

From: [Jenkins, Becky - Division of Enterprise Data](#)
To: [All State KSIS Contacts](#)
Subject: KSIS Notification: Superintendent's Annual Attendance Report (SAAR) Submission
Date: Wednesday, June 03, 2015 5:50:11 PM

KSIS Contact:

The Superintendent's Annual Attendance Report (SAAR) submission information below was included in Dr. Holliday's weekly email to superintendents on Monday. Please share this information with appropriate personnel in your district.



MONDAY SUPERINTENDENT E-MAIL – June 1, 2015

Superintendent's Annual Attendance Report (SAAR)

The Superintendent's Annual Attendance Report (SAAR) must be submitted to KDE by June 30 each year. The SAAR includes the following information for the entire school year: aggregate days' attendance and absence; race and gender counts; nonresident/non-contract students; overage and underage students; virtual/ performance-based proficient; eligible suspensions; eligible expulsions; up to 10 (ten) low attendance days due to weather; and 5 (five) lowest attendance days. All information is reported by school, grade level and by transportation code. The Kentucky Department of Education (KDE) will not process a district's SAAR until all enrollment overlaps of more than one day are corrected.

Submit the SAAR via the KDE website **by June 30**. The link for submission is [here](#). The SAAR submission page also can be found on the [KDE website](#) by navigating to Districts>School Support>Student Enrollment>Superintendent's Annual Attendance Report> SAAR Upload File.

([http://education.ky.gov/districts/enrol/Pages/Superintendent's-Annual-Attendance-Report-\(SAAR\).aspx](http://education.ky.gov/districts/enrol/Pages/Superintendent's-Annual-Attendance-Report-(SAAR).aspx))

Once on this page, follow the steps accordingly. Please refer to the Superintendent's Annual Attendance Report (SAAR) documentation [here](#) for the 2014-15 SAAR and the SAAR AADA 2015 calculator [here](#).

Contact Garnetta Barnette, if you have questions at

Garnetta.barnette@education.ky.gov, or via telephone at (502) 564-5279, ext. 4419.