



**Welcome KSIS
End of Year
Training**

April 30, 2014
8:30 a.m. (CST) / 9:30 a.m. (EST)



**Welcome and
Housekeeping**

Becky Jenkins
KIDS, Division of Enterprise Data

EILA Credit / Lync Assistance

- ▶ **EILA Eligible Training**
 - Registered participants are eligible for EILA credit. Online training evaluation survey must be completed for credit to be awarded.
 - If participating in a group setting, email a sign-in list to Linda Burton.
- ▶ **Lync Assistance**
 - If you need assistance with your Lync connection, audio or visual settings, contact the KETS Service Desk:
 - (502) 564-2002 (local)
 - (866) 538-7435 (toll free)
 - Email: ketshelp@education.ky.gov
 - **Important:** Meeting link should be opened using Internet Explorer, not Chrome or Firefox.



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Questions and Information

- ▶ **Have a question for the presenter?** Post it in the Lync chat window and it will be answered during the Question and Answer period at the end of the session.
- ▶ **Have a technical issue?** Contact the KETS Service Desk.
 - (502) 564-2002 (local)
 - (866) 538-7435 (toll free)
 - Email: ketshelp@education.ky.gov
- ▶ Presentations from today's End of Year Training
 - Available online: <http://education.ky.gov/districts/tech/sis/Pages/KSIS-Training.aspx>



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KSIS End of Year Training: Agenda

Start	End	Session	Presenter
9:30	9:35	Welcome and Housewarming	Becky Jenkins KIDS, Division of Enterprise Data
9:35	10:05	LEP 2013-14 Data Cleanup and Extract	Gary Martin ONCL, Division of Learning Services
10:05	10:50	Special Education End of Year Reporting	Nick Easter ONCL, Division of Learning Services
10:50	11:05	Break	
11:05	11:35	2013-14 Gifted and Talented End of Year Data Cleanup and Reporting	Kathie Anderson ONCL, Division of Learning Services
11:35	12:00	Other Current Topics	DeDe Conner, Director KIDS, Division of Enterprise Data
12:00	1:00	Break	
1:00	1:45	SAAR EOY Training	Cheri Meadows OAS, Division of District Support Steve Young OAS, Division of District Support
1:45	2:15	Health Reports	Garnetta Barnette OAS, Division of District Support Karen Erwin OAS, Division of District Support
2:15	2:45	Amended Calendar Submission	Cheri Meadows Garnetta Barnette
2:45	3:00	Other Resources and Closing	Becky Jenkins

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LEP 2013-14 Data Cleanup and Extract

Gary Martin, EL (Title III) Consultant
Office of Next Generation Learners
Division of Learning Services

EOY Training Information

- ▶ Importance of LEP Extract Data Accuracy
- ▶ Critical Errors and Data Clean-up
- ▶ LEP Extract
- ▶ Secure File Upload

Gary Martin



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Purpose of LEP Extract

- ▶ Title III Allocations
- ▶ SEEK Funding

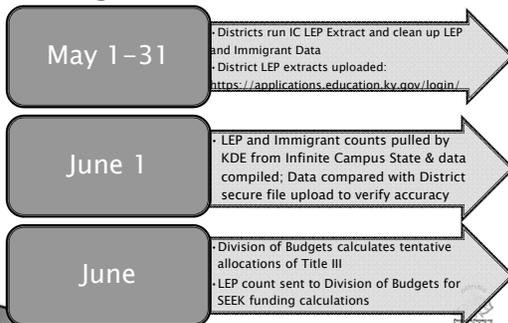


Gary Martin



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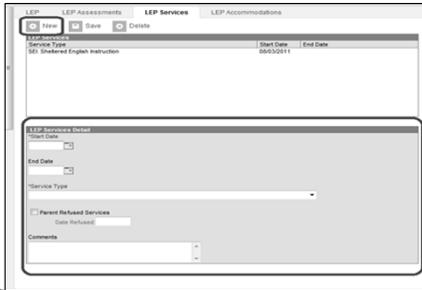
KDE Title III - EL/LEP and Immigrant Funding Allocation Process Timeline



Gary Martin



Program Participation > LEP > LEP Services > Detail Editor

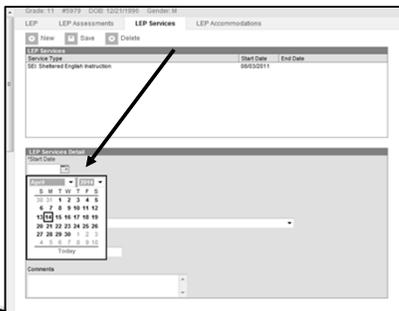


Gary Martin



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LEP Start Date

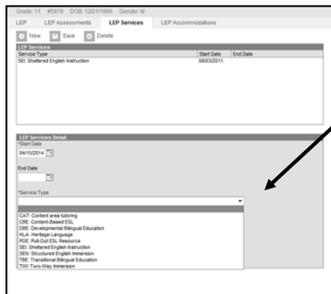


Gary Martin



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LEP Service Type

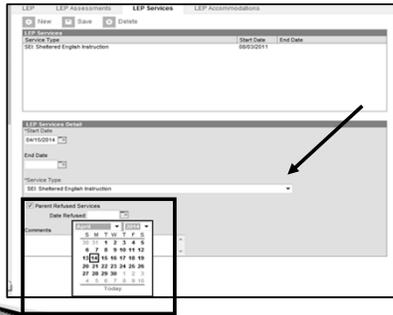


Gary Martin



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Parent Refuses Services

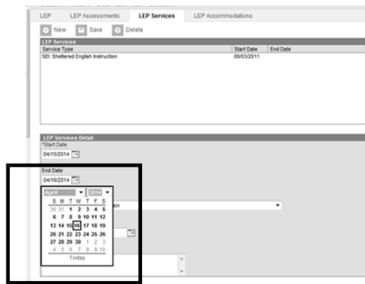


Gary Martin



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End Dating LEP Services



Gary Martin



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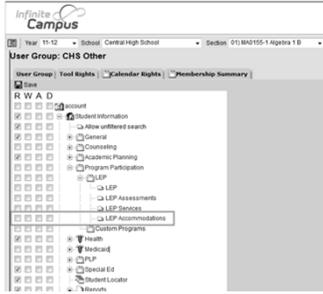
Correcting Accommodations Critical Errors

Gary Martin



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LEP Accommodations



Gary Martin

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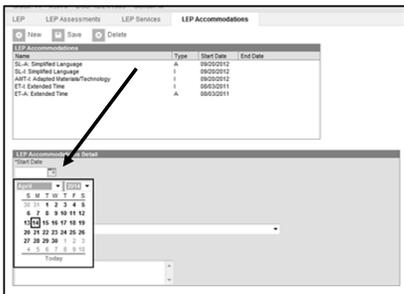
Program Participation > LEP > LEP Accommodations > Detail Editor



Gary Martin

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LEP Accommodations Start Date



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LEP Accommodation Type

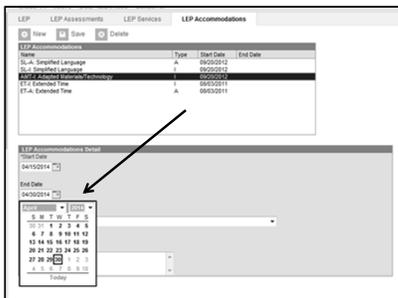


Gary Martin



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End Dating Accommodations



Gary Martin



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Home Language Errors/Warnings

Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records:2)

Record Number	School Name	Administratively	Last Name	First Name	Middle Name
623	Kent County Middle School				
630	West D Lay Elementary School				

Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records:1)

School Number	School Name	Administratively	Last Name	First Name	Middle Name
618	Kent Central High School				

Critical Error: Home Language 0400: English (will not pull data)

Warning: Home Language 1630: Other (will pull data)

Gary Martin



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LEP Extract

Error Working Table of Contents: (If working error occur in 5, they are no warnings (rows to report))

Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract. (Number of Records: 0)

Critical Error: The following records do not have a selection of Instructional Accommodations. These students will NOT be included on the LEP extract. (Number of Records: 0)

Critical Error: The following records have a Home Language selection of 6400: English. These students will NOT be included on the LEP extract. (Number of Records: 0)

Warning: The following records have a Home Language selection of 1600: Other. The students will be included on the LEP extract. (Number of Records: 0)

Warning: Home Primary Language is set to Native American, but Native American Language is not selected. These students will be included on the LEP extract. (Number of Records: 0)

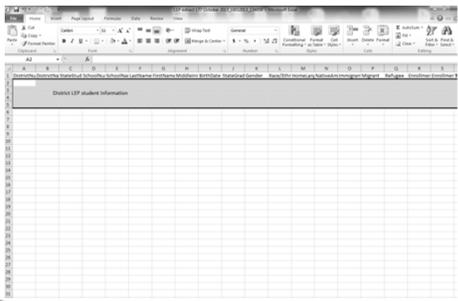
Warning: Native American Language is selected, but Home Primary Language is not set to Native American. These students will be included on the LEP extract. (Number of Records: 0)



Gary Martin

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LEP Extract - Save As Excel



Gary Martin

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Secure File Upload



Gary Martin

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District Selection



Gary Martin



Upload the File



Gary Martin



Contact and Resource Information

gary.martin@education.ky.gov

<http://education.ky.gov/specialed/EL/Pages/Data-Collection-Reporting-and-Monitoring-for-Immigrant-and-LEP.aspx>

Gary Martin





Special Education End of Year Reporting

Nick Easter Ed.D, Systems Consultant IT
Office of Next Generation Learners
Division of Learning Services

Special Education EOY Manual

- ▶ [2014 EOY Training Manual](#)
- ▶ <http://education.ky.gov/specialed/excep/Documents/2014%20EOY%20Training%20Manual.doc>

Nick Easter  38

Checklist for Submission of End of Year Reports

Due Date to KDE June 16, 2014

All *End of Year Special Education Reports* should be submitted via the Secure File Transfer Web Application. NOTE: Do not send reports via email

- Indicator11&13 Spreadsheet

Due Date to KDE July 31, 2014

All *End of Year Special Education Reports* should be submitted via the Secure File Transfer Web Application. NOTE: Do not send reports via email

- SPEDExit12 Special Education Exit Report
- IAES_2014 End of Year IAES Reporting (excel spreadsheet provided)

Nick Easter  39

Discipline for Special Education

- ▶ Beginning this year Special Education Discipline Data will be collected using the **Safe Schools Report**.
- ▶ District Safe Schools Coordinators will run the report and send to the Superintendent for verification of the data. KDE will then extract data from the IC state data warehouse.

Nick Easter



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KDE Custom Discipline Reports

PATH: KY State Reporting > KDE Reports > SPED EOY Behavior Data

- ▶ **Removal Report:** Report of behavior removals of Special Education students from their regular setting; this includes SSP3 (out of school suspension) and INSR (In-School Removal)
- ▶ **Expulsion Report:** Report of behavior resolutions of SSP1 (Expulsion, Receiving Services) and SSP2 (Expulsion, not Receiving Services). This report includes ALL students (special education and regular education)

Nick Easter



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IAES - Unilateral Removals

- ▶ Interim Alternative Educational Setting (IAES): An appropriate setting determined by the child's ARC (IEP team) in which the child is placed for no more than 45 school days.
- ▶ 2013-2014 EOY IAES Reporting

Nick Easter



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IAES – Unilateral Removals

- ▶ **Discipline – Section 1 *Removals by School Personnel***
- ▶ **Unilateral Removal:** Instances in which school personnel (not the ARC/IEP team) order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 school days.

Nick Easter



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IAES – Unilateral Removals

- ▶ **Discipline Data – Section 2 *Removals by Hearing Officer***
- ▶ This list should include special education students who were removed from school to an IAES by a Hearing Officer in which the Reason for Removal is *'Likely Injury to Self or Others'*.
- ▶ Upon completion of this spreadsheet document submit via the Secure File Transfer (DoSE upload).

Nick Easter



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Indicator 11 & 13 Spread Sheet

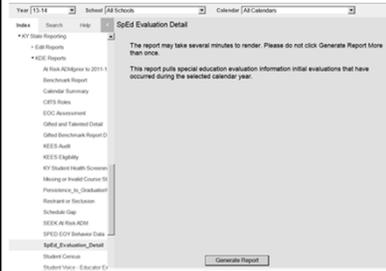
The Compliance Indicator Data Report (also known as the Indicator 11 & 13 spreadsheet) must be submitted to KDE via the Secure File Upload Option and to your Regional Cooperative Director no later than Midnight on Monday, June 16, 2014.

Nick Easter



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Indicator 11



This year there has been a change to Indicator 11. Due to the addition of the new KDE custom report in Infinite Campus that pulls initial eligibility information. This means that Districts no longer need to do random record reviews for Indicator 11.

Nick Easter



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Indicator 13

- ▶ The process for Indicator 13 had not changed.
- ▶ Indicator 13 For students who have reached the age of 16 and older, all requirements (a-i) are met. (Record Review items 49 a-i) Complete Record Reviews for 10% of files with a minimum of 10 and no more than 50.
- ▶ The Compliance Indicator Data Report must be submitted to KDE via the Secure File Upload Option and to your Regional Cooperative Director no later than Midnight on Monday, June 16, 2014

Nick Easter



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Special Education Exiting Report

- To be included on the special education exiting report, a student must:
- ▶ Be 14 years of age as of December 1 of the reporting year;
 - ▶ Have a special education status of active or active/referred on either the first school day of the reporting year OR the last school day of the previous year and anticipated to return (no show);
 - ▶ Have a special education status other than Active/Active Referred on the last school day of the reporting year.

Nick Easter



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Special Education Exiting Report

- ❖ Special Ed Status on first day of instruction must be A: Active or AR: Active Referred and at time of exiting changed to I: Inactive
- ❖ Special Ed Exit Status - select the reason the student is no longer receiving Special Education and Related Services
 - 01. Transfer to Regular Ed
 - 02. Graduated with a Diploma
 - 03. Alternative High School Diploma
 - 04. Maximum Age
 - 05. Deceased
 - 06. Moved, Known to Continue
 - 07. Dropped Out
- ❖ Special Ed Exit Date - Enter the date student withdrew from district or was released from special education. If the student exits by withdrawing from the district, this date should match the end status date on the Enrollment section.

Special Ed Exits

Special Ed Status: I: Inactive Full Funding:

Special Ed Category: 07: Emotional Behavior Disability
Secondary Disability

Setting: (C)age 6-21) +40% of the day general ed programs

Date Eligible for Refund: Special Ed Exit Status: 01: Transferred to Regular Education Special Ed Exit Date: 1/15/2012

Nick Easter 49

Special Education Exiting Report

PATH: KY State Reporting > Special Ed Exit Report

- ❖ Extract should include ALL Schools

11-12

- 11-12 CENTRAL ELEMENTARY SCH
- 11-12 DEWITT ELEMENTARY SCH
- 11-12 Flat Lick Elementary Sch
- 11-12 G R Hampton Elementary S
- 11-12 GORDER ELEMENTARY SCH
- 11-12 Jesse D Lay Elementary S
- 11-12 KNOX APPALACHIAN SCH
- 11-12 Knox Central High School
- 11-12 Knox County Learning Aca
- 11-12 Knox County Middle Schoo
- 11-12 LYNN CAMP ELEM
- 11-12 LYNN CAMP HIGH

To include all schools select first school in list, hold shift key and select last school in the list.

- ❖ Extract options
 - Effective Date = 6/30/2014
 - Format = State Format (CSV)
- ❖ Generate Extract

Nick Easter 50

Special Education Exiting Report

- ❖ **HA01:** the following record(s) contain an 'Exit Status' but not an 'Exit Date' OR contain an 'Exit Date' but not an 'Exit Status'.

DistrictNumber	SchoolNumber	SSID	LastName	FirstName	Grade	SpEdExitStatus	spEdExitDate
501	150						2011-04-30 00:00:00.0

Resolution:

- > Select appropriate Exit Status and/or
- > Enter Exit Date

- ❖ **HA02:** the following record(s) contain a Special Education 'Status' of Active or Active/Referred AND an appropriate 'Exit Status', but do not contain a corresponding Special Education 'Exit Status' or 'Exit Date'.

DistrictNumber	SchoolNumber	SSID	LastName	FirstName	Grade	SpEdExitStatus	spEdExitDate
501	022						

Resolution:

- > Special Education status should be I: Inactive;
- > Select appropriate Exit Status; and
- > Enter Exit Date

Nick Easter 51

Contacts

- ▶ Nick Easter
▶ nick.easter@education.ky.gov
- ▶ Ginger Meade
▶ Ginger.meade@education.ky.gov

Nick Easter  52



2013-14 GT End of Year Data Cleanup and Reporting

Kathie Anderson, GT Consultant
Office of Next Generation Learners
Division of Learning Services

GT End of Year Reporting Timeline

May 1 - May 31	• Data cleanup and correction
June 1-6	• GT Coordinator uploads GT Detail Report and Summative Evaluation to Secure File Server
June 7	• KDE pulls GT Detail Report and compares data for missing student. • KDE begins to review Summative Evaluation

Kathie Anderson 

Permissions and Support Staff

- ▶ Permissions are granted through the District Technology Administrator
- ▶ Only Gifted and Talented Coordinator (GTC) should upload reports
- ▶ Support staff may assist in generating reports, data cleanup and correction

Kathie Anderson



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Newly Identified GT Students

- ▶ Do **not** enter students who will not be served in 2014
- ▶ Wait until after **uploading GT Detail Report** to enter students who will begin services Fall 2014

Kathie Anderson



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Ad Hoc Reports for Data Cleanup

Kathie Anderson

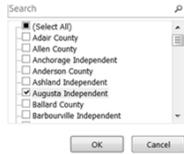


Missing Student Report

1) Click down arrow to filter for district



3) Click in box to select your district



2) Click "Select All" to unselect all districts



Kathie Anderson



Uploading to Secure Site

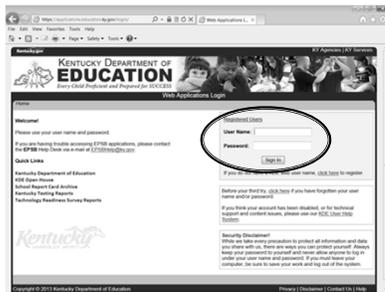
- ▶ Only GTC should upload
- ▶ Contact Kathie if you need login and/or PW
- ▶ Files are secure
- ▶ Email confirmation sent
- ▶ Web Application Site:
<https://applications.education.ky.gov/Login/>

Kathie Anderson



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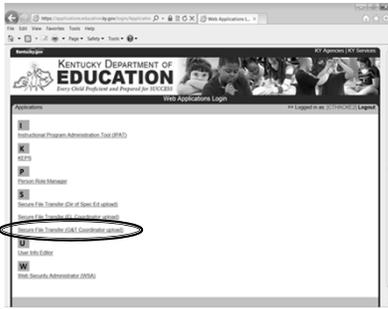
Web Server Upload Site



Kathie Anderson



More Web Server Upload Site



Kathie Anderson



Web Server Upload Cont.



Kathie Anderson



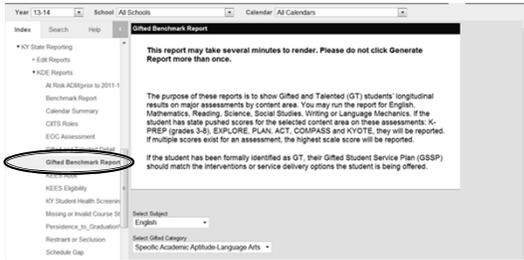
Data Comparison

- ▶ State and District Editions compared
- ▶ Missing Student list sent to district
- ▶ Discussions of file upload October 1

Kathie Anderson



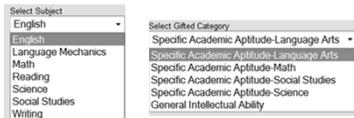
Gifted Benchmark Report



Kathie Anderson

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Gifted Benchmark Report Selections



Kathie Anderson

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Contact Information

- › Kathie Anderson, GT Consultant
- › Phone: 502-564-4970 ext. 4133
- › Email: kathie.anderson@education.ky.gov

Kathie Anderson

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Other Current Topics*

DeDe Conner, Director
KIDS, Division of Enterprise Data

*This presentation is separate and not included in this compilation.



SAAR EOY Training

Cheri Meadows, Branch Manager
Steve Young, Educational Financial Analyst
Office of Administrative Support
Division of District Support

Purpose

The Superintendent's Annual Attendance Report (SAAR) provides year-end attendance information used to calculate the school district's enrollment, membership, average daily membership (ADM), percent of attendance, home and hospital ADA and adjusted average daily attendance (AADA).



Steve Young
Cheri Meadows

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Focus Area

The SAAR includes the following information for the entire school year's aggregate days attendance and absence:

- race and gender count
- adjustments for less than full-time attendance (Partial Day)
- nonresident/non-contract
- overage and underage
- virtual/performance based proficient
- eligible suspensions and eligible expulsions
- up to 10 (ten) low attendance days due to weather
- five (5) lowest attendance days.

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

Steve Young
Cheri Meadows



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Due Date

The SAAR is due to KDE by June 30. It is strongly encouraged that districts submit and verify their reports as soon as possible.

Steve Young
Cheri Meadows



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Adjusted AADA

Adjusted Average Daily Attendance

The AADA calculation no longer divides grade 00 in half. Once the numbers are sent for SEEK calculating, grade 00 will be adjusted at that point.

Kindergarten Retention

If a student is retained in Kindergarten with a 00 for the first year and a 00 for the second year, grade 00 will be adjusted for the second year also.

Steve Young
Cheri Meadows



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Record 7 - Aggregate Days Attendance and Absence

State Enrollment Overlap (*Student Information>Reports>State Enrollment Overlap*)

Enrollment overlaps occur when the begin/end dates of one primary enrollment overlap with that of a second primary enrollment record for the same student. **KDE will not process a district SAAR until after all overlaps of more than one day are corrected.**

Review Step: The State Enrollment Overlap report will identify these overlapping records, which should be corrected. *One day overlaps are allowed and should remain within Infinite Campus with the exception of a one day overlap within the same district. Be very careful which enrollment record you end date as attendance and grades are tied to enrollment.*

Steve Young
Cheri Meadows



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Record 7 - Aggregate Days Attendance and Absence

Student Schedule Gaps (*KY State Reporting>Edit Reports>Schedule Gap Report*)

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

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.

Steve Young
Cheri Meadows



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Record 7 - Aggregate Days Attendance and Absence

Audit Overlapping T Codes (*Ad Hoc Reporting>Filter Designer>State Published*)

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.

Review Step: Correct any overlapping transportation records.

Steve Young
Cheri Meadows



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Record 7 - Aggregate Days Attendance and Absence

Audit Missing T Codes (*Ad Hoc Reporting>Filter Designer>State Published*)

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

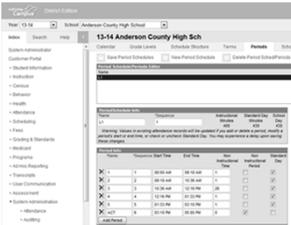
Review Step: Assign a transportation code and enter a date segment for students. Transportation segments are school specific. An enrollment record at each school should have a transportation record associated with it.

Steve Young
Cheri Meadows



Record 7 - Aggregate Days Attendance and Absence

Close Gaps in Period Schedules (*System Administration>Calendar>Calendar>Periods Tab*)



Review Step: Ensure no time gap from period end to period start. Include passing time, lunch time and recess within periods

Steve Young
Cheri Meadows



State Attendance Groups

Audit Partial Day (*Ad Hoc Reporting>Filter Designer>State Published*)

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

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

Steve Young
Cheri Meadows



State Attendance Groups

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 that can be downloaded from Campus Community with Infinite Campus (user ID and password required).

Steve Young
Cheri Meadows



State Attendance Groups

Missing Enrollment End Status Report (*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.

Steve Young
Cheri Meadows



Record 9 - Out of District/Resident Students and Non-Contract Students

Out of District/Resident Students and Non-Contract Students

This report identifies students who are non-resident and have a non-contract agreement:

Ad Hoc Reporting>Filter Designer>State Published >student Audit Nonresident Non-Contract

Review Step: Verify that non-resident students have a contract on file.

Note: The 'Resident District' value should be maintained by the district to indicate the resident district of any student who does not reside in the district.

Steve Young
Cheri Meadows



Record 9 – Over Age/Under Age Students

Over Age/Under Age (*KY State Reporting>Edit Reports> Over Age/Under Age Report*)

This report identifies underage/overage students for further review

- ▶ Run this report for "All Schools, All Calendars."

Note: Over age students will not qualify for funding on the SAAR on or after their 21st birthday.

Steve Young
Cheri Meadows



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Record 9 – Over Age/Under Age Students

Under Age

There are two categories for Under Age students:

- A Grade 00 student is considered "Under Age" for the entire year if their 5th birthday occurs after October 1st of the reporting year.
- A Grade 01 student is considered "Under Age" for the entire year if their 6th birthday occurs after October 1st of the reporting year.

An under age 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. The student under age report can be used to verify that students are correctly marked for the waiver.

Steve Young
Cheri Meadows



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Suspension Attendance Linkage

Suspension Attendance Linkage (*KY State Reporting>Edit Reports>Suspension Attendance Linkage*)

- ▶ This report identifies those students who were suspended and have invalid data because the attendance data was not entered properly to match a behavior resolution, or the behavior resolution doesn't match attendance data for a state coded suspension.
- ▶ The state suspension code **SSP3** – Out of School Suspension – requires the proper associated state attendance code of S – Suspension matches exactly the date / time of the resolution. There is also the possibility that a user could input the Suspension attendance entry date without having the associated behavior resolution.

Steve Young
Cheri Meadows



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Expulsion

Expulsion Attendance Report *(KY State Reporting>Edit Reports>Expulsion Attendance Report)*

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

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

Steve Young
Cheri Meadows



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State Attendance Groups

Audit Home and Hospital *(Ad Hoc Reporting>Filter Designer>State Published)*

This report identifies students in any of the attendance groups

In the example, this query will return any Home and Hospital (HH) students of attendance group = HH.

- ▶ *Review Step:* Ensure the attendance is marked properly for the HH students.

Steve Young
Cheri Meadows



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State Attendance Groups

Audit Home and Hospital

- ▶ Use the IC Attendance Wizard to mark the student's attendance as HH from the initial date of entry 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.

Steve Young
Cheri Meadows

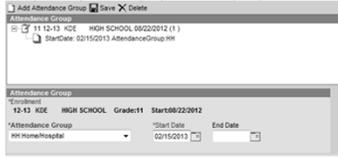


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State Attendance Groups

Home and Hospital

Any student eligible for HH must be put in the HH attendance group to receive full 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.

Steve Young
Cheri Meadows



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State Attendance Groups

Home and Hospital – Example Ad hoc report:

SSID	Last Name	First Name	Attendance Group	Start Date	End Date
1143	COFF	JOHN	HH	11/4/2008	11/12/2008

Review Step: A qualifying student's attendance is marked as HH from the start date to the end date of their participation in the HH program. Several common errors are shown in the following examples.

Note 1 Example: The student John Coff has HH marked for attendance before the HH start date of 11/4/2008.

Note 2 Example: The student has an end date marked as Absent - U (marked on 12/12/2008). The correct attendance event should be HH.

Note 3 Example: HH students must be served a minimum of two one-hour sessions per five (5) consecutive instructional days. Student attendance for one missed HH session during the five (5) days must be recorded as an absence of 2.5 instructional days.

Date	A	S	U	H	HH	ACT	Notes
12/12/2008							
12/13/2008							
12/14/2008							
12/15/2008							
12/16/2008							
12/17/2008							
12/18/2008							
12/19/2008							
12/20/2008							
12/21/2008							
12/22/2008							
12/23/2008							
12/24/2008							
12/25/2008							
12/26/2008							
12/27/2008							
12/28/2008							
12/29/2008							
12/30/2008							
12/31/2008							

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Calendar Set-up

Calendar Setup (System Administration > Calendar > Calendar)



► If the School Day minutes appear to be calculating incorrectly, re-key the period schedule and then select the **Save Period Schedules** icon.

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Kindergarten Attendance

Kindergarten (System Administration> Calendar>Calendar> Grade Levels)

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 full day of Kindergarten. This funding adjustment is made after 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

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Kindergarten Attendance

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SAAR IC PDF Calculation

Calculation of SAAR AADA from IC PDF Report:

Base Aggregate Days Present (R7) + Adjustment
 Aggregate Days Present (R7) + Last Year's SAAR AADA *
 Number of Weather Days selected - Low attendance
 Weather (RW) - Aggregate Days Present (R9) - Aggregate
 Low Attendance Days Present (RL) divided by Number of
 Days Taught minus 5.

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SAAR IC PDF Calculation

- ▶ **Record 1** = Calendar
- ▶ **Record 2** = Enrollment/Reenrollment
- ▶ **Record 3** = Withdrawals
- ▶ **Record 5** = Ethnic Count (R2 - R3 = R5)
- ▶ **Record 7** = Aggregate Attendance: 'Base Aggregate Days Present'
Total Adjustment Aggregate Days Present' Total = RV, RS, RX (additions to the base)
RV= Proficient attendance for virtual or performance based courses
RS= Eligible suspensions (a district may receive up to 10 days for a child who has been suspended)
RX= Eligible expulsions up to 175 days
- ▶ **Record 9** = Noncontract Over/Under Attendance: 'Non Contract Aggregate Days Present' is the amount of attendance for a student who was overage or underage that will be deducted from base (subtraction from the base).

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SAAR IC PDF Calculation

- ▶ **Record H** = Home/Hospital: Already included in base attendance (R7). RH record comes to KDE for the Home and Hospital ADA calculation. This is a funded separately.
- ▶ **Record L** = Five Low Attendance Days: 'Aggregate Low Attendance Days Present Total' (subtraction from base). Record L equals the aggregate days attendance for the five (5) lowest attendance days district-wide, when all schools are in session. This information reduces the total aggregate days of attendance and the number of days taught prior to the calculation of average daily attendance (ADA).
- ▶ **Record W** = Ten Low Weather Attendance Days: 'Aggregate Low Weather Attendance Days Present' (addition to the base). The SAAR report reflects Full AADA with the no adjustment made for kindergarten. The aggregate day's attendance for both kindergarten and P-12 for each of selected number of low weather attendance a days will be replace by last year's kindergarten and P-12 AADA.

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Quality Review and Assurance

Ethnicity Count

- ▶ Records 2 minus Record 3 = Record 5
- ▶ SAAR Record 2 (Enrollment + Reenrollment)
- ▶ SAAR Record 3 (Withdrawals)
- ▶ SAAR Record 5 (Ethnicity Count)

▶ *Formula: Entries + Re-entries - Withdrawals = Ethnicity Count*

Review step: Run Records 2 and 3 of SAAR (PDF, All Calendars, Leave Date Range Blank)

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Quality Review and Assurance

Enrolled Days vs. Scheduled Days

There are several scenarios when students *enrolled* days do not match their *scheduled* days. These include:

- Partial Day (Not fully funded)
- Virtual or Performance Based (School districts with Virtual and Performance based students do not receive attendance credit until a final grade of 'P' or 'Pass' is entered.)
- Early Release Days: scheduled minutes will be less than student day minutes.
- Schedule Gaps
- Students without a full schedule (e.g., fifth year senior)

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Quality Review and Assurance

▸ Truancy

- The ADA/ADM 'Truancy mode' should equal 'Funding mode' for students who have a full schedule. Students without a full schedule are funded for the part of the day that they are scheduled.

▸ PDF AADA Report

- Use the SAAR AADA 2014 Calculator.xls spreadsheet.

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SAAR Detail Reports

- Several SAAR reports have detail reports that provide additional information. The reports use the same selection criteria, attendance calculation and business logic as the primary records, but provide additional information at the student level to aid in troubleshooting and analysis. The detail reports provide school-level listings of individual students who appear on the corresponding SAAR records.
- Detail reports can be run by selecting the "Detail" option in the extract editor for any of the following records: RV, RS, RX, R9 and RH. (For detail-level information on R7, refer to the ADA/ADM Detail report.)
- Detail reports respond in the same manner as their primary records of SAAR for all extract editor features: ad hoc, grade, calendar select, school month selection, and date range.

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Creating the SAAR State Format Fixed Width

Steps:

1. Extract Format should be set to State Format (Fixed width)
2. Select Date Range and leave the date range blank
3. Report Types should be marked as All Reports
4. Enter in last year's Full SAAR AADA (relative for low attendance weather days)
5. Select Calendars should be marked as All Calendars
6. Generate Report
7. File name should be saved as SAARXXX.YY (XXX = District Number, YY= School Year) Example: SAAR011.14
8. Submit file to KDE.

The same process as listed above should also be completed to generate the SAAR PDF for verification purposes. The SAAR PDF should be generated immediately following the SAAR State Format report. If the SAAR PDF is completed at a later time, the information on the two reports may not match. Select the *Extract Format as PDF* with no other changes and generate the reports. Save these reports in the event they are needed for comparison purposes.

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Submission of the SAAR to KDE

Each district's SAAR State Format file is submitted via a Website link on the KDE Web site at: <http://odss.education.ky.gov/saar/>



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Submission of the SAAR to KDE

The file is submitted and goes through the error check process. Any errors found are listed on the page.

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 steve_young@education.ky.gov

Errors must be corrected before the submission process is complete. (School district personnel may consult with the KDE SAAR contact person for questions regarding errors.)

Steve Young
Cheri Meadows



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Submission of the SAAR to KDE

Once errors are corrected the submission process is completed via the KDE Web site.

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. **REMANDER:** Once submitted, the file will have to be resubmitted to 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

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Cheri Meadows



Submission of the SAAR to KDE

Thank you for your submission. KDE has been notified to review your data.

Step 5: Summary Reports

The submitted report will be reviewed and analyzed. KDE will generate your SAAR Summary Report and email your district a copy.

Step 6: Verification

Once you receive the SAAR Summary please review the contents carefully. If the summary report is satisfactory, please reply via email KDE with an official statement of verification. The SAAR will not be considered complete until KDE receives an official statement of verification.

Once your file is submitted it is reviewed at KDE. Your district will be contacted if KDE finds any discrepancies. KDE will send the SAAR Summary back to you for verification. Once all districts have sent KDE an official email message verifying their SAAR the process is complete.

Steve Young
Cheri Meadows



Submission of the SAAR to KDE

Error Guide

A SAAR Error Check document is available from the KDE SAAR file submission Web site.
<http://odss.education.ky.gov/saar/>

Common errors are listed on the slides that follow.

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Submission of the SAAR to KDE – Common Error Codes

- ▶ **Record 1 Error codes:**
 - ("Calendar opening day is not equal to 1")
 - ("Calendar closing day is not equal to 1")
 - ("Calendar beginning date cannot be blank")
 - ("Calendar ending date cannot be blank")
 - ("Calendar holidays greater than 4")
 - ("Calendar disaster days greater than 0") – Use of disaster days must be approved.
 - ("Calendar total days less than 185")
 - ("Sum of calendar days not equal to total days")
- ▶ **Record 2 Error codes:**
 - ("Entries + Re-entries – Withdrawals not equal to total of Males and Females in Record 5")
- ▶ **Record 3 Error codes:**
 - ("W17 count that is not Grade EL (00)")
- ▶ **Record 7 Error codes:**
 - ("No matching Record 2 (enrollment) for this Record 7 (attendance/absence)")
 - ("No matching Record 1 (calendar) for this Record 7 (attendance/absence)")
 - ("FD, BD, or HD used for grade that is not EL (00)")

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Submission of the SAAR to KDE – Common Error Codes

- ▶ **Record 9 Error codes:**
 - ("Non-contract student count entered without attendance")
 - ("Non-contract attendance entered without student count")
 - ("Over/underage student count entered without attendance")
 - ("Over/underage attendance entered without student count")
- ▶ **Record L Error codes:**
 - ("Number of low attendance days not equal to 5")
- ▶ **Record W Error codes:**
 - ("Number of weather related low days greater than 10")
- ▶ **Record H Error codes:**
 - ("Home Hospital attendance entered without student count")
 - ("Home Hospital student count entered without attendance")
 - ("Home Hospital days taught greater than days taught on Record 1")

Steve Young
Cheri Meadows



KDE Contact Information

KDE is available for questions during the SAAR submission process. Please contact Steve Young at 502-564-5279 or via email at steve.young@education.ky.gov for information and assistance.

Steve Young
Cheri Meadows





Health Reports

Garnetta Barnette, Systems Consultant IT
 Karen Erwin, Education School Nurse Consultant
 Office of Administrative Support
 Division of District Support

KY Student Health Screening Report

KY Student Health Screening Report

The purpose of the KY Student Health Screening report is to verify numbers collected at KDE and displayed on the school report card.

If the numbers appear to be too low run the state published Health ad hoc queries to determine which students are included in the counts.

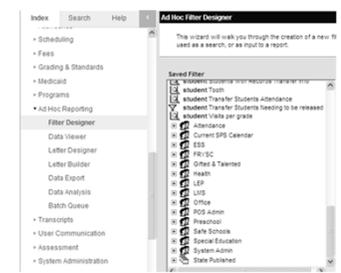
This report may take several minutes to render. Please do not click Generate Report more than once.

PDF ▾

Generate Report

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State Published Ad Hoc Reports



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Objective

- ▶ Ensure that school districts use the correct procedures for successful submission of their 2013-14 Amended School Calendars.
- ▶ Calendar compliance issues may include:
 - *Weather days, Emergency hours, Make-up days, Break days, Disaster days, Teacher equivalency days, Holidays, etc.*

Cheri Meadows
Garnetta Barnette



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Amended Calendar Facts

The Amended Calendar must be submitted to KDE prior to June 30 in accordance with 702 KAR 7:125. The calendar is verified for compliance with statutes, regulations, and legislation established by the KY General Assembly.

- Amended Calendars are verified by KDE to ensure that mandatory requirements are met.
- All Amended Calendars **must** be submitted electronically through the KDE Web Application: <http://apps.kde.state.ky.us/login>
- If you need help with accessing this site or with user name/password assistance please contact your district WAAPOC (Web Application Administrator Point of Contact). Information regarding WAAPOC's can be found at the following Web site: [WAAPOC School District Contacts](#)
- 2013-14 Amended Calendars can be submitted to KDE **after** the last day of the school term.

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Garnetta Barnette



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Amended Calendar Requirements

- ▶ 2014 HB 211 - School calendars
- ▶ HB 211, as recently enacted by the General Assembly, provides flexibility for school districts to adjust school calendars in order to provide 1,062 hours of instruction. In the event that this number of hours cannot be met despite the best efforts of the district, the district may request a waiver in order for the last instructional day to occur on June 6, 2014

Waiver Contact: Kay Kennedy 502-564-3930, ext. 4433

Cheri Meadows
Garnetta Barnette



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Calendar Report

Generate the Calendar Report in IC
Path: Index>System
Administration>Calendar

Instructions:
Select Days Tab and then select
Print Icon.

About the Calendar Report:
The Calendar Report will capture
the entire school year in one
snapshot.

Highlighting the Non -Instructional
Days and Non -School Days
assigned.

The Total Instructional, Non-
Instructional, Non -School Days and
Minutes that are reflected at the
bottom of the sheet are not correct
for Kentucky schools. KDE has
requested that the numbers be
removed from the report to avoid
confusion.



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Garnetta Barnette

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Extracting the Calendar File from Infinite Campus

Generating the Calendar Data File in IC
Path: Index > KY State Reporting> Calendar
Report

Instructions

Complete the following drop downs:

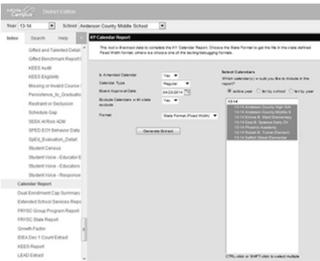
- **Is Amended Calendar:** Yes
- **Calendar Type:** Regular
- **Board Approval Date:** XX/XX/2014
- **Exclude Calendars with state exclude:** Yes

• **Format:** State Format
(Fixed Width)

• **Select Calendars button:**
list by year

**CTRL-click or SHIFT-click to select all required
calendars to be submitted for 13-14**

Click Generate Extract Button

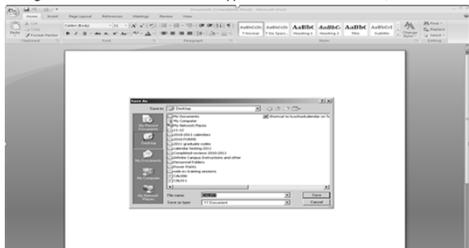


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Garnetta Barnette

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Calendar File Format Instructions

Save As window will pop up and will by default have the File Name and Save as type
correct. Note the location of where this file will be saved so it can be retrieved for
uploading to KDE. The file name and type must be CALXXX.14 (XXX=District number)



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Garnetta Barnette

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Amended Calendar Review by KDE

- ▶ The Amended Calendar is reviewed manually by KDE field staff to verify the mandated requirements. If the calendar does not meet the requirements, the submitter will be notified to correct and resubmit.
- ▶ If the school district has changed the Amended Calendar and needs to resubmit the file, a request for re-submittal must be obtained from the assigned KDE field staff consultant. To prevent an overlap, the calendar application will not permit a district to submit a calendar more than once unless KDE is gives permission.

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Garnetta Barnette



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What Happens if the Amended Calendar File is Rejected?

- ▶ An error listing will be generated by the Calendar Application indicating the file errors.



- ▶ The list of errors will indicate the type of errors and where the error is. The error(s) must be corrected, rerun your calendar edit reports, then resubmit.

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Garnetta Barnette



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Common Errors

- ▶ Gaps in school months. Check your school month ranges to make sure there are no gaps in the school months. Be sure to include all marked days in your 10th month calendar month range.
- ▶ There must be 20 days in each school month excluding the 10th month, it can be less.
- ▶ Days in calendar cannot have more than one Day Event Type.
- ▶ "Invalid day of the week, not 1-5". This is indicating that a Saturday or Sunday is selected as a school day.
- ▶ Not using the edit reports before submitting your 2013-14 Amended Calendar.

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Common Errors

- Hours/Days: A calendar must consist of a minimum of 1,062 hours of instruction.
- Day Event Types are entered for Mondays through Fridays only. No weekdays should be omitted or "Xed" out in the Amended Calendar.
- Each week day (other than a regular day) must have an event type.
- There should be no "Make-up" days reported on the Amended Calendar. KDE staff enters this information manually during the Amended Calendar submission process.

Cheri Meadows
Garnetta Barnette



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Student Tracking, Health and Pupil Transportation Branch

KDE Field Staff Consultants

<u>RUTH YATES</u>	859-583-3417
<u>SCOTT ROSE</u>	606-776-0798
<u>SHEILA HARNED</u>	270-705-9158



Cheri Meadows
Garnetta Barnette



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Other Resources and Closing

Becky Jenkins
KIDS, Division of Enterprise Data
