

# Virtual and Performance-Based Course Set-Up and Attendance Verification



Kentucky Department of Education  
Division of District Support  
July 2023

Updated: July 2023

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## Document Overview

### *Purpose*

The purpose of this document is to provide instruction on the correct set-up for virtual and performance-based courses so attendance credit for students taking these courses will be accurately reflected on the SAAR.

### Virtual and Performance Based Course Facts

- 702 KAR 7:125, Section 1 (4) (c); 704 KAR 3:305 Section (4) (3.) states that a virtual course must be off campus.
- Infinite Campus should reflect as closely as possible what actually happened in the school.
- Students cannot be checked out in Infinite Campus if they are in a non-attendance class.
- Virtual or performance-based attendance does not count on the Growth Factor.
- Seat time classes must contain a Carnegie unit of time (120 hours). Virtual or performance-based (V/PB) classes can be set up to earn a Carnegie unit of attendance even if the course is completed in less time.
- The SAAR Report calculates the seat time attendance first and caps the V/PB attendance so a student never generates over one day of attendance per day.
- SAAR Report calculates 100% attendance when they pass the class or no attendance if they do not pass.
- Courses must have a final grade posted in the grading task. SAAR does not pull from transcript entries.

**Note: Do not schedule students into a seat time class if a certified teacher is not really taking attendance**

### Courses that must be Performance-Based

- Gatton Academy
- Craft Academy
- Classes where credit is given upon completion of a predefined criteria
- [Craft/Gatton Academy Guidance Document](#)

### District Option – Performance/Virtual/Seat Time

- Dual credit college classes
- Credit recovery
- Innovative Scheduling

### Setting up a Period Schedule

Campus Path: System Administration | Calendar | Calendar | Periods Tab

Search Terms: Periods Tab

Select the appropriate School and Schedule Structure, open the Periods tab.

Period Schedule Info				
*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day
S1	1	450	415	475
Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.				

Period Info						
*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
X 1	1	07:55 AM	08:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 2	2	08:50 AM	09:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 3	3	09:50 AM	10:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 4	4	10:50 AM	12:50 PM	25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 5	5	12:50 PM	01:50 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 6	6	01:50 PM	02:50 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 7 ACTIVITY	7	02:50 PM	02:51 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X V/PB	8	02:51 PM	04:01 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

- The example shows a one minute, non-instructional Activity Period at the end of the day for tracking teams, clubs, etc. It is not part of the regular six-period standard day.
- Another period has been added to the end of the day called V/PB.
- In order to generate a Carnegie unit of time on the SAAR, the length of the period must be calculated. In the example above, there are 415 minutes in one school day. There are six classes per day.
  - Divide the number of periods in the standard day into the number of standard day minutes. The example above would be calculated as  $(415/6=69.1)$ . Round up to 70 minutes to assure a full-day funding.
- This gives a student 1/6 of the day or 70 minutes of possible attendance credit for any V/PB class they are scheduled to take.

A student's attendance credit can never be more than 1.0 for each day. So, the highest possible attendance credit a student can receive for virtual and performance-based courses can only be equal to the difference between the standard school day and the student's seat time in regularly scheduled classes.

Example: Using the period schedule above, if a student attended seat time classes from 1st period through 5th period (355 minutes), then took a virtual course to fill his schedule, the attendance funding for the V/PB class would be capped at 60 minutes  $(415-355 = 60)$  even though the V/PB period is 70 minutes long.

**Note: If there are students attending the Gatton Academy or Craft Academy that are out of the building for the entire day, schedule the class for periods 1 thru 6 to fill the whole day.**

## Block Schedule

There may be a class that meets one semester and needs a block schedule. An additional period should be added that is longer and gives attendance credit for a larger portion of the day. It should be twice as long as the V/PB period. Courses in this period should only meet one semester because it is a block course.

Example:

Period Schedule Info						
*Name	*Sequence	Exception/Special Day	Instructional Minutes	Standard Day Minutes	School Day	School Day
S2	1	<input type="checkbox"/>	390	415		415

*Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.*

Period Info							
*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Responsive	Standard Day
<input checked="" type="checkbox"/> 1	1	07:55 AM	08:50 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 2	2	08:50 AM	09:50 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 3	3	09:50 AM	10:50 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 4	4	10:50 AM	12:20 PM	25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 5 ADVISOR\	5	12:20 PM	12:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 6	6	12:55 PM	01:50 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 7	7	01:50 PM	02:50 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> ACTIVITY	8	02:50 PM	02:51 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> VIRTUAL	9	02:52 PM	03:59 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> BLOCK	10	03:59 PM	06:13 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Period

## Course Setup

Campus Path: System Administration | Scheduling | Add Course

Search Terms: Add Course

For details on setting up courses, see the [Course](#) and [Dual Credit Course](#) data standards.

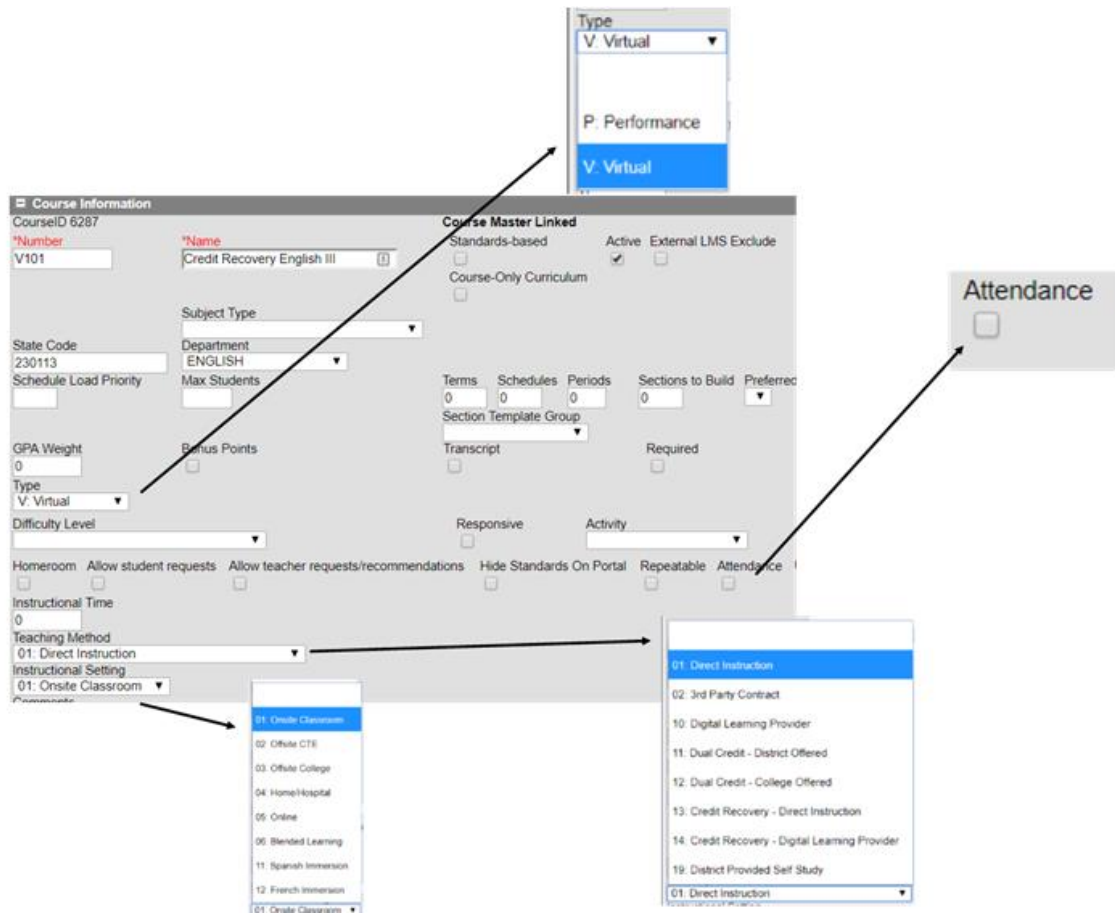
*Recommendation: Use a naming convention in the course number to make virtual and performance-based courses easy to recognize. For example, include the 'V' for virtual classes, 'PB' for performance based or 'DC' for dual credit in the course number. This is not required, but makes it easier to find when searching for courses.*

**Note: In order to get attendance credit based on passing the course, the type must be virtual or performance and attendance must be unchecked.**

### Course Tab

Click on the Course in the Index, select the **Course** tab

- **Type:** Select Virtual or Performance
- **Transcript:** Can be checked to allow posting to the transcript once grades have been entered.
- **Attendance:** Course should not be marked for Attendance. There is no seat time for the course. Attendance will be reflected on the SAAR based on whether or not the student passes the class.
- **Teaching Method:** Choose the appropriate teaching method.
- **Instructional Setting:** Choose the appropriate setting.



## Grading Task

### Verify Score Group

Campus Path: **Grading & Standards | Score Groups & Rubrics**

Search Terms: **Score Groups & Rubrics**

- Select the Score Group used on the Grading Task
- Verify **Passing Score** box is checked for all passing grades
- Verify **Passing Score** is unchecked for all failing grades

▶ Fees  
 ▼ Grading & Standards  
     Course Masters  
     Auto Grade  
     Grading Window  
     Course Catalogs  
     Course Group  
     Credit Groups  
     Grading Tasks  
**Score Groups & Rubrics**  
     Standards Bank  
         ▶ Reports  
 ▶ Medicaid  
 ▶ Program Admin  
 ▶ Ad Hoc Reporting  
 ▶ Transcripts  
 ▶ User Communication  
 ▶ Assessment  
 < System Administration >

Save Delete New Score Group New Rubric

Score Groups & Rubrics Editor	
Name	Type
AP STANDARDS BASED SCALE	Score Group
CTE Numeric	Score Group
HS Credit Standard Scale(MS)	Score Group
KCHS Standards Based Scale	Rubric
Perf-Virtual Courses	Score Group
Primary Scale	Score Group
<b>Standard Scale</b>	<b>Score Group</b>
Standards Based Scale	Score Group
Weighted Scale	Score Group

Score Group Detail

\*Name  
Standard Scale

Score Group List Items Detail									
	Sequence Name	Score	Passing Score	Credit Coeff.	Minimum %	GPA Value	GPA Unweighted Value	GPA Bonus Points	
✕	1	A/100	A/100	<input checked="" type="checkbox"/>	1	99.5	4	4	0
✕	2	A/99	A/99	<input checked="" type="checkbox"/>	1	98.5	4	4	0
✕	3	A/98	A/98	<input checked="" type="checkbox"/>	1	97.5	4	4	0
✕	4	A/97	A/97	<input checked="" type="checkbox"/>	1	96.5	4	4	0
✕	5	A/96	A/96	<input checked="" type="checkbox"/>	1	95.5	4	4	0

## Scheduling a V/PB Section

Campus Path: System Administration | Scheduling | Courses | Sections

Search Terms: Course Sections

Search for the course by number or name.

Select the Section tab.

Select Add a Section or select an existing section.

- A **section number** is required. All V/PB classes can be scheduled into the V/PB period and it will give credit for each one of those classes
- **Highly Qualified** – select **Not Applicable**
- **Primary Teacher/Teacher** – All courses must have a primary teacher so that they will sync with State Edition and not cause LEAD errors
  - Please refer to [Census, Staff Information](#) for more information
- **Teacher Display Name** – This field displays on the portal, schedules and report cards. By default, it is the primary teacher's name or it can be overridden here to show the college, digital learning provider or other meaningful information.

**Section Editor**  
 SectionID  
 211842  
 \*Section Number  
  
 Max Students  
  
 Room  
  
 Hide Standards On Portal  
  
 Instructional Setting (Override)  
  
 \*Highly Qualified  
  
 Primary Teacher  
 Whitlow, Josh  
 Instructional Time  
  
 Special Type  
  
 Population ID  
  
 Core Content  
  
 - Modified by:

Teacher Display Name  
  
 Lunch Count  Milk Count  Adult Count   
 Custom Count 1  Custom Count 2  Custom Count 3   
 Skinny Seq  Homeroom   
 Advisory   
 External LMS Exclude

**Section Schedule Placement**

	Quarters			
	Q1	Q2	Q3	Q4
Period 1 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period Virtual <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



## Entering Grades

- Click on the Section in the Index, select the **Grading By Task** tab.
- Click on the dropdown arrow and select **Final Grade**. A list of students enrolled in the course will be displayed.
- Select a score for each student from the dropdown score list. If a percentage grade is available, enter it in percent.

The screenshot shows the 'Grading By Task' interface. At the top, there are tabs for 'Section', 'Staff History', 'Roster', 'Attendance', 'Grading By Task', and 'Grading By Student'. Below the tabs is a 'Save' button. A dropdown menu shows 'T4 - Nine Weeks Grade'. Below that is a 'Fill Grades' section with a table:

Task	Percent	Score	Comments
T4 - Nine Weeks Grade	<input type="text"/>	<input type="text"/>	<input type="text"/>

Below the table are checkboxes for 'Select items to fill: Percent', 'Score', and 'Comments', along with 'Fill Empty' and 'Fill All' buttons.

Below the 'Fill Grades' section is a table with columns for 'Name', 'Percent', 'Score', and 'Comments':

Name	Percent	Score	Comments
04 Student Jr., GABRIEL #34435	95	A/95	<input type="text"/>

**Note:** Select the actual grade the student received if the correct grades are indicated as a passing grade on the Grading Scale. This allows you to post the actual grade directly to the transcript rather than entering the grade manually on the transcript.

## Verify Data Entry

### Verify Data Entry with State Published Ad Hoc Query

Campus Path: Ad Hoc Reporting | Data Export | State Published | Virtual and Performance-Based Students

### Search Terms: Data Export

An ad hoc query has been published to all districts called "Virtual and Performance-Based Students." Once you have the query, generate a PDF report of all your Virtual and Performance-Based students.

- Highlight **Virtual/Performance-Based Student** filter
- Select **PDF Report**
- Select **Field Name Only**
- Click on the **Export** button

**Saved Filter**

- student PreK - Grade 99 At Risk with Invalid IEP
- student PreK - Grade 99 with Disabilities
- student PreK - Grade 99 with Disabilities 150%
- student PreK - Grade 99 with Disabilities Over 1
- student PreK - Head Start Transported
- student PreK - Over Income with Invalid IEP
- student PreK - Over Income-No Disabilities
- student PreK Fall Supplemental
- student PreK Spring Supplemental
- student Read to Achieve Spring Attendanc
- student Resident District - No NC/NCO
- student SPED Students with IEP and PLP
- curriculum State Course Codes
- student Students with unlocked IEPs
- student TEDS students no fed checked (2)
- student Virtual and Performance-Based Studer**

**Virtual and Performance-Based Students**

This filter can be used to find students who are scheduled into performance-based or virtual classes. Blank start dates indicate that the student was in the class from the beginning of the class. Blank end dates indicate they were still scheduled in the class on the end date of the class.

**Pick an Export Format**

- HTML list report
- XML
- Delimited values (CSV)
- Fixed width
- PDF report

Print Options:  Field Name Only  Table Name and Field Name

Export

Search Edit Test Copy Delete

Create a new Folder

**Note: If there is no access to the State Published ad hoc queries, contact the district administrator and they can make a copy of the ad hoc.**

### Verify Data Entry with SAAR Virtual and Performance-Based Student Report

The report will list the student, school they attend, course name, and start and/or end date. To allow SAAR to determine V/PB attendance credit correctly, the dates should be blank.

<b>18-19</b> <b>Metcalfe County High School</b> 208 Randolph St, Edmonton KY 42129 Generated on 02/20/2019 01:09:23 PM Page 1 of 20	<b>Virtual and Performance-Based Students Report</b> Print field name only Total Records: 655
--	---

SSID	Last Name	First Name	School	Course	Start Date	End Date
------	-----------	------------	--------	--------	------------	----------

- Attendance credit will be determined by the length of a class and student enrolled days when the start and end dates are blank and allows SAAR to calculate a Carnegie Unit of time
- Remove any start or end dates on the walk-in scheduler or **Roster Batch Edit** tab on the section

Section Staff History Roster Attendance Grading By Task Grading By Student Roster Setup **Roster Batch Edit**

Save

Active Students: 1

Name	Student #	Start Date	End Date	Repeat	No Credit	Dual Credit
12 Whitlow, Joshua	2120833088			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dropped Students: 0

Name	Student #	Start Date	End Date	Repeat	No Credit	Dual Credit
------	-----------	------------	----------	--------	-----------	-------------

## Verify Data Entry with State Published Ad Hoc Query

Campus Path: Ad Hoc Reporting | Data Export | State Published | Student Virtual Performance-Based Students

### Search Terms: Data Export

The ad hoc query can be used to look at schedules, attendance or other information for this list of students by using the Advanced Search feature to locate the specific students.

### Search for a Specific Student

- Search tab on the top left
- Advanced Search
- Saved Filters – Highlight the ad hoc you created
- Search

The screenshot shows the 'Campus Search' interface. At the top, there are tabs for 'Index', 'Search', and 'Campus Search'. Below the tabs, there is a search bar with 'Student' selected and a 'Go' button. A 'Search Student' button and an 'Advanced Search' link are also visible. The main area is divided into two sections: 'Student Search' and 'Saved Filter'. The 'Student Search' section contains various input fields for student information: Last Name, First Name, Student Number, SSN, Grade (dropdown), Birth Date, Gender (dropdown), StateID, Person ID, Locker Number, Special Ed, Status, Setting (dropdown), Disability (dropdown), and Counselor. There is also a checkbox for 'Students that you are Counseling' and an 'Effective Date' field set to '02/07/2018'. A 'Search' button is at the bottom of this section. The 'Saved Filter' section is a list of filters, with 'Virtual and Performance-Based Students' highlighted in blue. Other filters include 'PREK-Count of Grade 97,98 and 99 w/Disabili', 'Read to Achieve Spring Attendance', 'Refugee Students', 'Resident District - No NC/NCO', 'SPED - Active IEP with Special Ed Exit data', 'SPED - IEP missing Disability, Status or Setting', 'SPED CSR/KY Eval', 'SPED Eval Created', 'SPED Students with IEP and PLP', 'Student Enrollment', 'Students with unlocked IEPs', 'TEDS students no fed checked (2)', 'Transfer Students', and 'Underage Kindergarteners 2017-18'.

This will bring up the list of students meeting the criteria of the ad hoc for you to easily move from student to student without needing to search again. (This site only has one V/PB student).

The screenshot shows the student profile for Joshua Whitlow. The top navigation bar includes 'Index', 'Search', and 'Campus Search'. The student's name 'Whitlow, Joshua' is displayed, along with icons for 'Transportation' and 'Attendance Audit'. Below the name, the student's grade is 12, ID is #2120833088, DOB is 06/25/1987, and gender is M. A table of tabs is visible: Behavior, Transportation, Fees, Lockers, Graduation, Athletics, AdHoc, Pre-School, Title 1 Services, Early Learning/Prior Settings, ESS, Attendance Group, Attendance Communication, Counselor, Restraint and Seclusion, Completed, Advo, Summary, Profile, Enrollments (selected), Schedule, Attendance, Flags, and Grades. Below the tabs are buttons for 'New', 'Print Enrollment History', and 'New Enrollment History'. The 'Enrollment Editor' section shows the following details: Grade: 12, Type: P, Calendar: 18-19 Metcalfe County High Sch, Start Date: 08/03/2018. Below this, it states 'Start Status: E01 First enrollment of the year' and 'End Status:'.

## Verify Data Entry with the SAAR Report

The SAAR report can be run in **Detail** to verify virtual or performance-based students.

- **Calendars:** Select the calendars you want to verify
- **Report Type:** Detail
- **Report Selection:** Check only RV Virtual Performance Based Attendance
- **Generate Report**

Index Search < Superintendent's Annual Attendance Report (SAAR)

**Superintendent's Annual Attendance Report (SAAR) Enrollment Report**  
The SAAR provides a summary of each district's attendance data for the entire school year. Detail report types provide student-level data for verification, analysis and reference.

**Report Options**

Report Type  Detail  Summary

Extract Format PDF

Date Range  To

School Month

**Report Selection**  All Reports

R9 Over/Under Attendance

R9 Non-Contract Attendance

RH Home Hospital Attendance

RV Virtual Performance Based Attendance

RS Out of School Suspension

RX Expulsion

16-17 K  
ALT 16-

CTRL-C  
(Calend  
Select

Generate Report Validation Report Submit to Batch

[/icuat.education.ky.gov/staging/#](http://icuat.education.ky.gov/staging/#)

If a student does not have a final grade or does not have a passing grade, they will show on the report with zero days.

<b>301 Knox County</b> 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 07/18/2013 11:26:55 AM Page 1 of 1	<b>Superintendent's Annual Attendance (SAAR) Report</b> Record Format: V - Virtual / Performance Based Attendance <b>Detail Report</b> Whole School Year Calendar: 1213 Knox Central High School Grades Count: 5
---	--

#410 Knox Central High School

Grade	Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual/Performance Proficient Days
09	Bamette, Jackie SID #	.00	.00	.00
<b>Totals</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>

After a passing grade is entered, the amount of attendance credit per student will show on the report.

<b>301 Knox County</b> 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 08/02/2016 03:36:20 PM Page 1 of 1	<b>Superintendent's Annual Attendance (SAAR) Report</b> Record Format: V - Virtual / Performance Based Attendance <b>Detail Report</b> Whole School Year Calendar: 1516 Knox Central High School Grades Count: 4
---	--

#410 Knox Central High School

Grade	Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual/Performance Proficient Days
10	Bamette, Gametta Faye SID #	.00	29.58	29.58
<b>Totals</b>		<b>.00</b>	<b>29.58</b>	<b>29.58</b>

### Calculate and Verify Attendance Credit

#### Student with Seat Time and Virtual Classes

- A student will generate AT MOST one day of Aggregate Daily Attendance (ADA) per each day they are enrolled.
- A student can be over scheduled.
  - If he has a full day of seat time attendance and has V/PB classes.
  - If she has a partial day seat time schedule and excess V/PB classes.
- The Capped V/P Proficient Days is the sum of the Uncapped Virtual Proficient days and the Uncapped Performance Proficient Days. If the student is overscheduled, the Capped V/P will only allow one day's attendance per day per student.

The SAAR report can be used to verify full day's attendance is being generated. In order to verify this you must have the following things:

- A student has a full schedule. This can be either V/PB or Seat Time and V/PB
- A student has passing grades entered on the V/PB classes

**Funding Gap Audit Report**  
**Campus Path: KY State Reporting | Funding Gap Audit**

**Search Terms: Funding Gap Audit**

The purpose of this report is to produce a list of students that potentially have funding gaps in their schedules. The report is designed to look at a student’s schedule and display the percentage of attendance used to calculate funding for seat time attendance classes and virtual/performance-based classes. Students with a combined total of less than 100% in these two class types will be returned on the report. Schedules for these students should be examined to determine whether there is a funding gap that needs to be addressed. 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. When adding Seat Time % and V/PB % and sum is 93% or greater, student is getting max funding. For more information, see the [Funding Gap Audit Report Quick Reference Card](#)

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

**Create a Single Student Filter**

**Campus Path: Ad Hoc Reporting / Create a new Filter using the Selection Editor / Filter Data Type – Student**

**Search Terms: Filter Designer**

An Ad Hoc can be created to verify the V/PB set-up

- Select **Create a new Filter using the Selection Editor**
- Select **Student**

Year  School  Calendar

**Index** Search <

Search Campus Tools

- Health
- Attendance
- Scheduling
- School Store
- Activity Registration
- Fees
- Grading & Standards
- Medicaid
- Program Admin
- Ad Hoc Reporting
  - Filter Designer**
    - Data Viewer
    - Letter Designer
    - Letter Builder
    - Data Export
    - Data Analysis
      - Batch Queue
  - User Communication

### Ad Hoc Filter Designer

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQ

#### Saved Filter

- student Anthony Jeffries
- student Copy of Health Codes with ICD-9 Code Set
- student Copy of Virtual and Performance-Based Stude
- student HH and SPED
- student JC\_Enrollment sync
- student Jessica Guffy
- student Jessie, James
- student Katy Brown
- student KDE Suspensions
- student KDE Analysis
- student KDE Attendance codes
- student KDE Attendance Groups
- student KDE Single Student
- student KDE SS test
- curriculum KDE Test
- student Melinda Abner
- student Natalie M Gray
- student Overage
- student Single Student
- student test\_jw
- DPP

#### Create New

##### Filter Type

- Query Wizard
- Selection Editor
- Pass-through SQL Query

Create

##### Data Type

- Student
- Census/Staff
- Course/Section

Search Edit Test Copy Delete Export

Create a new Folder

- Click **Next**
- Give the selection query a name
- Find the student in the list and click the arrow to move him to the Selected Student's list
- Click **Save**

Year  School  Calendar

**Index** Search <

Search Campus Tools

- KDE Admin
- \*Tableau Visualizations
- Employee Self Service
- KCPS Website
  - Student Information
  - Census
  - Behavior
  - Health
    - Attendance
    - Scheduling
    - School Store
    - Activity Registration
    - Fees
    - Grading & Standards
    - Medicaid
    - Program Admin
  - Ad Hoc Reporting
    - Filter Designer**

### Ad-Hoc Selection Editor

Selection Name:

Short Description:

Long Description:

#### Quick Search:

Active today:

Grade:

Name:  (last name, first name)

Sort:

#### All Students

- 09 Bartolo, ISAIAH #31627
- 09 BARTON, TINA #44498
- 09 BOWLING, CHRISTOPHER #34562
- 09 BROWN, BRITTANY #46923
- 09 BRUNER, NICHOLAS #31384
- 09 BUSTOS, JOSHUA #29997
- 09 CAMPBELL, ASHLEY #48326
- 09 CASTLE, ANGEL #31388
- 09 CHAVIES, NEVAEH #30084
- 09 COLLETT, JAYDEN #32825
- 09 COOPER, SHAWN #32814
- 09 COX, JONATHON #43286
- 09 COX, TYRUS #31392
- 09 Diego Pedro, KEAGAN #31391
- 09 DILMORE, JASON #32647

#### Selected Students

- 

--->

<---

Save To:  User Account  
Folder:

# Generating the SAAR for a Single Student for a Single Day

## Campus Path: KY State Reporting | SAAR Report

### Search Terms: SAAR Report

- This filter can now be used to run attendance reports for this student to make sure attendance is being calculated correctly for seat time attendance and virtual/performance-based courses.
- The date range can be set to look at a particular day or range of days or a specific school month. In the example below, the report is being generated for one school day.
- The only records we need to look at are R7 Aggregate Attendance and RV Virtual Performance Based Attendance.
- Select the Ad Hoc from the previous page
- Generate the SAAR

Year  School  Calendar

**Superintendent's Annual Attendance Report (SAAR)**

Superintendent's Annual Attendance Report (SAAR) Enrollment Report  
The SAAR provides a summary of each district's attendance data for the entire school year. The Summary report types provide aggregate data suitable for state sub

**Report Options**

Report Type  Detail  Summary

Export Format  PDF  XLS  CSV

Date Range  To

School Month

- Month 1 (08/02/2022 - 08/29/2022)
- Month 2 (08/30/2022 - 09/26/2022)
- Month 3 (09/27/2022 - 10/31/2022)
- Month 4 (11/01/2022 - 12/05/2022)
- Month 5 (12/06/2022 - 01/13/2023)
- Month 6 (01/16/2023 - 02/10/2023)
- Month 7 (02/13/2023 - 03/10/2023)
- Month 8 (03/13/2023 - 04/14/2023)
- Month 9 (04/17/2023 - 05/12/2023)
- Month 10 (05/15/2023 - 06/30/2023)

**Report Selection**  All Reports

- R1 School Calendar (Annual report)
- R2 Enrollment / Reenrollment (Annual report, enrollments count)
- R3 Withdrawals (Annual report, withdrawals count)
- R5 Ethnic Count (Active students on the end date of 10th school Month)
- R7 Aggregate Attendance
- R9 Non-Contract / Over Age - Under Age Attendance
- RH Home Hospital Attendance
- RL Five Low Attendance Days
- RW Ten Low Attendance Weather Days  
*No Low Weather Days have been set.*
- RN Non-Traditional Instruction Days  
*No Non-Traditional Instruction Days have been set.*
- RV Virtual Performance Based Attendance
- RS Out of School Suspension
- RX Expulsion

**Select Calendars**  All Calendars

Adams School 2023 A  
Arthur School 2023 A  
Arthur School 2023 B  
Buchanan Elem School 2023 A  
Buchanan Elem School 2023 B  
Garfield High School 2023 A  
Grant School 2023 A  
Harrison Elem School 2023 A  
Harrison Elem School 2023 B  
Hayes Elem School 2023 A  
Hayes Elem School 2023 B  
Jackson Elem School 2023 A  
Jefferson School 2023 A  
Johnson School 2023 A  
Monroe School 2023 A  
Polk High School 2023 A  
Taylor Elem School 2023 A

*CTRL-click and SHIFT-click for multiple*  
(Calendars: 22 Schools: 15)

**Select Students**

Grade

Ad Hoc Filter

**Specify 5 Low Attendance Days**      [Load 5 Low Att. Days](#) [Clear](#)



#450 LYNN CAMP HIGH SCHOOL

Grade	Virtual Proficient Aggregate Attendance Days							Student Head Count	
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
10	.13	.00	.00	.00	.00	.00	.13	1	0
Total	.13	.00	.00	.00	.00	.00	.13	1	0

Grade	Performance Based Proficient Aggregate Attendance Days							Student Head Count	
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
10	.00	.00	.00	.00	.00	.00	.00	0	0
Total	.00	.00	.00	.00	.00	.00	.00	0	0

**Present Days + Absent Days + VP Days = 1 Day**  
**.87 + 0 + .13 = 1 Day**

## Generating the SAAR for a Single Student for the Whole Year

Run the report for this student for the whole year rather than setting the date range for one day. This shows the amount of attendance credit the student will receive for the virtual course.

<b>301 Knox County</b> 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 04/30/2010 05:38:54 PM Page 1 of 1	<b>Superintendent's Annual Attendance (SAAR) Report</b> <b>Record Format: 7 - Aggregate Attendance</b> Whole School Year Adhoc Filter: Single Student - Andrew Baker Calendar: 0910 LYNN CAMP HIGH SCHOOL Grades Count: 1
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### #450 LYNN CAMP HIGH SCHOOL

Grade	BASE Aggregate Days - PRESENT							Total	Days	HD/ED
	T1	T2	T3	T4	T5	NT				
10	141.81	.00	.00	.00	.00	.00	141.81	178		
<b>Total</b>	141.81	.00	.00	.00	.00	.00	141.81			

Grade	BASE Aggregate Days - ABSENT							Total
	T1	T2	T3	T4	T5	NT		
10	.00	.00	.00	.00	.00	.00	.00	
<b>Total</b>	.00	.00	.00	.00	.00	.00	.00	

Grade	ADJUSTMENT Aggregate Days - PRESENT							Total
	T1	T2	T3	T4	T5	NT		
10	21.19	.00	.00	.00	.00	.00	21.19	
<b>Total</b>	21.19	.00	.00	.00	.00	.00	21.19	

Grade	ADJUSTMENT Aggregate Days - ABSENT							Total
	T1	T2	T3	T4	T5	NT		
10	.00	.00	.00	.00	.00	.00	.00	
<b>Total</b>	.00	.00	.00	.00	.00	.00	.00	

<b>301 Knox County</b> 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 04/30/2010 05:38:54 PM Page 1 of 1	<b>Superintendent's Annual Attendance (SAAR) Report</b> <b>Record Format: V - Virtual / Performance Based Attendance</b> Whole School Year Adhoc Filter: Single Student - Andrew Baker Calendar: 0910 LYNN CAMP HIGH SCHOOL Grades Count: 1
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### #450 LYNN CAMP HIGH SCHOOL

Grade	Virtual Proficient Aggregate Attendance Days							Student Head Count	
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
10	21.19	.00	.00	.00	.00	.00	21.19	1	0
<b>Total</b>	21.19	.00	.00	.00	.00	.00	21.19	1	0

Grade	Performance Based Proficient Aggregate Attendance Days							Student Head Count	
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
10	.00	.00	.00	.00	.00	.00	.00	0	0
<b>Total</b>	.00	.00	.00	.00	.00	.00	.00	0	0

**Present Days + Absent Days + VP Days = Total Enrolled Days**

$$141.81 + 0 + 21.19 = 163 \text{ Days Enrolled}$$

## Frequently Asked Questions

- Q: What if I need seat time attendance at my alternative school, but all classes are performance-based?
- A: Create a Credit Recovery Attendance course scheduled into all periods the student will attend. The actual course work being attempted must be captured in the V/PB part of the schedule. Starting in 2018-2019 the state code for the placeholder course will be 960001. Since the student has a full schedule of seat time classes, the performance-based attendance credit will be capped at zero.

	Term Q1 (08/11/16- 10/14/16)	Term Q2 (10/17/16- 12/16/16)	Term Q3 (01/02/17- 03/24/17)	Term Q4 (03/27/17- 05/19/17)
1	XXXXX-1	XXXXX-1	XXXXX-1	XXXXX-1
2	Credit Recovery Attendance	Credit Recovery Attendance	Credit Recovery Attendance	Credit Recovery Attendance
3				
4				
5				
6				
7				
	11011504-200 ART I	11011504-200 ART I	11011504-200 ART I	11011504-200 ART I
	26034--S1-201 ENGLISH I	26034--S1-201 ENGLISH I	26034--S1-201 ENGLISH I	26034--S1-201 ENGLISH I
	41271214-99 GEOMETRY	41271214-99 GEOMETRY	41271214-99 GEOMETRY	41271214-99 GEOMETRY
Virtual	61491124-200 EARTH-SP SCI	61491124-200 EARTH-SP SCI	61491124-200 EARTH-SP SCI	61491124-200 EARTH-SP SCI
	66311--S1-201 INT SOC ST I	66311--S1-201 INT SOC ST I	66311--S1-201 INT SOC ST I	66311--S1-201 INT SOC ST I
	66601204-208 WORLD CIV	66601204-208 WORLD CIV	66601204-208 WORLD CIV	66601204-208 WORLD CIV

- Q: What if I a student has been expelled with services that are V/PB? Would I still need seat time attendance?
- A: Yes, when a student is expelled with services, the district does not lose any attendance. To get the attendance, set it up as shown in the example above. You need to schedule students who are expelled with or without services into seat time classes in accordance with 702 KAR 7:125.
- Q: If a student enrolled in only V/PB classes receives an out of school suspension, how is the suspension entered?
- A: The district must enroll the student into a seat time course to which the suspension can be attached. Create/schedule the student in an all-day course (i.e. Homeroom) for the duration of the suspension. Behavior records for out of school suspensions can only be created when a student is enrolled in a seat-time course.
- Q: What if I have a Dual Credit performance-based class and I needed seat time attendance, would I use the same course?
- A: No, the Dual Credit Placeholder state code 950001 will be used for dual credit courses. This new state course code will be available starting in the 2018-2019.
- Q: What if the college grading scale does not match the grading scale the district uses for final grades?
- A: A new grading scale can be created that matches the college grading scale. The new grading scale can be selected on the grading task tab on the course.
- Q: What if my single-day only calculates .99 day instead of a full-day attendance credit?

- A: The length of the V/PB period needs to be extended in the period schedule. When calculating attendance credit, if the length of the period divided by the length of the standard day rounds down, not enough credit will be given. It is important to round up. The system will cap attendance if more than one day of time is allotted.
- Q: I have my schedule set up as it was recommended, and now I have schedule gaps. What did I do wrong?
- A: It is normal to see a gap on the report for these students. For SAAR, the Schedule Gap Report will list students, but is only a warning. As long as the gaps on the report match the time when the student does not have seat time classes due to V/PB classes, attendance will calculate correctly. The gaps can be removed by using the Credit Recovery Placeholder (960001) or the Dual Credit Placeholder (950001). It may be necessary to create two versions of the placeholders, one for attendance and one not marked for attendance. Students should not be scheduled into an attendance class unless they are with certified staff and attendance is taken.
- Q: Do I have to set up my V/PB courses outside of the school day?
- A: No, but it is the recommended practice. The classes can be entered during the standard day but that may cause the funding per day to be less than 1. All V/PB classes the student is attempting to pass must be scheduled in Campus.
- Q: Why do I have zero days on Record V when all my V/PB Classes have passing grades on the transcript?
- A: The SAAR only uses posted passing grades on the grading task of the section to calculate attendance credit for Record V. Be sure to post grades to the final grading task.
- Q: Where can I find more information about using the placeholder courses?
- A: See [Guiding Principles for Using Course Code 950001](#) and [Guiding Principles for Using Course Code 960001](#).
- Q: Is there any additional guidance on virtual and performance-based course set up?
- A: Virtual and performance-based course set up is covered in the [End of Year Process Data Clean Up](#) PowerPoint.