

From: [Conner, Dede - Director, Division of Enterprise Data](#)
To: [All State KSIS Contacts](#)
Subject: KSIS Notification: Superintendent Messages from 4/11
Date: Tuesday, April 12, 2016 8:57:20 AM
Importance: High

Information below went out to superintendents yesterday. Two items that may be of interest to you include:

- (1) Annual collection of geographical coordinates – Front Door Project - due 4/30/16
- (2) SAAR Report – due 6/30/16

Superintendent messages are posted [here](#).

From: Pruitt, Stephen - Commissioner, KY Dept. of Education
Sent: Monday, April 11, 2016 3:43 PM
To: All State Supt <allstatesuperintendents@education.ky.gov>
Subject: Commissioner's Monday Message, April 11, 2016
Importance: High

COMMISSIONER'S MONDAY MESSAGE – APRIL 11, 2016 FROM COMMISSIONER STEPHEN L. PRUITT

Items from KDE - from *[Time Sensitive Items](#)*

❖ **Action Requested to Ensure Kentucky's Schools Are on the Map! – *Deadline End of April***

KDE asks for your support to ensure that the geographic coordinates used for mapping the front door of each of Kentucky's public schools and district offices are accurate. This is an annual activity scheduled to coincide with Earth Day, April 22, and we would ideally like it to be completed by that date. However, we are extending the deadline to the end of April. **Please designate someone in your district and/or schools to take the following actions:**

1. Verify the coordinates for your district office and each school.
2. Provide to KDE the correct coordinates for the district office or any school that is not mapped or is not accurately mapped.

For instructions to verify the coordinates and to obtain new coordinates for your district's facilities, please go to the [KDE Front Door Project webpage](#).

❖ **SAAR Report – *Due June 30***

The Superintendent's Annual Attendance (SAAR) Report provides a summary of each district's aggregate attendance data for the entire school year. The SAAR Report is used to calculate the school district's enrollment, membership, average daily membership (AMD), percent of attendance, home and hospital ADA, and adjusted average daily attendance (AADA). This information also is used for research and verification of data for

each district within the state of Kentucky.

SAAR is a core report used to determine funding, which is based on attendance. School superintendents in Kentucky must submit an annual report of student attendance to the Commissioner of Education on or before June 30th of each year. It is strongly encouraged that districts submit and verify their report prior to the due date. This will allow the KDE Division of Support time to assist districts through the submission process when needed. The SAAR report is submitted through the KDE webpage application.

For detailed information about the process, please visit the KDE webpage [here](#), contact Ronda Devine at (502)564-5279, ext. 4444 or e-mail her at ronda.devine@education.ky.gov.