



# January Growth Factor Training

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# Purpose

The purpose of the January Growth Factor is to provide schools the opportunity to request a recalculation of funds if the current year average daily attendance for the school month (month 5 or 6) that contains the most attendance days in January of the current school year, exceeds the prior year adjusted average daily attendance plus growth by at least one percent (1%).

# Focus Area

The report includes the following information for the school month chosen with the most attendance days in January of the current school year:

- aggregate days of attendance
- race and gender count
- home and hospital
- adjustments for less than full-time attendance
- non-resident/non-contract students
- overage and underage students
- ❖ **All information is reported by school, grade level, and by transportation code**

# Due Date

The January Growth Factor is due five days after the last day of the school month with the most attendance days in January (month 5 or 6) of the current school year, but not later than February 20<sup>th</sup> of each school year.

# Statutory Requirement

## KRS 157.360 (15)

“During the fiscal year, a school district may request that the Department of Education recalculate its funds allocated under this section if the current year average daily attendance for the twenty (20) day school month as defined in KRS 158.060 (1) that contains the most days within the calendar month of January exceeds the prior year adjusted average daily attendance plus growth by at least one percent (1%). Any adjustments in the allotments approved under this subsection shall be proportional to the remaining days in the school year and subject to available funds under the program to support education excellence in Kentucky.”

# Facts

- The January Growth Factor is not a requirement.
- District calendars must be up to date in Infinite Campus prior to submission.
- T-Codes must be up to date in Infinite Campus prior to submission.
- District will submit the SAAR report to KDE with the records 5, 7, 9 and H attendance data.
- The same data cleanup rules apply as with a SAAR or a 2<sup>nd</sup> month Growth Factor.
- If a district does not incur any growth or shows a loss in ADA, there is no deduction of program funding to the district.

# January Growth Factor Calculation

- The January Growth Factor is based upon the school month with the most attendance days in the month of January.
  - Starts with the SAAR Record 7 Aggregate Days Attendance for Kindergarten and P12
  - The calculation then takes half the Kindergarten days and adds that to the total P12 days
  - SAAR Record 9 days (overage, underage, non-contract days) are subtracted
  - The number is then divided by the number of attendance days in the reporting months to get January Growth Factor AADA
- ❖ *Note: January AADA must exceed the previous year's SAAR kindergarten adjusted AADA plus Growth from the current year Growth Factor Report to be eligible for receive additional funds*



# Growth Factor is a Subset of SAAR

- GF Record 1 = SAAR Record 5
- GF Record 2 = SAAR Record 7
- GF Record 4 = SAAR Record 9
- GF Record H = SAAR Record H

GF Record 1 = Ethnic Count  
GF Record 2 = Aggregate  
Attendance and Absence  
GF Record 4 = Non-  
Contract/Overage/Underage  
GF Record H = Home Hospital



# Steps Prior to Submission

**January Growth Factor AADA is greater than 1% of the Prior Year AADA plus Growth**

- If your district has determined they meet the requirements for growth, the following reports in Infinite Campus should be generated prior to submitting the January Growth Factor report.
- Detailed calculations and examples can be found at <http://education.ky.gov/districts/enrol/Pages/Growth-Factor-Reports.aspx>

# Record 2 Cleanup

- ▶ State Enrollment Overlap Report
  - Student Information > Reports
- ▶ Schedule Gap Report
  - KY State Reporting > KDE Reports
- ▶ Remove Gaps in Period Schedule on Calendar



# Record 2 Cleanup

- ▶ KY State Reporting > Edit Reports
  - Missing Enrollment End Status Report
  - Expulsion Attendance Report
  
- ▶ Ad hoc Reports
  - Audit Overlapping T Codes
  - Audit Missing T Codes
  - Audit Partial Day

# Record 4 Cleanup

- ▶ KY State Reports > Edit Reports
  - Overage/ Underage Report
- ▶ Ad hoc Reports
  - Audit Nonresident Contract



# Record H Cleanup

- ▶ Ad Hoc Report
  - Audit Home Hospital

# Additional Data Cleanup

## Half-Day Kindergarten

Path: System Administration > Calendar > Grade Levels

- > Districts may have half-day Kindergarten classes. KDE's policy is to only provide funding for 50% of Kindergarten school days. This funding adjustment is made at KDE.
- > **Half Day Kindergarten (HKD):** School services half-day kindergarten
- > **Full Day Kindergarten (FDK):** School services full-day kindergarten
- > **Both Half Day and Full Day Kindergarten (BDK):** School services both
- > Every kindergarten grade in a school should be coded as BDK: Full and Half Day Kindergarten, FDK: Full Day Kindergarten or HDK: Half Day Kindergarten.

System Administration

- Attendance
- Auditing
  - View Audit Log
- Batch Queue
- Calendar
  - Calendar Wizard
  - School Years
- Census
- Counseling
- Custom
- Data Defining Tools
- Data Interchange
- Data Utilities
- Digital Repository
- Finance
- Grading & Standards
- Health
- Lockers
- Medicaid
- Messenger

Calendar

Grade Levels

Grade Level Editor

Name	Seq
00	6
01	7
02	8

Grade Level Detail

Name (locked)  
00

\*Sequence Number  
6

\*State Grade Level Code  
00: Kindergarten

Standard Day

Maximum Membership Days (<= instructional days)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications  
0

Kindergarten Code  
BDK: Full and Half Day Kindergarten

Exclude from cumulative GPARank calculations

Exclude from state reporting

Exempt from Assignment

Standard Code (SIF code)

Exclude from SIF reporting



# Steps to Submit January Growth Factor

## 1. Choose the Correct School Month

Path: System Admin | Calendar | Calendar | School Months

*Name	*Seq	*Start Date	*End Date	Exclude Start	Exclude End	Close Date
Month 1	1	08/04/2015	09/03/2015			
Month 2	2	09/04/2015	10/01/2015			
Month 3	3	10/02/2015	11/02/2015			
Month 4	4	11/04/2015	12/02/2015			
Month 5	5	12/03/2015	01/12/2016			
Month 6	6	01/13/2016	02/09/2016			
Month 7	7	02/10/2016	03/08/2016			
Month 8	8	03/09/2016	04/05/2016			
Month 9	9	04/06/2016	05/06/2016			
Month 10	10	05/09/2016	06/30/2016			

- Look at Month 5 and Month 6 dates
- Compare the dates to the Calendar Report in order to determine which month has the most **Attendance** days in January.
- Look at January on the Calendar Report and count the attendance days in Month 5 and in Month 6 to determine which month has the most **Attendance** days in January.





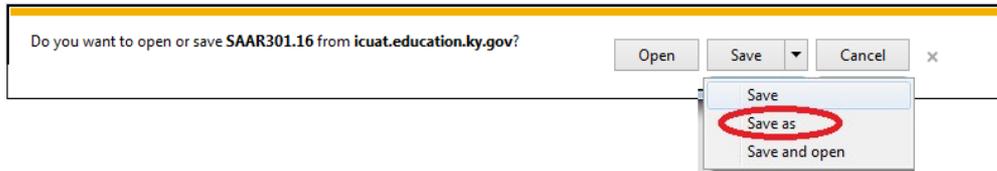
# Steps to Submit January Growth Factor

## 3. The following will appear when file is generating

The system is generating the Superintendent's Annual Attendance (SAAR) Report (state format) report for you.  
Please wait .....

Please don't click "Back" or "Refresh"

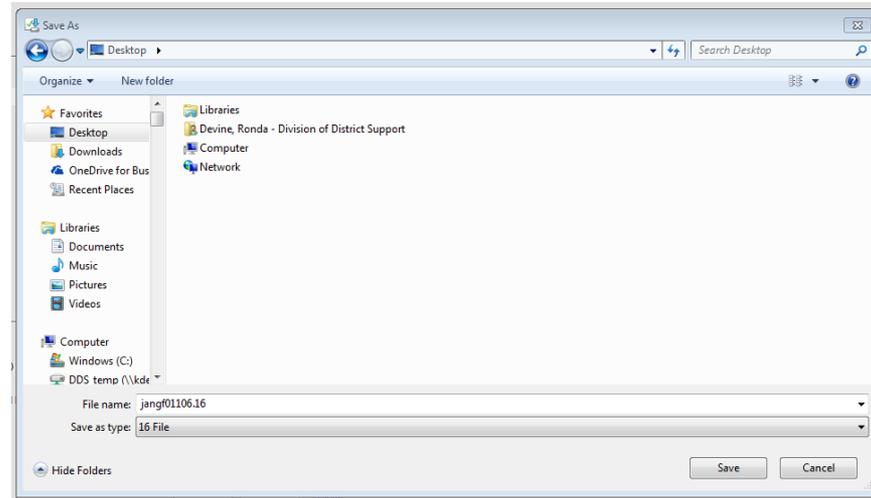
- File Download box will appear. Click "Save As"



# Steps to Submit January Growth Factor

## 4. Name the File and Save

- A 'Save As' box will appear





# Submission to KDE

## 6. Submit the file

- Each district's January GF file is submitted via a website link on the KDE homepage. This link can be located at:  
<http://opsupport.education.ky.gov/attendancereports/>
- The submitted file goes through an error check process
- Errors should be cleaned up before the submission process is complete. In some instances, an error may be excusable or ignorable. District would consult with KDE contact processing the report.
- Once errors are cleaned up, the submission can be completed by entering contact information such as email, district number and comments.
- Once the file is submitted a series of events happen.
  - KDE Attendance Mailbox is notified
  - District contact who submitted the report receives a confirmation email
  - Text file submitted is loaded into KDEADA application

# January Growth Factor Submission Page

<http://opsupport.education.ky.gov/attendancereports/>

## 7. Follow the prompts

- Locate the file
- Check your file
- Review any errors

Kentucky.gov | KY Agencies | KY Services | Search KDE for ?

About Schools & Districts | Instructional Resources | Administrative Resources | Site Map

Home

January Growth Factor

**Step 1: Locate the file**

Press the "Browse" button and navigate to where your file is located. Only files named **JANGF [district number][school month].16** are accepted. The file you are submitting here is the 'State Format' (fixed width) from your student information system. Please **do not** send any PDF documents via this site.

**Step 2: Check your file**

Press the "check file" button to send your file to be error checked and continue to Step 3. The error guide document on the left hand side of this page will show a list of all potential errors.

**Step 3: Review any errors**

Below you will find any errors in your file. If there are errors, please correct them in your file and start over at Step 1. Steps 1 - 3 can be completed as many times as necessary. If no errors are present please continue to Step 4. If you complete step 4 your file will be locked and no new submissions can be made until KDE unlocks the file. If you need to resubmit, please [email the KDE Attendance Mailbox](#). If you need assistance with an error please contact [ronda.devine@education.kv.gov](mailto:ronda.devine@education.kv.gov).

Distname	districtno	schno	grade	error_msg	lst_dt	upd st
KNOX CO.	301			No Errors Reported	Dec 4 2015 8:55AM	16



# Submit Your File

## 8. Send With Proper Names and E-mail Addresses

### Step 4: Submit your file

If everything is satisfactory, enter your email, district and any comments you want to send, then press the "submit file" button. Please put your phone number and the names of any additional people to be notified in the comments field. **REMINDER:** Once submitted, the file will have to be reset by KDE if a new submission is needed.

\* your email

\* your name

\* your phone

\* your district

\* your Superintendent's name

\* your DPP's name

\* your Finance Officer's name

comments

submit file



# Possible Error Messages

- Record 5 – Invalid grade submitted–preschool
- Record 7 – FFD, BD, or HD used for grade that is not EL (00)
- Record 7 – Attendance entered without days taught
- Record 7 – Days taught entered without attendance (ignorable if virtual or performance based)
- Record 9 – Non-Contract student count entered without attendance
- Record 9 – Non-Contract attendance entered without student count
- Record 9 – Over/Underage student count entered without attendance
- Record 9 – Over/Underage attendance entered without student count
- Record H – Home Hospital attendance entered without students
- Record H – Home Hospital students entered without attendance
- Record H – Attendance entered without days taught

# Data Quality: Review and Assurance

## Run Monthly Attendance Reports (By month and school)

1. Verify Register Report and get signoff
  2. Verify ADA/ADM Truancy Mode and match to the Register Report
  3. Verify ADA/ADM Funding Mode and match to Growth Factor Record 2 and SAAR Record 7 for each school attendance month
- How Do We Get PDF AADA?
    - *Infinite Campus PDF Formula:*
      - $(\text{Record 2} - \text{Record 4}) / \text{Number of Days Taught}$
  - Infinite Campus PDF Definitions:
    - *Record 2:* 'DISTRICT BASE Aggregate Days PRESENT TOTAL'
    - *Record 4:* 'District Non Contract Aggregate Days PRESENT TOTAL'
    - *Record 4:* 'District Overage/Underage Aggregate Days PRESENT TOTAL'
    - *Record 2:* 'BASE Aggregate Days PRESENT Days' (Number of days taught)

# Data Quality: Review and Assurance

## Running ADA/ADM Report in the Future for Error Checking

- Districts can generate the ADA/ADM report in the future to identify potential errors. Since Kentucky operates under positive attendance, students will have a 1.00 for attendance with the exception of partial day students and those enrolled in virtual/performance-based courses.
- In the example on the next slide, the report is run for month 4 of the 08–09 school year using the standard options for truancy mode.

# Data Quality: Review and Assurance

## Running ADA/ADM Report in the Future for Error Checking

**Kentucky Avg. Daily Membership(ADM) & Avg. Daily Attendance(ADA) Summary with Student Detail**

This report calculates ADM & ADA based off Kentucky's customized attendance calculation. It summarizes the data by student, grade and dates default to the start/end dates of the calendar.  
This is a very complex report, so try to limit the number of calendars run per batch.

Report Type  Detail  Summary

Calendar **08-09 KDE HIGH SCHOOL**

ADA Mode  Truancy  Funding  
*ADA = Present Minutes / Scheduled Minutes*

Date Range  To

School Month

<input type="checkbox"/>	Month 1	08/04/2008 - 08/29/2008
<input type="checkbox"/>	Month 2	09/01/2008 - 09/26/2008
<input type="checkbox"/>	Month 3	09/29/2008 - 10/28/2008
<input checked="" type="checkbox"/>	Month 4	10/29/2008 - 11/28/2008
<input type="checkbox"/>	Month 5	11/27/2008 - 01/07/2009
<input type="checkbox"/>	Month 6	01/08/2009 - 02/04/2009
<input type="checkbox"/>	Month 7	02/05/2009 - 03/04/2009
<input type="checkbox"/>	Month 8	03/05/2009 - 04/01/2009
<input type="checkbox"/>	Month 9	04/02/2009 - 05/06/2009
<input type="checkbox"/>	Month 10	05/07/2009 - 05/29/2009

Grade

- All Student
- 07 7th Grade
- 08 8th Grade
- 09 9th Grade
- 10 10th Grade
- 11 11th Grade
- 12 12th Grade
- 14 Over the age of 17 by October 1st

Ad Hoc

Exclude  State Exclude  Perkins Only



# Data Quality: Review and Assurance

## Overlapping T Codes

- Shown below is a sample set of reports with different types of errors shown

08 09 <b>KDE High School</b> 100 N KY 830, COBBIN, KY 40701 Generate on 10/05/2009 02:58:46 PM Page 1 of 1	<b>KY ADM ADA Detail Report for Grade 09</b> ADA: Truncy School Month: 4 Transportation: NT, T1, T2, T3, T4, T5 Adhoc Filter: OverlappingTCodes, Mike Exclude: State Exclude Sort by Grade Students: 1
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Grade Student Enrollment	T Code	ATT	ADA	ADM	Tardy		Attendance State Code							Funding		
					E	U	E	U	AFD	EHO	EDN	EPN	S	O	ADA	
09 OverlappingTCodes, Mike #4542 (08/06/2008 [E01])	T1	18.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
09 OverlappingTCodes, Mike #4542 (08/06/2008 [E01])	T4	15.00	0.83	0.83	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.83

- The example above shows a student who has both T1 and T4 T codes: entries are shown for both. Attendance credit is given for each T code. The best means to identify this type of error is by using the Overlapping T Code ad hoc pass-through SQL query.

# Data Quality: Review and Assurance

## Missing T codes and Partial Day Students

- The Missing T Codes (shown below for Mary) lists attendance as 1.00 and the T Code as NT, which is the default transportation code for any student without a T code. Note that attendance credit will be given but the T code may be incorrect. Use the Missing T Code pass-through SQL query to locate these type students.

08-09 KDE High School 100 N KY 830, CORBIN, KY 40701 Generate on 10/05/2009 02:55:09 PM Page 1 of 1	KY ADM ADA Detail Report for Grade 12 ADA: Truncy School Month: 4 Transportation: NT, T1, T2, T3, T4, T5 Adhoc Filter: PartialDay, Peter and MissingTCodes, Mary Exclude: State Exclude Sort by Grade Students: 2
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Grade Student Enrollment	T-Code	ATT	ADA	ADM	Tardy		Attendance State Code							Funding		
					E	U	E	U	AFD	EHO	EDN	EPN	S	O	ADA	
12 MissingTCodes, Mary #4460 (08/06/2008 [E01])	NT	18.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
12 PartialDay, Peter #3106 (08/06/2008 [R02])	T1	18.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.64

- The Funding ADA percentage for partial day students should match the percent enrolled in the partial day attendance group. Partial day students enrolled in virtual/performance based courses will, of course, differ.

# Common Mistakes

- Always run an Enrollment Overlap report. KDE will not process a report until all overlaps with more than one day are corrected
- If your file will not download, use a different browser. Most people are successful with Internet Explorer
- If your report totals do not match correctly, you may need to run the report again. Make sure you delete the old report and then run a new one before re-sending. If you don't delete the original report, the computer may select the old report and sends the same information

# KDE Contact Information

- KDE is available for questions during the January Growth Factor submission process.
- Please contact Ronda Devine at 502-564-5279, Extension 4444, or via email at [ronda.devine@education.ky.gov](mailto:ronda.devine@education.ky.gov) for information and assistance.