance data for one or more calendars. When running the 'Summary Report Type' against multiple schools, select 'All Schools' in the toolbar and choose the desired calendars from the calendar picker.

   - o If the Date Range is left blank, it will default to the start/end dates of the calendar
   - o The calendar populates the optional School Month range in the toolbar only
   - o This report is resource-intensive, so try to limit the number of calendars run per batch

Kentucky State	2020 - 2021 Membership Summary
Generated on 05/05/2021 12:17:38 PM Page 1 of 1	District: 1 Schools: 4 Grade: 00, 01, 1, 02, 2, 03, 3, 04, 4, 05, 5, 06, 6, 07, 7, 08, 8, 09, 9, 10, 11, 12, 13, 14, 20, 21, 95, 96, 97, 98, 99

Summary

District#	District Name	School Count	Student Count	ADM	ADA
		4	1004	926.26	837.65
Total	1	4	1004	926.26	837.65

Detail

District#	District Name	School#	School Name	Student Count	ADM	ADA
	School(s): 4 Students: 1004 ADM: 926.26 ADA: 837.65	040		53	44.61	38.71
		070	HIGH SCHOOL	300	288.69	259.01
		080	Academy	34	21.54	16.35
		050	: School	617	571.42	523.58

6. **Student Schedule Gaps**

   Path: KY State Reporting | Edit Reports | Schedule Gap Report

   This tool is used to locate student schedule gaps. The report shows days the student has schedule gaps, from the enrollment date to the withdrawal date (if applicable).

   - o *Review Step*: Correct any schedule gaps for any dates shown on this report. Perform this for any withdrawn students as well, since they do affect the attendance reports.
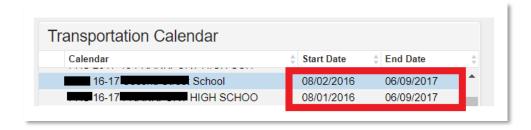
Growth Factor Application User Guide
2023-2024

7. Overlapping T Codes

Path: Ad Hoc Reporting | Filter Designer | State Published | Audit Overlapping T Codes

Students with overlapping transportation codes need to be corrected. Run this query for each school.

Note - If the Year is set to the current school year, then the search function for this ad hoc will only find students active within the current year with a T-code overlap. The overlap could be within any school year.

- o *Review Step*: Correct any overlapping transportation records.

8. Missing T Codes

Path: Ad Hoc Reporting | Filter Designer | State Published | Audit Missing T Codes

All students should have a T code associated with their school enrollment record. Run the Missing T Code filter for each school.

- o *Review Step*: Assign a transportation code and enter a date segment for students. Transportation segments are school-specific. An enrollment record at each school should have a transportation record associated with it.

9. Period Schedule Gaps

Path: System Administration | Calendar | Calendar | Periods Tab

- o *Review Step*: Ensure no time gap from period end to period start. Include passing the time, lunchtime, and recess within periods.

10. Non-Resident Contract Students

Path: Ad Hoc Reporting | Data Export | State Published | Student Audit Non-Resident Contracts-Out of State

Student Audit Non-Resident Non-Contract-out of state ad hoc identifies students who are non-residents and **do not** have a contract agreement.

Growth Factor Application User Guide
2023-2024

Note - The district should maintain the 'Resident District' value to indicate the resident district of any student who does not reside in the district.

- o *Review Step:* Verify that these students reside outside your district and you do not have a contract with that district.

Below is the proper setup for a Non-Contract student

Path: Student Information | General | Attendance Group Tab

11. Overage/Underage

Path: KY State Reporting | Edit Reports | Overage/Underage Report

This report identifies underage/overage students for further review. Check the list for accuracy of student DOB or that all students with a waiver are correctly identified.

- o *Review Step*: Run this report for "All Schools, All Calendars."

  - ✓ Overage students will not qualify for funding on the SAAR on or after their 21st birthday.

  - ✓ Grade 14 may only be selected for Special Education Students participating in Alternate Assessment, as determined by the student's Admissions and Release Committee and documented on his or her IEP. This student must turn 17 years of age on or before October 1st of the current school year and have progressed through a grade 12 assessment.

  - ✓ State Grade Level 20: Post-Secondary should only be selected for those persons taking adult classes. Adult education students enrolled in this grade

level should be marked state exclude and scheduled into a calendar marked Exclude

✓ State Grade Level 20 should not be used for a student under 21 that has not received their diploma.

Underage – Under Age: There are two categories for Under Age students:

o A Grade 00 student is considered "Under Age" for the entire year if their 5th birthday occurs <mark>after August 1st</mark> **of the reporting year.**

o A Grade 01 student is considered "Under Age" for the entire year if their 6th birthday occurs <mark>after August 1st</mark> **of the reporting year**

Note An underage student will not receive funding for the entire year unless they qualify for a waiver and the waiver checkbox is marked on the enrollment tab. This is indicated on the waiver checkbox on the Enrollment tab under State Reporting Fields.

Path: Student Information | General | Enrollments

12. Expulsion Attendance

Path: KY State Reporting | Edit Reports | Expulsion Attendance Report

This report identifies students expelled with state code SSP2 and has invalid data due to the attendance data not being appropriately entered to match the start date and/or end date/time for the behavior resolution.

o The state Expulsion code SSP2 for *Expulsion Not Receiving Services* requires that a student have a standard attendance event for Absent / Unexcused that matches precisely the start and end date at the time of resolution.

o If a student is expelled with or without services and the event happened during the prior year, an exempt absent code must be used to receive funding. For example,
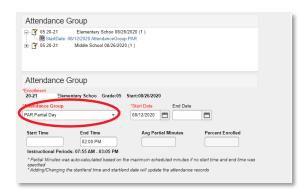
Growth Factor Application User Guide
2023-2024

the code, CEX – Carryover Expulsion Excused and CEU – Carryover Expulsion Unexcused (mapped to Status "Absent," Excuse "Exempt")

13. Partial Day Attendance Group

Path: Ad Hoc Reporting | Filter Designer | State Published | Audit Partial Day

This ad hoc can be used to identify students with a partial day attendance group.

- o *Review Step*: Ensure that the setup is correct for partial day students.

Verify start date, start time, and end time match the student's IEP (as applicable). Further information on partial day setup is available through the Attendance Group (KY).pdf document downloaded from Campus Community with Infinite Campus (user ID and password required). You can also click on the hyperlink below for further details.

Partial Day Setup

14. State Attendance Groups – Home and Hospital

Path: Ad Hoc Reporting | Filter Designer | State Published | Audit Home Hospital

This report identifies students in any of the attendance groups

- o *Review Step*: Ensure the attendance is appropriately marked for the HH students

Growth Factor Application User Guide
2023-2024

Note: Use the IC Attendance Wizard to mark the student's attendance as HH from the initial entry date into the HH program until the end of the school year. (This prevents teachers from taking attendance for a student who is in the HH attendance group). When the student returns to school, remove the HH attendance code using the Attendance Wizard. The student's HH attendance group record should be end-dated upon the student's return to the regular school program via the Attendance Group tab.

- o Any student eligible for HH must be put in the HH attendance group to receive total funding through the SEEK.

Note: Districts with a separate HH-only school (*i.e.,* 998, 999 schools) must enroll every student in the HH attendance group.

Example Ad hoc report:

15. Funding Gap Audit Report

KY State Reporting | Funding Gap Audit

- o This report is to how much seat time the student will earn and how much performance/virtual attendance credit they will earn if they pass.

- o The report is designed to look at a student's schedule and display the percentage of attendance used to calculate funding for seat time attending classes and

virtual/performance-based classes. You should see approximately 96% total since lunch and passing time are omitted.

o This report is not designed to be "cleared." It is an auditing tool to help identify potential issues with student schedules that could result in a loss of funding

Kentucky State	Funding Gap Audit
Generated on 09/19/2018 10:25:46 AM Page 1 of 1	18-19 ABC High School

Students returned in this report have a funding gap in their schedules that needs to be examined. Use the **Funding Gap Start Date** and **End Date** to determine if the student is missing courses or scheduled in courses not marked for attendance during that timeframe.

- If the student is identified as having insufficient **V/PB Period Length** the period their virtual or performance based courses are scheduled into may need to be extended to resolve the funding gap.

- If **Check Funding Eligibility** is indicated, check the student's IEP to determine if they are eligible for full attendance funding.

Student Name	Grade	Seat Time %	V/PB %	Funding Gap Start Date	Funding Gap End Date	Partial Day	Active SpEd	V/PB Period Length	Check Funding Eligible
Mouse, Mickey	12	0	82	2018-08-08	2019-06-07			YES	
Duck, Donald	12	54	37	2018-08-27	2019-05-14		YES	YES	
Bunny, Buggs	12	67	0	2019-01-03	2019-05-15		YES		YES
Washington, George	12	75	0	2019-01-03	2019-05-15				
Lincoln, Abraham	12	0	91	2018-08-08	2019-05-15			YES	

Note: You can run your ADA/ADM Report and your SAAR, Detail Record V, and compare it to the Funding Gap Audit Report totals. These reports will not be exact since the Funding Gap Audit report was not designed to give exact percentages but should give an idea of attendance possibly earned for students taking performance/virtual-based classes.

16. Behavior Attendance Audit

Path: Behavior | Reports | Behavior Attendance Audit

This report identifies those students who were suspended and have invalid data. The attendance data was not entered correctly to match a behavior resolution, or the behavior resolution doesn't match attendance data for a state-coded suspension.

o The state suspension code SSP3 – Out of School Suspension - requires the proper associated state attendance code of 'S,' and the suspension must match the exact date and time of the resolution.

o There is the possibility a user could input the Suspension attendance entry date without having the associated behavior resolution.
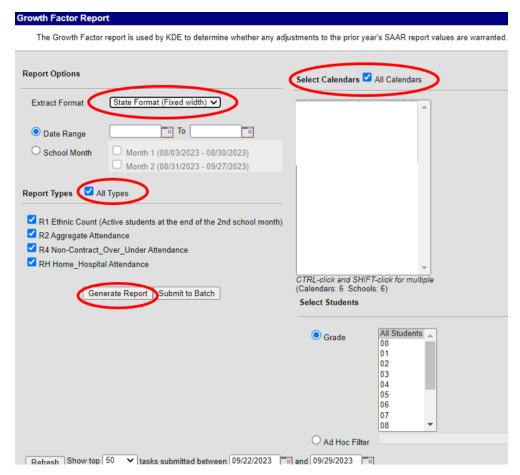
Note: Sometimes, this report shows errors when days are shortened, but they are not actually errors.

Growth Factor Application User Guide
2023-2024

Submitting Growth Factor:

1) Complete the data cleanup mentioned above

2) Run the State Format Fixed Width for all Schools

3) Leave the date range blank

4) Select 'All Types' (R1, R2, R4, RH)

5) Generate Report

6) The file name should be saved as GFXXX.YY (XXX = District Number, YY= School Year)

   Example: GF011.24

7) Submit the file to KDE Submit via SAAR Application here

8) Also, be sure to run and save the "PDF" versions of the same files under the Extract Format field for comparison.
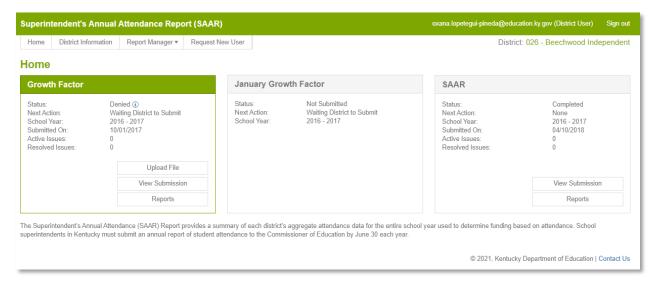
Growth Factor Application User Guide
2023-2024

How to submit via SAAR Application:

School district users will access the new SAAR system by using the following link: SAAR Application. You will then be asked to log in; this will be the same login credentials used to access your Microsoft Outlook. Once in the application, you will see your Home screen. Below is an example of your new Home screen.

A couple of quick notes regarding what you see on the HOME tab:

- o   in the top right corner, you will see your basic info: your login, your school district

- o   KDE contact info in the bottom right corner

- o   Home, District Info, and Report Manager's tabs (more in-depth later in a guidance document)

Main function of the home screen

Blocks for the three cycles of SAAR – Growth Factor, January GF, and SAAR

- o   The three cycles will reflect the *current* year

- o   The tab that is highlighted in green is currently open

Growth Factor Application User Guide
2023-2024

Block content definition:

- **Status**: the status that the Infinite Campus file is in. Below you will find the different status categories:

  - ✓ Not Submitted – the district has not submitted a file yet.

  - ✓ Waiting KDE Review – Infinite Campus file submitted by the district, waiting for KDE review

  - ✓ Waiting District Review – has already been reviewed by KDE, no errors, now awaiting verification by the Superintendent

  - ✓ Waiting KDE to Complete – has been verified by Superintendent, now simply waiting on KDE to finalize

  - ✓ Complete – submission final, approved by all parties

  - ✓ Denied – the submission can be denied by the district superintendent or KDE at any point during the submission.

  - ✓ Withdrawn – The district has withdrawn submission

- Next Action – Next action to be taken in the submission process

- School Year – Current / open school year

- Submitted On – Date Infinite Campus file was submitted

- Active Issues – Errors related to the current submission

- Resolved issues – Displays any issues that have been resolved

Buttons - Within the highlighted, open window, there are two buttons. In the example above, the top one says **Upload File** (if a file has already been submitted, it would say **View Submission**). The second button takes you reports that are already complete.

Uploading the File

- Your GF, Jan GF, and SAAR files will be uploaded through this SAAR system

- You will still format the file name the same as in years past; the file name should be saved as CYCLENAMEXXX.YY (XXX = District Number, YY= School Year) Example: GF011.24

Growth Factor Application User Guide
2023-2024

Submitting the file

- o If the file presents NO errors or warnings, it will submit without any additional steps, and the district user will see the screenshot below. From this screen, the District User and the Finance Officer roles can View submission.. The Superintendent role will be able to Verify the file after KDE approves.
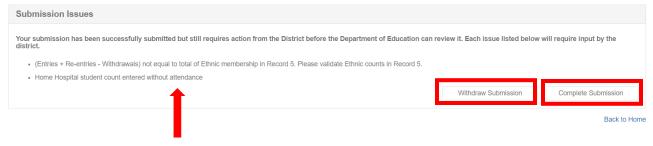

Click here for the full SAAR application workflow graphic:

SAAR application workflow graphic

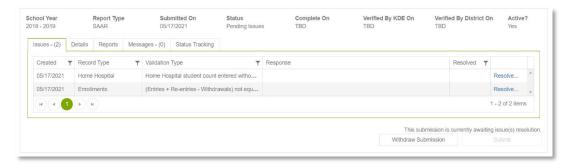- o If the file presents NO errors or warnings, the district user has two choices:

Note - The SAAR application will show what are the errors or warnings as seen above.

- ✓ **Withdraw submission** – this button will allow the KDE user to withdraw the submission to make any adjustments.

Growth Factor Application User Guide
2023-2024

Note – the Withdraw submission button will ONLY be available for files presenting any errors or warnings. Some files present hard stops, which means the district users will need to generate the file from Infinite Campus to correct the errors and resubmit the file in the SAAR application.
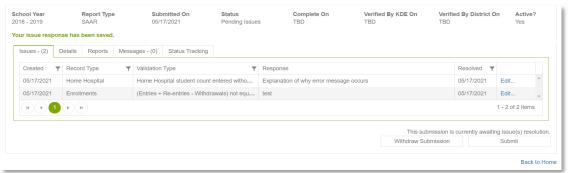
✓ **Complete Submission** – This button allows you to move the file forward for the District User to resolve the issues before submitting the file. See below.

✓ **Resolving issues** – all issues must be resolved before submitting a file. To resolve the issues, the District User must click "Resolve" and type the warning reason. See below.

Note – the "Submit" button will not become active until all issue(s) are resolved.

✓ **Cont. Resolving issues** – type the explanation for the error or warning (as shown below), then click Ok. After all the issues are resolved, the Submit button becomes active, and the District User can proceed with the file submission process by clicking on the "Submit" button.

Superintendent approves the file

o After the district submits the file, KDE reviews the submission and will "Approve" or "Deny" the file based on its validity.

Growth Factor Application User Guide
2023-2024

> **If KDE denies the file** – the file status changes to "Denied," and a response with a Deny explanation will be sent to the District User role.
>
> **If KDE approves the file** – the file status changes to "Verified by KDE" and the Next Action for the district to be taken by the Superintendent.
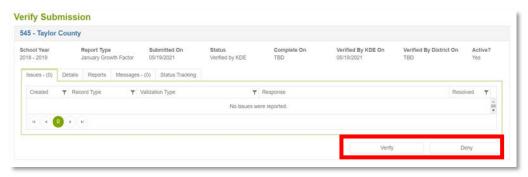
o For the Superintendent to Verify the file, they need to click on the Verify Submission button, as shown below.

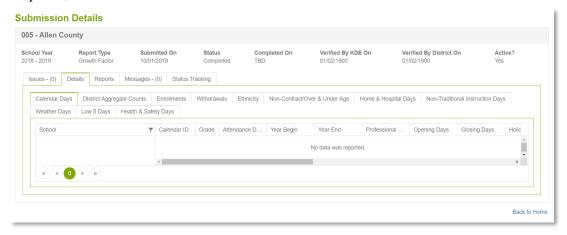o At this point, the Superintendent can Deny or Approve the file based on its validity.

> **If the Superintendent denies the file** – the file status changes to "Denied," and a response with a Deny explanation will be sent to the District User role and KDE submission group.
>
> **If the Superintendent approves the file** – the file status changes to "Verified by the District," which will complete all activities the district needs to perform during a file submission in the SAAR application.

Growth Factor Application User Guide
2023-2024

View submission

- o For reports already submitted, the View Submission button will be available. After file upload, the

- o Issues – show any errors

- o Details – will show detailed reports for all records submitted

    - ✓ Note – not all records are submitted for each cycle

- o Reports – downloadable PDF copies of cycle reports. Always accessible, no longer sent via email

- o Messages – shows messages between KDE representative and district representative

- o Status Tracking – shows submission, any resubmissions, etc
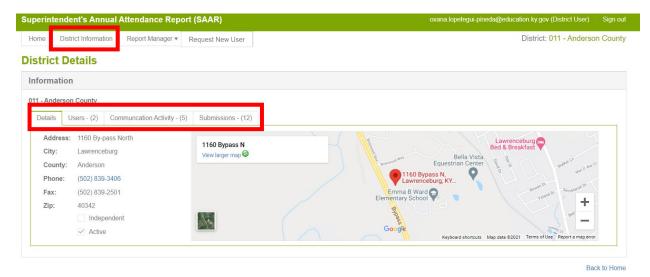
View reports

The Report Manager's tab shows pdf reports. From here, it can also toggle into other cycles and years. This is also the same functionality as the Report Manager's tab at the top of the page.
- o Please note, district-level reports will have a "DRAFT" watermark until final approval is complete from KDE. If a cycle is denied after completion, the watermark will show again until Final Approval from KDE.

Growth Factor Application User Guide
2023-2024

View District Information

Next to the Home tab, you will see the District Information tab. Within the District Information tab, you will also see four additional tabs.

- o The Details tab provides basic district information that is pulled in from SRIM.

- o The Users tab will be a list of all users and the roles these users fill.

  - ✓ Superintendent – needed to verify final reports

  - ✓ Finance Officer – can view only

  - ✓ District User – access to upload, edit files. This would include DPP and any other staff who needs access.

- o The Communication Activity tab provides an account of messages sent through the SAAR application and KDE.

- o The Submissions tab provides information on previous SAAR application submissions.

Growth Factor Application User Guide
2023-2024

There is also a Report Manager's tab at the top of the screen with the Home and District Information tabs. Using this tab will allow you to view all previously submitted reports for a given school year and cycle.
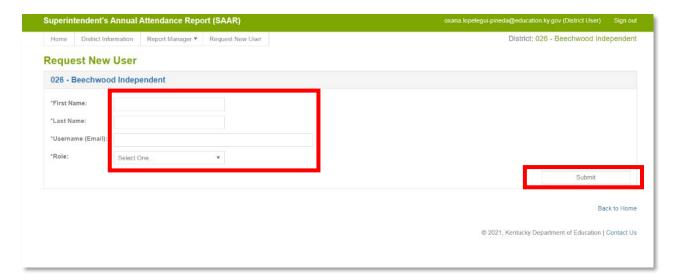
This information can also be accessed from the main Home screen dashboard by clicking View Reports.

Request a new user

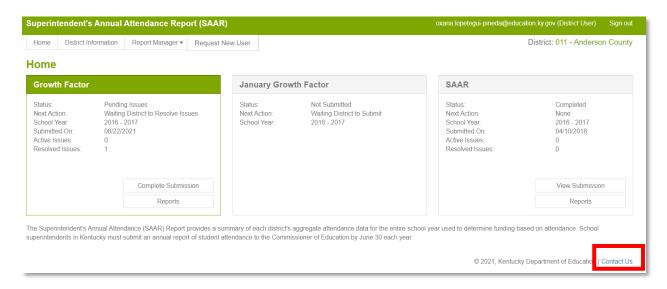Request new user access by clicking on the "Request New User" tab. Enter the following information:

- o First Name
- o Last Name
- o Email Address
- o Role (Superintendent, Finance officer or District User)

Click submit, which will trigger an email notification for KDE to add the person. Once the person is added, they will receive an email stating that they have been added to the SAAR application and can now log in using the Microsoft credentials.
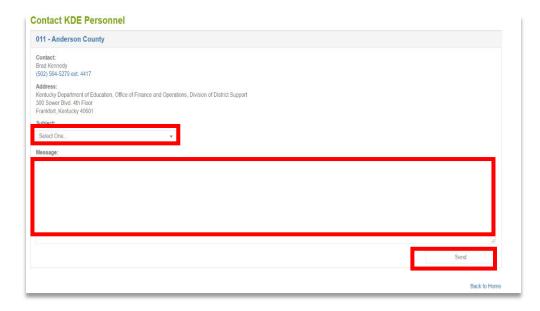

Contact KDE using the SAAR application

The Contact Us tab allows district users to message KDE for SAAR questions. KDE receives the message via outlook and replies to the district via email.

Growth Factor Application User Guide
2023-2024

- o Enter the message subject.

- o Type the message, and click "Send."

Growth Factor Application User Guide
2023-2024

Growth Factor – 3 Reports

- o **School Summary**

    - ✓ Legend included on the last page of the report

Legend For Explanation of Full Day AADA Summary Attendance Report

Kindergarten Reported: Record 2 Grade 00 for District Aggregate Days Present
Grade 1-12 Reported: Record 2 Grade 01-12 for District Aggregate Days Present
Total Before Adjustments: Elementary Reported + Grade 1-12 Reported
Over/Under Age: Record 4 IC for District Overage Underage Aggregate Attendance Days Present
Non-Contract: Record 4 IC for District Non-Contract Aggregate Attendance Days Present
Adjusted Reported: Total Before Adjustments - (Over/Under Age + Non-Contract)
Days Taught: Record 1 Total Number of Days Taught
Kindergarten Full Day AADA: When Grade is Kindergarten (00) = Adjusted Reported/Days Taught otherwise zero.
Grade 1-12 Full Day AADA: When Grade is Grade 01-12 = Adjusted Reported/Days Taught otherwise zero.
Kindergarten Previous Full Day AADA: Refer to prior year's Growth Factor Summary*
Grade 1-12 Previous Full Day AADA: Refer to prior year's Growth Factor Summary*
Membership: (Record 2 Enrollment + Record 2 Re-enrollment) - Record 3 Withdrawals

- o **Attendance T-Code Comparison**

    - ✓ T1 – rides the bus over one mile twice daily

    - ✓ T2 – rides the bus under one mile twice daily

    - ✓ T3 – rides the bus over one mile once daily

    - ✓ T4 – rides the bus under one mile once daily

    - ✓ T5 – requires special transportation (IEP only)

    - ✓ NT – does not ride the bus

- o **Gain Loss Summary**

    - ✓ This is the report created to take the place of the email that used to contain the same information – the key being the AADA required to qualify for January Growth.

    - ✓ Kindergarten reflects full funding from the previous school year to the current school year.

Growth Factor Application User Guide
2023-2024

Data Standard Attendance (ky.gov) - This page provides guidance to help school districts with data standardization and data quality in the Kentucky Student Information System (KSIS)/Infinite Campus.