

KSIS 2015-16 End-of-Year Training  
SAAR Submission  
Question and Answer Summary

1.	Q	Steve Young always sent a template to enter our data to see what our SAAR will be like. Will you send that out this year?
	A	The SAAR AADA Calculator has been updated and tested and should be made available on the KDE website sometime next week.
2.	Q	On the KDE Web Applications SAAR submission, can the SAAR be uploaded, then the error report be run before clicking submit? I'd like to run the error report, and then back out if an error is identified?
	A	Yes. If you upload your file and a list of errors is generated, you would go back into Infinite Campus and correct the errors, generate a new SAAR file and upload again into the web application. You should not be required to submit the file until the errors are corrected.
3.	Q	Do you mark the Attendance box on the Day Event box for a Non-traditional day?
	A	No. Leave the Attendance box unchecked on the Day Event box for an N day.
4.	Q	How soon do you anticipate having the Error Checks Document, the SAAR AADA Calculator, and the SAAR Submission Guide updated on the website?
	A	Within the next week, we will have everything on line.
5.	Q	Whose responsibility is it to fix the overlapping enrollments?
	A	Usually, it is up to the district that neglected to correctly end date the student's enrollment.
6.	Q	Where do we find the overage/underage waiver for a student?
	A	On the student's enrolment tab at the bottom right of the State Reporting Section.
7.	Q	On partial day – can you have a 504 student have a partial day?
	A	Yes. But you will only receive partial funding. This must be approved by the local board.
8.	Q	But with a Special Ed students, they can be partial day attendance, but the school still receives full funding, correct?
	A	Yes. If a student's IEP states he/she can only attend school for a partial day, and the full funding checkbox is checked, the district will receive full day funding for that student.
9.	Q	L days and Z days are not marked automatically?
	A	No. The districts have to mark these days.
10.	Q	For audit purposes, what do I need to keep on file for partial day funding with 504 and special education students?

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	<b>A</b>	You should keep the 504 plan or IEP on file for audits to show why you are receiving partial funding for those days. The IEP is in Campus and is checked to confirm that the partial day should be fully funded based on the recommendation from the ARC.
<b>11.</b>	<b>Q</b>	Underage waiver – can I get a waiver for a student that is underage for kindergarten, but came to us from another state and was in kindergarten there?
	<b>A</b>	Yes, if the student was in kindergarten in the prior state, you can check the waiver checkbox. They automatically qualify.