

Growth Factor Ad Hoc Reports Reference Documentation

2018-2019



**Kentucky Department of Education
Wayne D. Lewis, Interim Commissioner**

KDE Contact

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Overview of Growth Factor Report

Purpose

KRS 157.360 (8) states, "Program funding shall be increased when the average daily attendance in any district for the first two months of the current school year is greater than the average daily attendance of the first two months of the previous school year." The percent of growth is multiplied by the previous school year's end of year ADA to determine the additional ADA funding a district will receive.

If a district does not incur any growth or shows a loss in ADA, there is no deduction of program funding to the district.

KRS 157.370 (3) provides for an adjustment in transportation funding for current year increases in transported students. The number of transported students (T1s + T5s) for the first two months of the current year is compared to the number of transported students (T1s + T5s) reported on the previous school year's Growth Factor Report. The percent of increase is multiplied by the tentative transportation calculation to determine the amount of transportation funding increase for a district. A district that shows a loss or no increase in T1s and T5s will not incur a reduction in funding.

Focus Areas

The Growth Factor Report includes the following information for the first two (2) school months: aggregate day's attendance and absence; race and gender count; adjustments for less than full-time attendance (Partial Day); nonresident/non-contract students; and overage and underage students. All information is reported by school, grade level, and by transportation code.

Due Date

The Growth Factor is due to KDE 10 days after the last day of the second month, **but not later than November 1st of each school year.**

Record 2 – Aggregate Days Attendance and Absence

Run reports throughout the school year and keep your data current. We suggest once a week, but can be done monthly. Ensure all of the data is accurate before submitting the Growth Factor. Follow the reports and steps below to check each section of your data in Infinite Campus.

State Enrollment Overlap

Path: Student Information>Reports>State Enrollment Overlap

Enrollment overlaps occur when the begin/end dates of one enrollment overlap with that of a second enrollment record.

Note: KDE **will not** process a district's Growth Factor Report until all overlaps are corrected. *One day overlaps are allowed and should remain within Infinite Campus with the exception of a one day overlap within the same district.*

- **Review Step:** The enrollment overlap report will identify these overlapping records, which should be corrected. *Be very careful which enrollment record you end date as attendance and grades are tied to enrollment. You may have to contact the other district where the overlap has occurred and correct the end date.*

Student Schedule Gap -Report

Path: KY State Reporting>KDE Reports>Schedule Gap Report

The tool used to locate student schedule gaps is the Schedule Gap Edit Report. The report shows schedule gaps by student from their enrollment beginning date. The purpose of the Schedule Gap Report is to identify those students who have gaps in their schedule on days they are enrolled. The Schedule Gap Report should be ran separately for each calendar. If the student "Schedule" appears correct, then check to see if the "Course Information" is set up correctly for each course.

- **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.

Overlapping T Codes

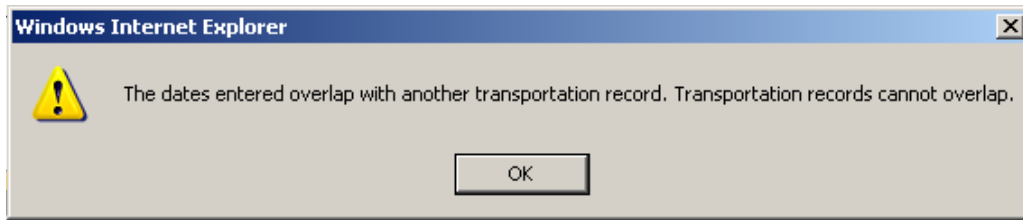
Path: Ad Hoc Reporting > Filter Designer > State Published > Audit Overlapping T Codes- District

Students with overlapping transportation codes need to be corrected. Run this query for each school. This query can be ran by school or district, depending on the state published Ad Hoc chosen.

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.

New Overlapping T-codes should not occur; the system should prevent the creation of an overlapping T-Code. However, some will occur.



Missing T Codes

Path: Ad Hoc Reporting > Filter Designer > State Published > Audit Missing T Codes-District

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.

Note: Any student with a missing T-code will have the aggregate day's attendance default to a transportation code of "NT." All students should have a T-code associated with their school enrollment record. **Run the Missing T Code filter for each school individually with the current school year selected.** Correct all missing T codes.

Students with overlapping Primary and Partial enrollments will either have overlapping T-codes or missing T-codes at one school. Make sure they have a T-code at any school where attendance will be reported.

KDE Attendance Groups – Partial Day

Path: [Ad Hoc Reporting](#)>[Filter Designer](#)>[State Published](#)>[student Audit Partial Day](#)

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.

Attendance Group

12 16-17 Knox Central High School 08/08/2016 (1)

StartDate: 08/08/2016 AttendanceGroup:PAR

Attendance Group

***Enrollment**
16-17 Knox Central High School Grade:12 Start:08/08/2016

***Attendance Group** PAR:Partial Day

***Start Date** 08/08/2016 **End Date**

Start Time 08:00 AM **End Time** 11:30 AM **Avg Partial Minutes** 210 **Percent Enrolled** 31.9%

Instructional Periods: 07:55 AM - 05:00 PM

* Partial Minutes was auto-calculated based on the maximum scheduled minutes if no start time and end time was specified

* Adding/Changing the start/end time and start/end date will update the attendance records

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 \(Kentucky\)](#) document that can be downloaded from Campus Community with Infinite Campus (user ID and password required).

Record 4 – Non-Contract and Over/Underage

Out of District/Resident Students and Non-Contract Students

This Ad Hoc will identify students who are non-resident and who are in an attendance group of NC or NCO. Students who come from a district that you have a contract with *should not be in this attendance group*. Only students who come from another district in which there is no contract *will need to be in either NC or NCO*.

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

Review Step: Verify whether or not the non-resident student has a contract on file. If so, they should **not** be in an attendance group of NC or NCO.

Children of District Employees (CDE) students should not have an NC attendance group even if the receiving district does not have a contract with the losing district. Out of state children of district employees do not qualify for CDE status and must have a NCO attendance group.

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. Every student who attends from another district, whether they have a contract or not, should have the 'Resident District' value completed in Infinite Campus.

Overage/Underage

Path: *KY State Reporting > Edit Reports > Overage/Underage Report*

Run this for All Schools, All Calendars: identifies underage/overage students for further review.

Review Steps:

Overage – Overage students will not qualify for funding on the SAAR after their 21st birthday.

Underage – Under Age: There are two categories for Under Age students:

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

An underage student will not receive funding for the entire year unless they qualify for a waiver based on local district policy and state requirements, 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.

Suspension /Expulsion

Behavior Attendance Audit Report

Path: **Behavior > Reports > Behavior Attendance Audit**

This report will produce the following items for review/cleanup:

- Behavior Resolutions without a selected corresponding Attendance Code
- Attendance without any corresponding Behavior Resolution

Also, it is advised that districts run the Safe Schools Report (KY State Reporting) regularly which will provide the following item for review/cleanup:

- WA01: Suspension/Attendance Dates and/or Times are Inconsistent

Note: **The Suspension Attendance Linkage report was removed**

Record H – Home and Hospital

KDE Attendance Groups – Home and Hospital

Path: Ad Hoc Reporting>Filter Designer>State Published>Student Audit Home Hospital

This report identifies students in the Home Hospital attendance groups.

Review Step: Ensure the attendance is marked properly for the Home and Hospital students.

Note: 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. Review the student's T code. A new T code must be added if the student is transported.

The screenshot shows the KDE Attendance Group management interface. At the top, there are four buttons: 'Add Attendance Group', 'Save', 'Delete', and 'Documents'. Below the buttons is a list of attendance groups. The first group is selected and highlighted: '06 17-18 Anderson County Middle S 08/09/2017 (1)'. Below this list, a detailed view of the selected group is shown. It includes the following fields:

- Attendance Group:** 06 17-18 Anderson County Middle S 08/09/2017 (1)
- StartDate:** 08/09/2017 AttendanceGroup:HH
- *Enrollment:** 17-18 Anderson County Middle S Grade:06 Start:08/09/2017
- *Attendance Group:** HH:Home/Hospital (dropdown menu)
- *Start Date:** 08/09/2017 (calendar icon)
- End Date:** (empty field with calendar icon)

For districts with a separate home and hospital school (*i.e.*, 998, 999 schools) every student must be within a home and hospital attendance group to receive the additional SEEK funding for home and hospital students.

Example Ad hoc

Audit Home Hospital Total Records:18

All Records

SSID	Last Name	First Name	Attendance Group	Start Date	Attendance Group End Date					
					Unknown Excused Unexcused Exempt					
Date	Period	H	1	2	3	4	5	6	7	ACTIVITY
12/12/2008 Fri L2		F	F	F	F	F	F	F	F	
12/11/2008 Thu L2		HH	HH	HH	HH	HH	HH	HH	HH	
12/10/2008 Wed L2		HH	HH	HH	HH	HH	HH	HH	HH	
12/09/2008 Tue L2		HH	HH	HH	HH	HH	HH	HH	HH	
12/08/2008 Mon L2		HH	HH	HH	HH	HH	HH	HH	HH	
12/05/2008 Fri L2		HH	HH	HH	HH	HH	HH	HH	HH	
12/04/2008 Thu L2		HH	HH	HH	HH	HH	HH	HH	HH	
12/03/2008 Wed L2		HH	HH	HH	HH	HH	HH	HH	HH	
12/02/2008 Tue L2		HH	HH	HH	HH	HH	HH	HH	HH	
12/01/2008 Mon L2		HH	HH	HH	HH	HH	HH	HH	HH	
11/25/2008 Tue L2		HH	HH	HH	HH	HH	HH	HH	HH	
11/24/2008 Mon L2		HH	HH	HH	HH	HH	HH	HH	HH	
11/21/2008 Fri L2		E	E	E	E					
11/20/2008 Thu L2		E	E	E	E	E	E	E	E	
11/19/2008 Wed L2		E	E	E	E	E	E	E	E	
11/18/2008 Tue L2		HH	HH	HH	HH	HH	HH	HH	HH	
11/17/2008 Mon L2		HH	HH	HH	HH	HH	HH	HH	HH	
11/14/2008 Fri L2		HH	HH	HH	HH	HH	HH	HH	HH	
11/13/2008 Thu L2		HH	HH	HH	HH	HH	HH	HH	HH	

Verification Steps (Student with Home Hospital from 11/14/08 to 12/12/08)

1. Verify the student’s attendance is marked as home hospital from the student’s Home and Hospital start date to the end date. In the example above several common errors are shown. The student has HH attendance marked before the Home and Hospital start date (see Note 1) of 11/14/2008.
2. The end date is marked as absent unexcused on 12/12/2008. The correct attendance event should be HH.
3. Home and Hospital students are required to be served a minimum of two sessions of one hour in length per visit per five consecutive instructional days. A single missed Home and Hospital session should have an absence of 2.5 instructional days.

Half-Day Kindergarten

Path: System Administration>Calendar>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.

The screenshot displays the 'Grade Levels' configuration page. On the left is a navigation menu with 'System Administration' expanded to 'Calendar'. The main area has tabs for 'Calendar', 'Grade Levels', 'Schedule Structure', 'Terms', and 'Periods'. The 'Grade Levels' tab is active, showing a 'Grade Level Editor' table and a 'Grade Level Detail' form.

Name	Seq
00	6
01	7
02	8

The 'Grade Level Detail' form for '00' includes the following fields:

- Name (locked): 00
- *Sequence Number: 6
- *State Grade Level Code: 00: Kindergarten
- Standard Day: [empty]
- Maximum Membership Days (<= instructional days): [empty]
- Whole Day Absence (minutes): [empty]
- Half Day Absence (minutes): [empty]
- Maximum Approved School Choice Applications: 0
- Kindergarten Code: BDK: Full and Half Day Kindergarten
- Exclude from cumulative GPA/Rank calculations:
- Exclude from state reporting:
- Exempt from Assignment:
- Standard Code (SIF code): [empty]
- Exclude from SIF reporting:

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.

Data Quality: Review and Assurance

- **Growth Factor Check List**



Have you ran the following reports, checked your data, and fixed all discrepancies?

- ✓ State Enrollment Overlap Report
- ✓ Ethnicity/Missing Enrollment End Status
- ✓ Kindergarten Full-Day/Half-Day Indicator
- ✓ Student Schedule Gap
- ✓ Overlapping T-Codes/Missing T-Codes
- ✓ Period Schedule Gaps
- ✓ Non-Resident Students
- ✓ Overage/Underage
- ✓ Suspension/Expulsion/Behavior Attendance Audit Report
- ✓ Partial Day Students
- ✓ Home Hospital Students

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

Ethnic Count Comparison

Comparing Record 1 of Growth Factor to Records 2 & 3 of SAAR
 Growth Factor Record 1 (Ethnicity Count)
 SAAR Record 2 (Enrollment + Reenrollment)
 SAAR Record 3 (Withdrawals)

Formula: Entries + Re-entries – Withdrawals = Ethnicity Count

Steps to follow:

1. Run Record 1 of Growth Factor (PDF, All Calendars, Date Range = Blank)
2. Run Records 2 and 3 of SAAR (PDF, All Calendars, Month 1 & Month 2 only)

Enrolled Days vs. Scheduled Days (Tips when not matching)

We do not recommend checking for enrolled days matching scheduled days to find schedule gaps due to the following:

Enrolled Days and Scheduled Days will match unless the student has one of the situations listed below:

1. Partial Day (not fully funded)
2. Virtual or Performance Based

Virtual and Performance based students do not get credit for any attendance until a passing grade is marked for the final grade. This will cause those students to look like partially enrolled students and truancy will not equal funding.

3. Early Release Days: scheduled minutes will be less than student day minutes.
4. Schedule Gaps
5. Students without a full schedule (e.g., fifth year senior)

Data Quality: Review and Assurance

Run Monthly Attendance Reports (By month & 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:

(Record 2 - Record 4) / 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)

Running ADA/ADM Report in the Future for Error Checking

Path: [System Administrator > Attendance > Reports > ADM/ADA Detail](#)

Districts can generate the ADA/ADM report for a future date 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 below for the 17-18 school year the report is run for month 4 using the standard options for truancy mode.

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

This report summarizes data from Kentucky's attendance calculation. Select the Detail Report Type to generate a list of individual students' attendance data for the calendars. When running the Summary Report Type against multiple schools, select "All Schools" in the toolbar and choose the desired calendars from the calendar

- If the Date Range is left blank it will default to the start/end dates of the calendar.
- The optional School Month range is populated by the calendar in the toolbar only.
- This report is resource-intensive, so try to limit the number of calendars run per batch.

Report Type: Detail Summary

Calendar: 17-18 Anderson County High Sch

ADA Mode: Truancy Funding

Date Range: [] To []

School Month: Month 4 (11/01/2017 - 11/30/2017)

Grade: All Student

Ad Hoc: []

Exclude: State Exclude Perkins Only

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

Overlapping T Codes

08-09 KDE High School 100 N KY 830, CORBIN, KY 40701 Generate on 10/05/2009 02:58:46 PM Page 1 of 1	KY ADM ADA Detail Report for Grade 09 ADA: Truancy School Month: 4 Transportation: NT, T1, T2, T3, T4, T5 Adhoc Filter: OverlappingTCodes, Mike Exclude: State Exclude Sort by Grade Students: 1
---	--

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	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	0.00	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.

Missing T Codes and Partial Day Students

05-09 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: Truancy 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
---	--

Grade Student Enrollment	Y-Code	ATT	ADA	ADM	Tardy		Attendance State Code							Funding ADA		
					E	U	E	U	AFD	ENO	EDN	EPN	S		C	
12 MissingTCodes, Mary	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	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 Missing T Codes (shown above 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.

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.

Submission of the Growth Factor Report to KDE

Creating the State Format Fixed Width

Growth Factor Report

The Growth Factor report is used by KDE to determine whether any adjustments to the prior year's SAAR report values are v

Report Options

Extract Format: State Format (Fixed width)

Date Range To

School Month Month 1 (-) Month 2 (-)

Report Types All Types

R1 Ethnic Count (Active students at the end of the 2nd school month)
 R2 Aggregate Attendance
 R4 Non-Contract_Over_Under Attendance
 RH Home_Hospital Attendance

Generate Report Submit to Batch

Select Calendars All Calendars

05-06 ANDERSON COUNTY EARLY CH
05-06 Anderson County High Sch
05-06 Anderson County Middle S
05-06 EMMA B. WARD
05-06 ROBERT B. TURNER ELEMENT
05-06 SAFFELL STREET ELEMENTAR

CTRL-click and SHIFT-click for multiple
(Calendars: 6 Schools: 6)

Select Students

Grade All Students

00
01
02
03
04
05
06
07
08

Ad Hoc Filter

- 1) Run the State Format Fixed Width for all Schools
- 2) Leave the date range blank
- 3) Select 'All Types'(R1, R2, R4, RH,)
- 4) Generate Report
- 5) File name should be saved as GFXXX.YY (XXX = District Number, YY= School Year)
Example: GF011.19
- 6) Submit file to KDE [Submission](#)
- 7) Also be sure to run and save the "PDF" versions of the same files under the Extract Format field for comparison.

Website Submission Process

Each district GF file is submitted via a Website link on the KDE homepage. This link can be located at: [Submission](#)

Step by step instructions are shown below:

1. The file submitted goes through an error check and any errors present are listed on the page (See Appendix A)
2. Errors should be cleaned up before submission process is complete. In some instances, an error may be excusable or ignorable. District would consult with person at KDE processing the report.
3. Once errors are cleaned up, the submission can be completed by entering contact information such as; email, district number and comments.
4. Once the file is submitted a series of events happen.
 - KDE Attendance Mailbox is notified
 - District who submitted receives a confirmation email
 - Text file submitted is loaded into KDEADA application

The screenshot shows the SAAR submission interface on the Kentucky.gov website. The page is titled 'SAAR' and contains two main steps:

Step 1: Locate the file
 Press the "Browse" button and navigate to where your file is located. Only files named **SAAR [district number].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.

On the left side of the page, there is a sidebar with the following links:
 Ronda Devine 502.564.5279 email
 SAAR Error Checks document
 Growth Factor Error Checks document
 January Growth Factor Error Checks document

At the bottom of the page, there is a footer with the following text:
 About this Site | Feedback: webmaster@education.ky.gov | Contact Us
 Privacy | Disclaimer | Accessibility Statement
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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.ky.gov.

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.

<input type="text"/>	* your email
<input type="text"/>	* your name
<input type="text"/>	* your phone
<input type="text"/>	* your district
<input type="text"/>	* your Superintendent's name
<input type="text"/>	* your DPP's name
<input type="text"/>	* your Finance Officer's name
comments	
<input type="text"/>	
<input type="button" value="submit file"/>	

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 Growth Factor Summary Report and email your district a copy.

Step 6: Verification

Once you receive the Growth Factor Summary please review the contents carefully. If the summary report is satisfactory, **please reply via [email KDE with an official statement of verification](#)**. The Growth Factor will not be considered complete until KDE receives an official statement of verification.

Note: Please enter names as they appear on the Global listing.

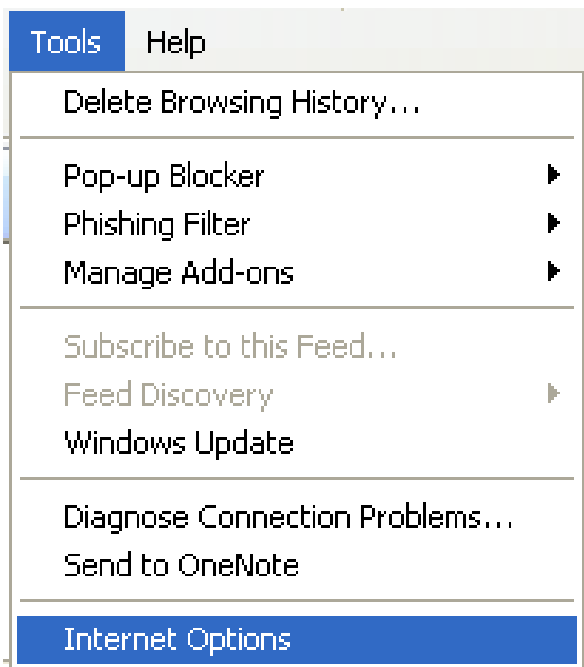
Error Guide

On the Growth Factor file submission web page a Growth Factor Error Checks document is available (and also in Appendix A). Common errors for file submission are noted and districts should review this document prior to submitting their file.

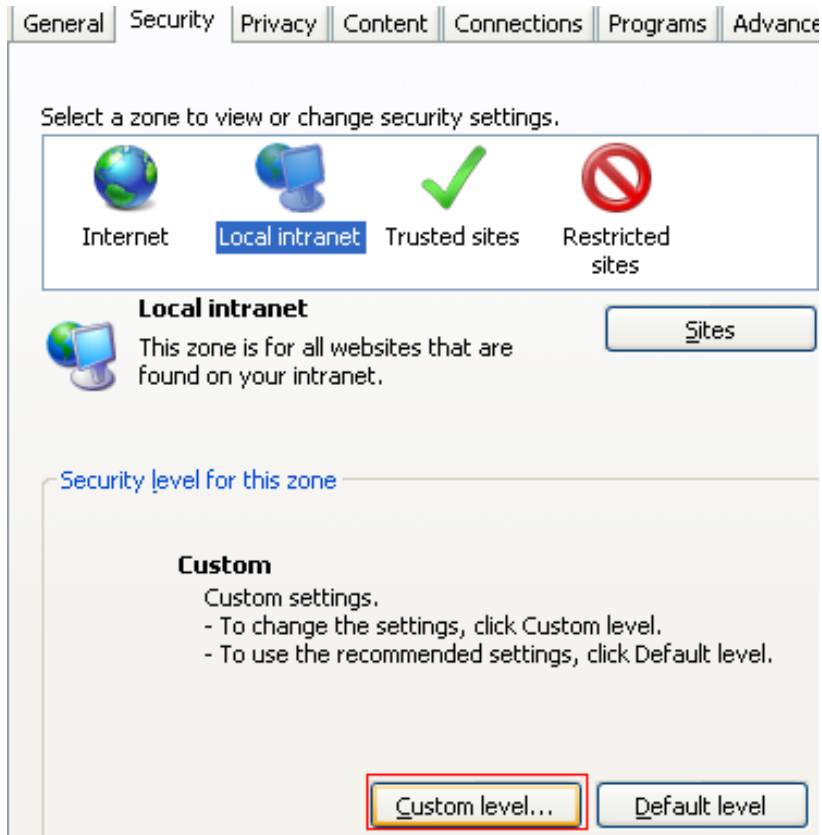
Internet Explorer (IE) Settings

If your file will not download in Internet Explorer (i.e., IE sits and spins) then check your settings for file downloads.

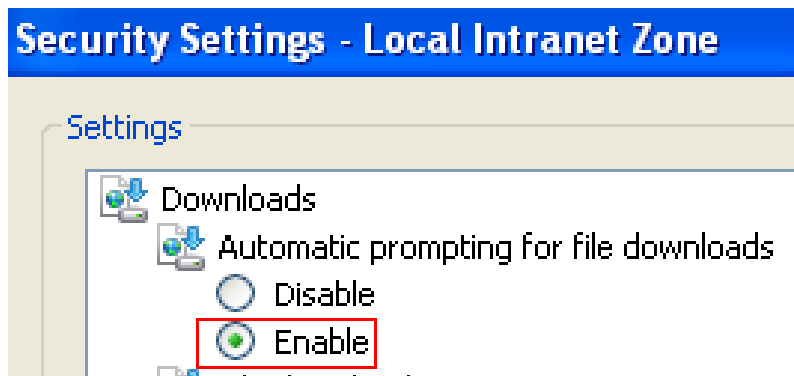
1. Go to Tools...Internet Options



2. Select Security and then click on Custom Level



3. Scroll down to Downloads. Ensure that 'Automatic prompting for file downloads' is set to 'Enable'.



Growth Factor Error Guide

Kentucky Department of Education

Growth Factor Error Guide

Record 1 has no matching Attendance Record 2

Potential reasons include:

- Virtual/Performance based students: attendance credit will be posted on the SAAR after a passing grade has been assigned to the Final grading task
- Students enrolled without an attendance record

Record 2 has too many days taught – Cannot exceed 39 days

Record 1 has invalid grade submitted – Preschool graders are not recorded

Record 2 has days taught entered with 0 aggregate attendance values

Record 2 has aggregate attendance values with 0 days taught

Record 4 Non-Contract Student count with 0 aggregate attendance values

- Check for attendance records; use an ad hoc filter to locate these students

Record 4 Non-Contract aggregate attendance values with 0 student count

- Check for attendance records; use an ad hoc filter to locate these students

Record 4 Over/Underage student count with 0 aggregate attendance values

- Check for attendance records; use an ad hoc filter to locate these students

Record 4 Over/Underage aggregate attendance values with 0 student count

- Check for attendance records; use an ad hoc filter to locate these students

Record H Home Hospital aggregate attendance with 0 student count

- Verify all home hospital students are in a home hospital attendance group

Record H Home Hospital student count with 0 aggregate attendance values

- Check for attendance records; use an ad hoc filter to locate these students

Record H Home Hospital aggregate attendance with 0 days taught

- Check for attendance records; use an ad hoc filter to locate these students

Record H Home Hospital has too many days taught – Cannot exceed 39 days

Formatting of record is incorrect – File cannot be loaded into the database at this time

- File should be a fixed-width file. The name should be saved as GFXXX.YY (XXX = District Number, YY= School Year) Example: GF011.18
- Contact Ronda Devine (ronda.devine@education.ky.gov)

School is not in SRIM or is not Active

- Contact Rodney Bennett (Rodney.bennett@education.ky.gov)

Growth Factor Changes

Gain Loss Summary will have additional columns to help with January Growth Factor. This information will be in your e-mail along with two reports. On the website, the Gain/Loss Summary for the state will also show the new columns.

The first columns show the district number and name of the district. The next column shows the current Growth Factor AADA and then the Previous Growth Factor AADA. The Gain/Loss is the difference between the two years. The Growth Percent is the Gain/Loss percentage from the current and previous Growth Factor. Membership on the Growth Factor **does** include Virtual and Performance Based students. However, it is **not** included in ADA. Districts receive attendance credit for the time period scheduled for the class on SAAR once they pass the course.

The Prior Year plus Growth is calculated below in the example. If a district had a positive gain, we use this number for Growth. If they had a loss, we don't take away funding and use the higher number from Prior Year SAAR. The last column is the Prior Year SAAR plus Growth plus 1%. This column has been added to help districts see if they have enough growth for additional funding in January. If districts had a loss between the two years, we use the Prior Year SAAR plus 1% for January Growth Factor.

- ✓ **Note: We never take funding away if you had a loss, and we only pay additional funds in January if we have available funding.**

School Year 17-18									
Dist. No.	District	Curr. GF AADA	Prev. GF AADA	Gain/Loss	Growth Percent	Membership (Does include Virtual Schools)	Prior Year SAAR	Prior Year SAAR+ Growth Percent	Required AADA for January Growth
50	Best Independent	337.078	313.784	23.294	7.4235	367	319.408	343.119	346.550

Prior Year SAAR + Growth Percent

$$((319.408 * 7.4235/100) + 319.408) =$$

$$23.71125 + 319.408 = \mathbf{343.119}$$

Required AADA for January Growth

$$343.119 * .01 = 3.43119$$

$$343.119 + 3.43119 = \mathbf{346.550}$$

AADA higher than 346.550 would be growth in January and eligible for an adjustment if funding is available