**Superintendent’s Annual Attendance Report – Definitions and Explanations**

Attendance is comprised by many different adjustments, while enrollment is a simple count of all enrollments that are initiated during a specific time period. Membership, on the other hand, is the total number of students enrolled on the last instructional day of the school year. Membership then, could be thought of as equaling withdrawals subtracted from enrollment.

Membership = Enrollment – Withdrawals (M = E-W)

Attendance adjustments take out overage and underage students, low weather days, five lowest attendance days, non-contract students, while adding in the first ten days of suspension, expelled days and virtual and performance attendance. Below is a breakdown of the columns and abbreviations on the SAAR. Please also note that EL stands for entry level which is referring to kindergarten. P – 12 represents primary, or 1 – 12th grade.

The AADA represents the Adjusted Average Daily Attendance which is calculated by dividing the AADA by the number of days taught.

Below are definitions and explanations for each column found on the SAAR Report:

**Column C**

**Reported Entry** – This is the total present days for kindergarten.

**Column D**

**Reported P – 12** – This is the number of total present days for grades 1 – 12.

**Column E**

**Total Before Adjustments** – This is the total present days for all students in the district.

**Column F**

**Total Adjustments –**This number is all of the adjustments taken in and out of the reported totals. The total adjustment include as follows:

Add

* First ten days of suspension per student
* Expelled days marked absent
* Virtual and performance-based course attendance

Then, Subtract

* Overage and underage student attendance
* Up to 10 weather days
* Five lowest attendance days
* Non-contract student attendance

**Column G**

**Last Year AADA**

This number is taken from the prior year Adjusted Average Daily Attendance.

**Column H**

**Substituted Days** – These days are the count of all “Non-Traditional Instruction,” “Low Attendance- Weather Days,” and “Health and Safety Low Attendance days”. Each district can report up to ten days of non-traditional, ten low weather days, and ten safety days per year.

**Column I**

**EL Substituted Days** – This number is prior year’s KD AADA times the number of substituted days. Note that KD is the abbreviation for kindergarten.

**Column J**

**P-12 Substituted Days** – This number is prior year’s UPPER AADA times the number of substituted days. Note that Upper stands for first through twelfth grade.

**Column K**

**EL Adjusted Report** – This is the adjusted aggregate days for kindergarten.

**Column L**

**P-12 Adjusted Report** – This is the adjusted aggregate days for first through twelfth grade.

**Column M**

**KD AADA** – This is the adjusted average for kindergarten. You calculate this by the EL Reported Entry, minus the EL Adjustments, plus EL Substituted Days, divided by the Instructional Days (minus 5) equaling the KD AADA (EL REP ENT – EL ADJ + EL SUB) / (Inst. Days -5) = KD AADA

**Column N**

**Upper AADA** –This is the adjusted average for first through twelfth grade. You calculate this by the P-12 Reported Entry, minus the P-12 Adjustments, plus P-12 Substituted Days, divided by the Instructional Days (minus 5) equaling the UPPER AADA

(P-12 REP ENT – P-12 ADJ + P-12 SUB / Inst. Days (-5) = UPPER AADA

**Column O**

**ADM** – This represents the Average Daily Membership, which is the total number of present days, plus the total number of absent days, divided by the instructional days.

**Column P**

**Enrollment** – This is the count of student initial enrollments in the Kentucky schools. (E1, E2, and E3).

**Column Q**

**Membership** – This is the total number of students enrolled on the last instructional day of school calculated from enrollment minus withdrawals.

**Column R**

**%ATTN** – This is the percentage of the Aggregate Days of Attendance. This percentage calculation is the present days, divided by present days, plus absent days.

**Column SHH AADA** – This is the average number of days students are on Home Hospital. This number is calculated by total days of attendance while students are on Home Hospital, divided by instructional days.