Kentucky Department of Education

Pupil Attendance Manual

School Year 2018-19

EVERY STUDENT – ALL DAY - EVERY DAY

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SECTION 1

PUPIL ATTENDANCE

SECTION 1: PUPIL ATTENDANCE

A. Pupil Attendance Statutes and Dates

Statutes and Regulations	Description
KRS 157.360	Base funding level – adjustment –enforcement of maximum class sizes –allotment of program funds
KRS 158.444	Administrative Regulations – Role of Department of Education
KRS 159.160	Attendance reports to superintendent
KRS 164.7885	Annual Submission by High Schools of List of Eligible Students – Data on List – Verification of Eligible Students – Reduction of Award – Authority for Administrative Regulations
KRS 159.010	Compulsory Attendance Age
702 KAR 7:125	Pupil Attendance

District Data Reports and Due Dates Related to Attendance and Calendar

Date	Report (Alphabetical order)
June 30	Amended School Calendar (past school year)
June 15	Graduation Codes (G-codes)
Nov. 1	Growth Factor Report (10 days after last day of 2nd month OR by Nov.1)
Feb. 15	January Growth Factor
June 30	Original School Calendar (upcoming school year)
June 16	SEEK At-Risk Data Verification
June 30	Superintendent's Annual Attendance Report (SAAR)
Nov. 1	Transportation Growth Factor Adjustment Sheet

Date	Final Data Posted on KDE Web site (dates vary based on circumstances)
August 1	Amended School Calendar
December 1	Growth Factor Report
April 1	January Growth Factor Report
August 1	Original School Calendar
August 15	Superintendent's Annual Attendance Report (SAAR)

For additional detail, please see the **Important Due Dates for Superintendents** document **here**.

B. Calculation of Daily Attendance (Whole Day/Half Day) and Tardies

Statutes and Regulations	Description
KRS 158.060	School month and school day; duty-free lunch period; non-teaching time for teachers
KRS 159.010	Compulsory Attendance Age
KRS 159.150	Definitions of truant, habitual truant and being tardy; adoption of truancy policies by local school boards
702 KAR 7:125	Pupil attendance

Daily attendance is represented as 0%, 50% or 100%. Please refer to the chart below to assist with understanding the calculations for tardiness, half-day and whole-day attendance values.

Funded	1.0 = Whole-day	0.5 = Half-day	0 = No attendance	1.0 = Tardy
Present	100% -65%	64-% -16%	15% - 0%	99% - 65%
Absent	0% -35%	36% -84%	85% -100%	0% -35%

Tardies

School personnel should choose between Present or Absent in Infinite Campus. **Kentucky does not use the Tardy option or the Early Release option from the Campus core product.** Once marked excused or unexcused, the Infinite Campus program automatically calculates a tardy or an absence. Schools should not map local codes to the status of "Tardy" as a general rule. However, if you need to add a new Exempt code please confirm with your field staff that it meet requirements for an exempt code.

NOTE: *Attendance is based on the standard school day set by the local board of education. Instructional time equals the standard school day less the amount of time used for breaks, lunch and recess. Five minutes is the maximum allowable passing time between instructional periods.*

Questions concerning daily attendance may be directed to:

Ronda Devine
Division of District Support
300 Sower Building, 4th Floor
Frankfort, KY 40601
(502) 564-5279, ext. 4444
ronda.devine@education.ky.gov

C. State Student Identification Number (SSID)

Upon enrollment into the Kentucky public school system, students are assigned a State Student Identification (SSID) number. The SSID number is ten digits in length and is assigned to students through use of the Infinite Campus Student Locator. The SSID is used as a district and state identifier throughout a student's enrollment. Infinite Campus support should be contacted on all issues regarding the student locator. However, the Web Application Administrator Point of Contact (WAAPOC) in your district should be contacted whenever there is an issue with connectivity to the program or to the Student Locator. If WAAPOCs have connectivity issues and need assistance, they should contact the KETS Service Desk toll free at (866) 538-7435 or by email at ketshelp@education.ky.gov

For each of the following issues, a district support staff member should create a support ticket with Infinite Campus (IC):

- student locator not functioning correctly
- pending SSID number for any student for more than 48 hours
- ambiguous SSID number for any student
- two students have the same SSID number

Questions concerning resolution with issues regarding SSIDs may be directed to:

Samantha Engstrom
Division of District Support
300 Sower Building, 4th Floor
Frankfort, KY 40601
(502) 564-5279, ext.4434
samantha.engstrom@education.ky.gov

D. Start Status Codes

Statutes and Regulations	Description
KRS 159.140	Duties of the director of pupil personnel or assistant.
KRS 159.170	Withdrawals and transfers; teachers to investigate and report
702 KAR 7:125	Pupil Attendance

The following **entry and re-entry codes** shall be used to indicate the enrollment status of pupils.

Code	Definition
E01	A pupil enrolled for the first time during the current year in either a public or non-public school in the United States. (This includes students enrolling for the first time in a public school district who have attended only homeschool or private school previously.)
E02	A pupil previously enrolled during the current school year in either a public or non-public school in another state not previously enrolled in Kentucky during the current school year.
E03	A pupil enrolling for the first time during the current school year in either a public or non-public school, who withdrew as a W24 or a W25 in previous school years.
NS	A pupil who completed the prior year with a C01 and was expected to enroll in the district but did not enroll by October 1 of the current year, whose enrollment elsewhere cannot be substantiated, is a No Show. 1. On day one, add a Start Status of NS: No Show during that day for students who appear on Daily Attendance > Caller Report. Add the appropriate End Status to this record. ***Note:*** Office staff should NOT use the attendance wizard on Day 1. All teachers will take attendance on Day 1 (first day of student attendance). When the enrollment record is saved with the start status of NS: No Show, the No Show checkbox will automatically be checked. 2. If the student returns to school, a New Enrollment record with an applicable start status and start date (first date of attendance) will be added. The student's schedule should be verified, and if that schedule is correct; the counselor will restore it in the walk-in scheduler; otherwise a new schedule will be created. 3. The original no show record remains with the No Show Start Status and the W** End Status. A new enrollment is created on the date when the student shows up. Because the student has a later enrollment in the district they will not be counted as a dropout. 4. The district must delete the NS: No Show enrollment record if a student is enrolled in another school within the same district. 5. **No Shows** should NOT appear on any KY attendance report, including the SAAR and Growth Factor reports. If the student graduates after July 31 and prior to the first day of the next school year, an enrollment must be created in the following school year. If an enrollment is created, attendance funds will not be awarded as long as the student is not scheduled. Therefore, **do not schedule** the student for the

	next year's enrollment if the student graduated between August 1 and the day prior to start of the next school year. Do not forget to complete the graduation tab for this enrollment. **NOTE:** A **No Show start status** cannot be used to indicate a graduate with an end status of G01-G04.
R01	A pupil received from another grade or grade level in the same school year, or having a change in schedule structure or enrollment service type;
R02	A pupil received from another public school in the same public school district.
R06	A pupil re-entering the school after dropping out, discharge or expulsion from a school district in Kentucky during the current school year, who has not entered any other school during the intervening period.
R20	A pupil previously enrolled in a home school in Kentucky during the current school year. (This includes students who have a attended a public school in KY and who are returning to the public school after being homeschooled.)
R21	A pupil previously enrolled in any public or non-public school (excluding home schools) in Kentucky during the current school year. (This includes students who have a attended a public school in KY and who are returning to the public school after attending a non public school, not including homeschool.)

E. End Status Codes

The following **withdrawal and graduation codes** shall be used to indicate the enrollment status of pupils.

Code	Definition
CO1	A pupil who completes the school year in the school of the most current enrollment
G01	A pupil who graduates in less than four (4) years
G02	A pupil who graduates in four (4) years. *If a student graduates during the summer they have until the start of the next school year to be included in the prior year.*
G03	A pupil who graduates in five (5) years
G04	A pupil who graduates in six (6) or more years
W01	A pupil transferred to another grade in the same school or with grade level changes in the same school mid-year, or with a change in schedule structure or enrollment service type. The re-entry code to use with W01 shall be R01.
W02	A pupil transferred to another public school in the same public school district. The re-entry code to use with W02 shall be R02.
W07	A pupil withdrawn due to those communicable medical conditions that pose a threat in school environments listed in 902 KAR 2:020, Section 1(1), accompanied by a doctor's statement certifying the condition or any other health-related condition for which the student is too ill to participate in regular school attendance or local

	homebound instructional services or if the student has obtained a doctor's statement certifying the condition. The re-entry code to use with W07 shall be R06.
W08	A pupil withdrawn due to death.
W12	A pupil under the jurisdiction of the court. For purposes of the W12 code, a pupil may be considered under the jurisdiction of the court on the day the petition is filed with the court. The re-entry code to use with W12 shall be R06. For accountability purposes, a W12 shall be considered a dropout if the district cannot substantiate enrollment in the proper educational setting as designated by the court.
W17	An entry level student in the primary program, withdrawn during the first two months enrolled due to immaturity or mutual agreement by the parent, guardian or other custodian and the school in accordance with 704 KAR 5:060.
W20	A pupil transferred to a home school. The re-entry code to use with W20 shall be R20.
W21	A pupil transferred to a non-public school (excluding home school). The re-entry code to use with W21 shall be R21.
W22	A pupil who has transferred to another public Kentucky school district and for whom a request for student records has been received or enrollment has been substantiated.
W23	A pupil withdrawn for a second or subsequent time who initially withdrew as a W24 or W25 during the current school year.
W24	A pupil who has moved out of this public school district for whom enrollment elsewhere has not been substantiated.
W25	A pupil who is at least the local board policy's minimum age for withdrawal and has withdrawn from public school; beginning with the 2017-18 school year, a pupil who is at least eighteen (18) years of age and has withdrawn from public school.
W26	A pupil who has withdrawn from school after completing a secondary ~~GED~~ Option program and receiving a ~~GED~~ certificate. (**High School Equivalency Program** replaced GED per KRS 159.010 as of June 29, 2017. The statute should be used until this part of the attendance regulation changes.)
W27	A student who has withdrawn from school and subsequently received a ~~GED~~. (**High School Equivalency Program** replaced GED per KRS 159.010 as of June 29, 2017. The statute should be used until this part of the attendance regulation changes.)
W28	A student who has reached the maximum age for education services without receiving a diploma or alternative high school diploma.
W29	A pupil who has moved out of state or out of the United States.
W30	A pupil with an IEP enrolled in Grade 14 who has previously received an alternative high school diploma, re-enrolled, and withdrew in the middle of the reporting school year.

F. Request for Release or Transfer of Student Records

Statute	Description
KRS 600.070	Release of Educational Records
KRS 156.160	Courses of Study for Public Schools
KRS 159.140 (1)(i)	DPP to keep student attendance records and make reports
704 KAR 3:307	Recognition of credits when transferring without transcripts

Public Schools

Public schools must provide educational records to those public actors who require education records, including special education records, to perform their duties under KRS Chapters 600 to 645 and to eliminate the need for subpoena, court order, or other statutory authority to acquire FERPA protected education records in the performance of their duties.

Per KRS 159.140 (1) (i) the DPP must keep student attendance records and make the reports required by law and KBE Regulation. Upon initial enrollment or reenrollment in a public school in Kentucky, an electronic transfer of student records is requested by the receiving district. **Kentucky public schools cannot refuse to transfer student records upon request.** If copies of educational records for a student are delayed due to the transfer of a student from a private school, or from another state or country, students should be enrolled in school and receiving instruction during the records request process.

Per 704 KAR 3:307, procedures for recognition of credits for graduation from a public secondary school upon transfer from a nonaccredited secondary school, and for the awarding of credit upon transfer to a public secondary school without a proper transcript being reasonably available, are detailed in local board policy.

Non-accredited or Private Schools - Non-Public schools must adhere to Kentucky laws regarding school attendance, minimum instructional hours, the subjects taught, and records kept. These details are explained in the Kentucky Non-Public Schools Information Packet.

Questions concerning requests for student records from private/non-accredited schools may be directed to:

Neil Watts
Division of Consolidated Plans and Audits
(502) 564-3791, ext. 4054
neil.watts@education.ky.gov

Questions concerning requests for student records from public schools may be directed to:

Ronda Devine
Frankfort, KY 40601
(502) 564-5279, ext. 4444
ronda.devine@education.ky.gov

G. Race and Ethnicity Codes

In order to meet federal reporting requirements, both of the following questions must be asked:
Collection Codes

1. Are you Hispanic/Latino? (Yes or No)
2. What race are you? (Choose one or more from the list.)

Race Codes	Description
American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American	A person having origins in any of the Black racial groups of Africa.
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Reporting Codes:

Code	Description
01	Hispanic/Latino
02	American Indian or Alaskan Native
03	Asian
04	Black or African American
05	Native Hawaiian or Other Pacific Islander
06	White
07	A person having two or more codes 01-06.

Questions concerning Race/Ethnicity Codes may be directed to:

Ronda Devine
Division of District Support
300 Sower Building, 4th Floor
Frankfort, KY 40601
(502) 564-5279, ext. 4444
ronda.devine@education.ky.gov

H. Suspension and Expulsion Codes

Statutes and Regulations	Description
KRS 158.150	Suspension or expulsion of pupils
702 KAR 7:125	Pupil Attendance

Behavior Resolutions
The following local district behavior resolution codes must be mapped to a State Resolution Code in Infinite Campus for safe schools reporting and attendance reporting purposes:

SSP1 – expelled, receiving services
SSP2 – expelled, not receiving services
SSP3 – out-of-school suspension

Attendance – SSP3: Out-of-School Suspension
All local attendance codes for out of school suspension must be mapped to the state code of **S: Suspension**. Out-of-school suspensions are considered an unexcused absence in accordance with 702 KAR 7:125. Out-of-school suspensions are recorded on the Record of Daily Attendance (Register Report) and districts are eligible to receive funding up to 10 days for a child who has been suspended as an adjustment on SEEK. A resolution of SSP3: Out-of-School Suspension in behavior MUST have a corresponding S: Suspension attendance code. The behavior resolution start/end date and times must match the attendance start/end date and times.

Attendance - Expulsion
There are two (2) behavior resolution codes for expulsion:

SSP1 – expelled, receiving services
SSP2 – expelled, not receiving services

If the student is expelled without services, the student is marked absent each day following the expulsion. The district is eligible to receive funding up to 177 days for expulsions as an adjustment on SEEK. If the student is expelled with services, the student is marked absent for any day services were to be provided but the student was not present to receive services. The district is eligible to receive up to 177 days for expulsion, any days during expulsion with services in which student is marked absent the days will be included as an adjustment on SEEK.

Sometimes, expulsions carry over into another school year, or a district receives a student who has been expelled from a previous district or a student is enrolled in an alternative school within the same district. When any of the three occur, please see the following document for details on how to enter attendance: Procedures for Carryover Expulsions.

Questions concerning suspensions and expulsions may be directed to:

Victoria Fields
Division of Student Success
300 Sower Building, 5th Floor
Frankfort, KY 40601
502-564-4772, ext. 4015
victoria.fields@education.ky.gov

I. Transportation Codes

Statutes and Regulations	Description
KRS 157.370	Allotment of transportation units
702 KAR 5:020	Program cost calculation
702 KAR 5:100	Handicapped, reimbursement for

Aggregate days attendance and absence are reported to KDE by school, grade level and transportation code. KDE recommends that individual student transportation codes be verified **at least** once a semester. Inaccurate coding of transportation may result in a proportional reduction of the transportation allotment of the SEEK calculation. This is an area targeted for statewide improvement and will be checked carefully during the Attendance Review process.

Code	Description
T1	A pupil transported over one mile twice daily, if the transported distance to school over the shortest publicly accessible route exceeds one mile and the pupil is transported twice daily. This includes students identified as **Homeless.**
T2	A pupil transported under one mile twice daily.
T3	A pupil transported over one mile once daily, if the transported distance to school over the shortest publicly accessible route exceeds one mile and the pupil is transported once daily. *For reporting purposes, T-3 aggregate days of attendance are divided evenly (50/50) between T-1 and NT.*
T4	A pupil transported under one mile once daily. *For reporting purposes, T-4 aggregate days of attendance are divided evenly (50/50) between T-2 and NT.*
T5	A special needs student whose Individualized Plan (IEP) lists transportation as a related service or who is receiving IEP-mandated special accommodations. *Students designated T5 must have this requirement clearly stated in their IEPs. Students covered by 504 Plans are* ***not*** *eligible to be coded T5.*
NT	Non-Transported Student (includes non-traditional instructional days)

KDE provides a sample form to help schools track T-codes for students.
http://education.ky.gov/districts/enrol/Pages/Pupil-Attendance-Program-Documents.aspx

This data can be used as documentation during an Attendance Review:

Questions concerning transportation codes and assignment may be directed to:

Elisa Hanley
Pupil Transportation Unit
300 Sower Building, 4th Floor
Frankfort, KY 40601
(502) 564-5279, ext. 4406
elisa.hanley@education.ky.gov

J. State Attendance Codes for Excused and Unexcused Absences

Attendance Code	Definition
4-H Activities (O)	Any student enrolled in a properly organized 4-H club shall be counted as present at school while participating in regularly scheduled educational 4-H club activities to include 4-H events at the Kentucky State Fair.
Armed Forces Day (AFD)	If a student's parent, de facto custodian or other person with legal custody or control of the student is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve component called to federal active duty, a public school principal shall give the student an excused absence. The school must maintain documentation for attendance audit purposes. If no documentation exists, the student must be marked absent. When recording the attendance for a student using an Armed Forces Day, the school should code the day(s) as AFD: • An excused absence for one (1) day when the member is deployed • An additional excused absence for one (1) day when the service member returns from deployment
Armed Forces Rest and Relaxation Day (AFR)	When recording the attendance for a student using Armed Forces Rest and Relaxation Days, the school should code the day(s) as AFR: • Excused absences for up to ten (10) days for visitation when the member is stationed out of the country and is granted Rest and Relaxation leave A student receiving an excused absence under these subsections shall have the opportunity to make up schoolwork missed and shall not have his or her class grades adversely affected for lack of class attendance or class participation. A student receiving an excused absence under these subsections shall be considered present in school during the excused absence for the purposes of calculating ADA. Documentation should be on file at the school for students taking an AFD day(s) and AFR day(s). The school must maintain documentation for attendance audit purposes. If no documentation exists, the student must be marked absent.
Athletic Team Regional or State Tournaments (ATA)	Any member of a school-sponsored interscholastic athletic team who competes in a regional tournament or state tournament sanctioned by the KBE or the KHSAA and occurring on a regularly scheduled school day may be counted present at school on the date or dates of the competition as determined by local board policy <u>for a maximum of two (2) days per student per year</u>. The student shall be expected to complete any assignments missed on the date or dates of the competition.
Basic Training (BT)	Allows any high school student participating in basic training required by the U.S. Armed Forces to be counted present for up to 10 days. The school must maintain documentation for attendance audit purposes. If no documentation exists, the student must be marked absent.
Co-Curricular Activities	Students who are participating in a co-curricular instructional activity that has been authorized by the local board of education and is a definite part of the instructional program of the school can be counted present while participating in such an activity.
College Visit (O)	'Other' status (The number of College Visits granted is at the discretion of the school district.)

Dual Credit Courses	A local board of education may permit an arrangement in which a pupil pursues part of the pupil's education under the direction and control of one (1) public school and part of the pupil's education under the direction and control of another public or non-public school (college or university). The time a pupil is served by each public school shall be included when calculating the district's ADA.
Educational Enhancement Opportunities (EHO)	When school principals consider the approval of EHO days (up to 10 per student per year are allowed by law) the following requirements in statute must be followed: • The principal is presented with a request from a student or parent, determines if the EHO is of "*significant educational value*" and by his or her authority decides whether or not to grant the EHO day (s). (KDE recommends that a written record of the request with a principal's signature be maintained at the school for audit purposes. Most districts have a standard form.) • If the student is denied a request for an EHO day(s) by the principal the decision can be appealed by a parent to the superintendent and/or the local board of education through the process outlined in the statute through board policy and procedures. What are the standards set in the statute for an Educational Enhancement Opportunity (EHO)? • The opportunity includes participation in an educational foreign exchange program. • The opportunity includes an intensive instructional program in one of the core curriculum subjects (English, science, mathematics, social studies, foreign language or the arts are specifically mentioned in the statute). Events that are not within the standards for approval of EHO days would include funerals, family vacations, sports events, community events and religious events because these are events that are not part of an *intensive instructional program*.
Field Trip (O)	'Other' status (The number of field trips is at the discretion of the school district.)
Honor Guard (O)	'Other' status (The number of Honor Guard days is at the discretion of the school district.) The school must maintain documentation for attendance audit purposes. If no documentation exists, the student must be marked absent.
Home/Hospital (O)	Students approved for Home and/or Hospital instruction should be reported in the Home and Hospital attendance group.
Illness-related absence ILE - Excused ILD - Dr. Note ILP - Parent Note ILU – Unexcused	School districts track flu like illness using these codes, as requested by the CDC, to assist with tracking communicable diseases.
State Fair	Students are allowed one day as an **excused absence** to attend the Kentucky State Fair (additional days for the State Fair are at the discretion of the school district). The school must maintain documentation for attendance audit purposes.

State Attendance Codes - Quick Reference

State Code	Description	Status	Excuse
AFD	Armed Forces Day	Absent	Exempt
AFR	Armed Forces Rest and Relaxation Day	Absent	Exempt
ATA	Athletic Team Regional/State Tournaments	Present	Exempt
BT	Basic Training in the U.S. Armed Forces	Present	Exempt
EHO	Educational Enhancement Opportunities	Absent	Exempt
ILD/ILE/ILP	Illness Related Closing (flu like symptoms)	Absent	Excused
ILU	Illness Related Closing (flu like symptoms)	Absent	Unexcused
O	4-H Activities	Present	Exempt
O	College Visit	Absent	Exempt
O	Field Trip	Present	Exempt
O	Home/Hospital	Present	Exempt
O	Honor Guard (Veteran or Military)	Present	Exempt
O	State Fair	Absent	Exempt
S	Suspension	Absent	Unexcused

Note: School districts should regularly review state attendance codes with their schools to ensure they are properly mapped. **School districts should not map local codes to *Exempt*.** More information about how to map state attendance codes is in the KSIS Data Standard on Attendance here.

Other Attendance Credit

KEES and Foreign Exchange Students	When enrolling a Foreign Exchange student the school must follow the proper procedures to ensure that the student is not included in the KEES report. This is accomplished by checking the appropriate box in State Reporting Fields when enrolling the student. Foreign Exchange students are reported on the monthly attendance report and the data is included in SAAR and Growth Factor reports. (*Note:* LEP students cannot be marked as Foreign Exchange students.)
Performance-Based Courses	Students participating in standards-based, performance-based credit that falls within one or more of the categories of standards-based course work outlined in 704 KAR 3:305 can receive full attendance credit for a class or block for the year or semester in which the students initially enrolled, if the student completes the course and demonstrates proficiency in accordance with local board policies. http://education.ky.gov/educational/AL/pbc/Pages/default.aspx
Virtual Courses	Students enrolled in a Virtual high school class or block can receive attendance credit for the year or semester in which they originally enrolled if they complete the course and demonstrate proficiency in accordance with local board policies.
Dual Credit Courses	Students enrolled in a Dual Credit courses can receive attendance credit for the year or semester in which they are enrolled if they complete the course and receive a passing grade from the college instructor. http://education.ky.gov/educational/AL/dc/Pages/default.aspx

K. Student Entry and Exit Logs

Regulation	Description
702 KAR 7:125	Pupil Attendance

Each school must maintain a student entry and exit log that includes:

- date
- student name
- grade/homeroom
- time of late arrival and reason
- time of early departure and reason
- parent or guardian signature for elementary sign-outs
- any other information required by local board of education policy
- protection for student records (e.g. cover sheet)

School staff must ensure that the Entry and Exit Logs are consistently used to record late arrivals and early departures for students and are properly completed. Information on student attendance logs is confidential and should be treated as any other protected student record. Student Entry and Exit Logs and daily and class absentee lists must be reviewed and compared against the Register Report for accuracy. The logs must be retained at the school building a minimum of two years (current year and prior year). KDE staff will compare Entry and Exit logs to information posted in Infinite Campus during an Attendance Review. This is an area targeted for statewide improvement and will be checked carefully during the Attendance Review process.

*If a school district uses an electronic sign in and sign out log, they must be able to provide KDE reviewers with access to the information for verification purposes. The information entered in to the electronic system must still include all data elements required by 702 KAR 7:125, as listed above.

Questions concerning Entry and Exit logs may be directed to:

Sheila Harned, Consultant
Division of District Support
Mobile: (270) 705-9158
sheila.harned@education.ky.gov

Ruth Wilkes, Consultant
Division of District Support
Mobile: (859) 583-3417
ruth.wilkes@education.ky.gov

Scott Rose, Consultant
Division of District Support
Mobile: (606) 776-0798
scott.rose@education.ky.gov

L. Enrollment of Foreign Exchange Students in Kentucky Schools

When enrolling a Foreign Exchange or international student, the school must follow the proper procedures to ensure that the student is not included in the KEES report. This is accomplished by checking the appropriate box in State Reporting Fields when enrolling the student. Foreign Exchange students are reported on the monthly attendance report and the data is included in SAAR and Growth Factor reports. LEP students **cannot** be marked as Foreign Exchange students. Students with F type VISAs **must** pay tuition based on board policy that is equivalent to the cost of educating the student in the school district with state and local funds.

KDE Contact for Enrollment Questions:

Ronda Devine
Division of District Support
300 Sower Building, 4th Floor
Frankfort, KY 40601
(502) 564-5279, ext. 4444
ronda.devine@education.ky.gov

Federal VISA Program Information

J1 VISAs
Students with J1 VISAs do not pay tuition**.** J1 programs are authorized by the Department of State. For more information on the J1 VISA Student and Exchange Visitor Program (SEVP), please use the Web site listed below to find your federal contact person: http://j1visa.state.gov/programs/secondary-school-student/
You may also send questions regarding the J1 VISA program to HighSchoolExchanges@state.gov

F1 VISAs
F1 and M1 VISA authorized schools are monitored by the Department of Homeland Security. Students with F1 VISAs must pay tuition to attend school. For information on Student and Exchange Visitor Program (SEVP), please use the Web site listed below:
https://studyinthestates.dhs.gov/kindergarten-to-grade-12-schools

The federal contact for F1 VISAs for Kentucky (Territory #34) is listed below.

Beth Murphy
Field Representative, Territory #34 – Kentucky & Cincinnati/Dayton OH
Field Representative Unit (FRU)
Student and Exchange Visitor Program (SEVP)
NSID/HSI/ICE/DHS
Phone: (202) 246-5298
Email: Beth.Murphy@ice.dhs.gov

M. Enrollment in Gatton Academy or Craft Academy

For more detailed information about how to set up these course in Infinite Campus, please see the KSIS Data Standards web page: "Other Procedural Documentation."

http://education.ky.gov/districts/tech/sis/Pages/KSIS-Data-Standards.aspx

Basic setup for students is as follows:

- Primary enrollment at the home high school
- Schedule *Craft or Gatton Academy* course for the entire instructional day in all terms
- *Course settings:* Performance-based, Non-attendance, Non-Transcript
- *State Code:* 800500
- *Difficulty Level:* Dual Credit
- *Teaching Method:* Dual Credit
- *Instructional Setting:* Offsite College
- *Grades:* Post Final Grade at end of year

KDE Contact

Lisa Keeter
Office of Education Technology
300 Sower Building, 4th Floor
Frankfort, KY 40601
Phone: (502) 564-2020, ext. 2462
lisa.keeter@education.ky.gov\

N. Shortened School Day/Week for Exceptional Children

Statute and Regulation	Description
KRS 158.060	Shortened School Day
KRS 157.230	Special educational programs in school districts.
707 KAR 1:290	Free Appropriate Public Education
707 KAR 1:320	Individual Education Program (IEP)

Students with disabilities are expected to attend school for the entire school day or week. However, when circumstances warrant, the Admissions and Release Committee (ARC) may determine that the student's needs require them to attend less than the entire day or school week**.** Districts must have a medical statement signed by a physician, documented determination by the ARC that a shortened school day or week is needed, an IEP that specifies the length of the shortened day or week, and approval by the local board of education.

The shortened school day or week form for students with IEPs is available for download from the KDE Web site: http://education.ky.gov/specialed/excep/Pages/Waiver-Process.aspx

A local board of education may approve an arrangement whereby a pupil (without an IEP) has a shortened school day in accordance with local board of education policy. Only the time a pupil is in attendance shall be included in calculating the district's Average Daily Attendance (ADA).

Questions concerning shortened school days or weeks for students with IEPs may be directed to:

Robin Linton
Division of Learning Services
300 Sower Building, 5th Floor
Frankfort, KY 40601
(502) 564-4970, ext. 4148
robin.linton@education.ky.gov

Questions concerning shortened school days or weeks for all other students may be directed to:

Ronda Devine
Division of District Support
300 Sower Building, 4th Floor
Frankfort, KY 40601
(502) 564-5279, ext. 4444
ronda.devine@education.ky.gov

O. Homeless Students

Statute
McKinney-Vento Homeless Education Assistance Act -Section 725 (2) and (6), Section 103 (a)(1)

School of Choice
LEAs must, to the extent feasible, keep homeless students in their school of origin unless it is against the parent or guardian's wishes. Under federal law, when a dispute arises about school selection or enrollment, the student must be immediately admitted to the school of choice while the dispute is being resolved. Some of the factors that should be considered in determining whether it is in the student's best interest to stay in his or her school of origin are:

- age of student
- safety of the student
- academic and emotional needs
- experiences at the school of origin
- continuity of instruction
- special needs of the family
- length of stay in the shelter
- school that the student's siblings attend
- likely location of the family's future permanent housing
- time remaining in the school year
- distance of commute and the impact it may have on the student

Enrollment
A school must immediately enroll students who are homeless, even if they do not have required documents such as school records, medical records and proof of residency. The term "enroll" includes attending classes and participating fully in school. Enrolling schools must immediately contact any previous schools to obtain records. Students must be enrolled while records are being obtained. If the student does not have required medical records such as immunizations, the liaison must immediately assist in obtaining them. More information is available here.

Further clarification may be found in the Infinite Campus Homeless Data Standard.

Questions concerning enrollment and transportation of homeless students may be directed to:

Tyson Harbin and Sharma Aitken
Division of Consolidated Plans and Audits
300 Sower Building, 5th Floor
Frankfort, KY 40601
(502) 564-3791, ext. 4024
tyson.harbin@education.ky.gov
sharma.aitken@education.ky.gov

Q. No Pass/No Drive

Statutes and Regulations	Description
KRS 159.051	No Pass No Drive
601 KAR 13:070	Requirements for minor driver licensing applicant and compliance with KRS 159.051

KRS 159.051 applies to every public and private school district across Kentucky and results in the denial or revocation of a student driver's license for any of the following:

- academic deficiency
- nine or more unexcused absences in one semester

Academic deficiency is defined as a student who does not have passing grades in at least four of six courses or the equivalent in the preceding semester. A student is noncompliant when he/she has nine (9) or more unexcused absences in the preceding semester. Any absences due to suspension are unexcused. For districts using scheduling configurations other than two semesters per year, the 18 total absences can be divided by the number of grading periods in the school year (e.g., for trimesters, 3 trimesters x 6 absences = 18).

All 16- or 17-year-olds applying for a driver's license permit (Instruction Permit) are required to have a completed School Compliance Verification Form per KRS 159.051 (dated and stamped with an embossed seal from the school). The form verifies that the student is compliant with the components of the statute. This form should be used for the initial application for an instruction permit only. The No Pass/No Drive statute in KRS 186.440 (3) (http://www.lrc.ky.gov/Statutes/statute.aspx?id=6056) is interpreted by KDE to mean that home school students hold the same status as students enrolled in and attending public schools. There is a section for private schools on the form used for verification of student attendance. This section of the form should also be used for home-schooled students. It is not necessary for home-schooled students to submit this form to the school district for a signature.

If the student is not compliant, a form will not be issued. If a 16- or 17-year-old student (with a driver's permit or license) accumulates nine or more unexcused absences in one semester, the school will report the student as noncompliant via the Web portal at the end of each semester, or the report may be made earlier in the semester. Any absences due to suspension are unexcused.

A student shall be deemed academically deficient when he or she has not received passing grades in at least four of six courses or the equivalent. Reports of noncompliance based on academic deficiency will be made via the Ky.gov web portal. The law specifies that a student "shall" pass four courses (or the equivalent of four courses per semester; 4/6 = 66 percent). For example, when a high school is using a six-period semester schedule, a student would need to pass more than 66 percent of his/her classes to be compliant. This same mathematical calculation (66 percent) has been used in the graph below to show how it applies to different course and semester configurations.

Academic Deficiency (as recommended by KDE)

Courses Per Semester	Number of Courses Student Would Need to Pass to be Compliant
4	3
5	4
6	4
7	5
8	6

KDE collaborated with the Transportation Cabinet to create a Web portal to allow for electronic communication between schools and the Division of Driver Licensing. This is a secure portal that limits access to only registered, authorized users. One person from each school district has been selected by the superintendent as the district contact for implementation of the statute. The district contact can access information for each school in the district. Each school with at least one grade in the school from the 7th-12th grades can have up to three authorized users with access to the school's information and the portal.

The three authorized users and district contact must register their names using this link: https://secure.kentucky.gov/portal/registration.aspx. This process will register these individuals in the Web portal and allow direct exchange of information between schools and the Transportation Cabinet. The KSBA has a model policy for KRS 159.051. The information was sent to all district superintendents. Districts may refer to this model policy as they approve local board policy to address this statute.

Questions concerning No Pass/No Drive may be directed to:

Sherri Clusky
Division of Student Success
300 Sower Building, 5th Floor
Frankfort, KY 40601
(502) 564-4772, ext. 4040
sherri.clusky@education.ky.gov

R. Dropout Data and Reporting (2016-17 school year)

Regulation	Description
KRS 158.6455	Assessment and Accountability
KRS 159.010	Compulsory Attendance Age

Summer Dropouts
For summer dropouts, the student is a dropout for the grade and year for which he or she fails to return. This involves identifying students who completed school year 2015-16 but who did not return to school in 2016-17 prior to October 1, 2016.

Regular Dropouts
Regular dropouts are students who dropped out in the 2016-17 school year and did not re-enroll prior to October 1, 2017. Students must be reported as dropouts for the 2016-17 school year as of November 1, 2017 in the 2017-18 school year.

Dropout Reporting Location
The district will submit the location district and school numbers where the dropout occurred. In addition, the district can assign a reporting district and school for those students who should be tracked back to their home districts and schools based upon residency (includes dropouts from A2-A6 schools). In order to determine the reporting location of dropouts for the 2016-17 school year, a district should review students who were enrolled less than 30 instructional days during the 2016-17 school year and use the following guidelines to determine the reporting district and school.

- *State Reporting Location* - For a student enrolled less than 30 instructional days in a district prior to dropping out, the district and school location number should be set to the enrollment district and school number at the time of dropout and the reporting district number set to the state code of 999. Leave the reporting school number blank.

- *District Reporting Location* - For a student enrolled at least 30 instructional days in the district, but not 30 instructional days or more within any school in the district prior to dropping out, the district and school number should be set to the enrollment district and school number at the time of dropout and the reporting district number set to the district of withdrawal. Leave the reporting school number blank.

- *School Reporting Location* - For a student enrolled at least 30 instructional days in a school prior to dropping out, both the location district and school number as well as the reporting district and assigned school number are set to the enrollment district and school number at time of dropout.

Cohort Graduation Rate - Clarification regarding Dropouts
Cohort graduation data uses the first time Grade 9 enrollment to determine the cohort year, and the last enrollment status, to determine whether the student is on-time, not on-time or a verified transfer (removed from cohort for calculation). If the last enrollment end status is a dropout, that student is classified as not on time and counted in the denominator (total students in cohort) for the cohort calculation, and not in the numerator (total students who graduate on time for that cohort group with a regular high school diploma). It is important to note that a student's last end status **does not have a 30**

day rule for cohort accountability. The dropouts reported in the State Dropout Report submitted in the fall have a 30 day rule. Cohort accountability is determined by the school with the last enrollment, regardless as to the number of days enrolled.

More information is available via the KDE Web site:
http://education.ky.gov/AA/Reports/Pages/Graduation-Rate-Data.aspx.

Questions concerning dropout data or cohort graduation rate may be directed to:

David Curd
Division of Assessment Design and Implementation
300 Sower Building, 5th Floor
Frankfort, KY 40601
(502) 564-9853 ext. 4744
david.curd@education.ky.gov

SECTION 2

SAAR and Growth Factor

SECTION 2: SAAR and Growth Factor

A. Superintendent's Annual Attendance Report (SAAR)

Statute and Regulation	Description
KRS 157.320	Weather Related Low Attendance Days (up to 10)
KRS 157.320	Low Attendance Days (5)
KRS 157.360	Base funding level; adjustment; enforcement of maximum class sizes; allotment of program funds
KRS 159.140	Duties of director of pupil personnel
702 KAR 7:125	Pupil Attendance

The SAAR shall be electronically submitted to KDE prior to June 30 (see instructions below). Care should be taken to verify all data compiled for the SAAR report. Entry/Withdrawal codes should balance. For example: R1/W1; R2/W2. The SAAR contains the following information:

- School Calendar Summary
- Aggregate Days Attendance and Absence
- Entries/Re-Entries/Withdrawals
- Race and Gender Breakdown
- VHS/Performance Based Proficient
- Over and Underage Students
- Nonresident, Non-Contract Students
- Low Attendance Days (five)
- Weather- Related Low Attendance days (1-10)
- Eligible Suspensions, Eligible Expulsions

The SAAR provides year-end attendance information for the district that is used to calculate the district's enrollment, membership, Average Daily Membership (ADM) and Average Daily Attendance (ADA). This information is reported by school, grade and transportation code. Information from this report is used in the calculation of the district's AADA. A summary of the SAAR report for each school district may be viewed or downloaded from the KDE Web site:
http://education.ky.gov/districts/enrol/Pages/Superintendent's-Annual-Attendance-Report-(SAAR).aspx

Instructions for Submitting the SAAR:

The SAAR File (SAAR999.18*) is submitted via the KDE Web site:
http://opsupport.education.ky.gov/saar/

*999=your district's number

Questions concerning SAAR, Growth Factor and January Growth Factor may be directed to:

Ronda Devine
Division of District Support
300 Sower Building, 4th Floor
Frankfort, KY 40601
(502) 564-5279, ext. 4444
ronda.devine@education.ky.gov

a. Low Attendance Days (Adjustment on SEEK)

The aggregate day's attendance for the five lowest attendance days districtwide when all schools are in session is submitted to the KDE as an adjustment on the SAAR. This information is used to reduce both the total aggregate days of attendance and the number of days taught prior to the calculation of the districts ADA.

b. Weather-Related Low Attendance Days (Adjustment on SEEK)

After the five lowest attendance days have been deducted, the district may request an adjustment for up to ten (10) additional days when all schools were in session and attendance was low districtwide due to weather-related conditions. Submission of the information on the SAAR is considered the district request for consideration. The district ADA on these dates must be lower than the prior-year ADA in order to be submitted and considered. The aggregate attendance for each day is deducted and replaced with the prior year ADA before calculating the district ADA. The district must keep documentation in the central office showing that attendance on the specified dates was low due to weather-related conditions.

*Please note that for half-day Kindergarten students, if there is a delay due to weather/disaster and Kindergarten is cancelled, the students will be marked Absent/Exempt. This event is mapped to "Other" in IC, but the school district may assign its own code.

c. Non-Traditional Instructional Days (Adjustment on SEEK)

Non-traditional instructional days (N days) may be taken by school districts who are approved by the Kentucky Board of Education. Each Non-Traditional Instructional Day that is taken should be marked **N** in the Days tab as they occur.) The district must keep documentation in the central office showing that attendance on the specified dates were part of their approved state application.

d. Partial Day (Adjustment on SEEK)

Statutes and Regulation	**Description**
KRS 157.320 (1)	Partial Days
702 KAR 7:125	Pupil Attendance

A student who has an approved instructional day shorter than the regularly scheduled school day has a *Partial day*. In addition, a local board of education arrangement in which a pupil pursues part of his or her education under the direction and control of one public school and part of his or her education under the direction and control of another public or non-public school has a *partial day* at each school.

Students who attend a public school for only part of the day are entered in the SIS in the "Partial Day" attendance group. Each of the students is given a day pattern that reflects their actual day. Every student, regardless of the day pattern, represents an aggregate of one for each instructional day. An adjustment is necessary to reflect the portion of the day the student was actually in attendance. That aggregate amount of

time the student is not in attendance is adjusted out of the Growth Factor Report and SAAR. School districts should not use local codes for a student who has a partial day.

e. Suspensions and Expulsions (Adjustment on SEEK)

Statutes and Regulation	Description
KRS 157.320	Total days students are suspended or expelled
KRS 158.150	Suspension or expulsion of pupils
702 KAR 7:125	Pupil Attendance

Suspensions (Adjustment)

Per 702 KAR 7:125, suspensions are coded on the Record of Daily Attendance with an "S." Suspensions are considered unexcused absences in accordance with 702 KAR 7:125.

School districts may receive funding for up to 10 days for a child who has been suspended. For example, if a student was suspended a total of three days during the school year, three days are eligible for funding. If a student was suspended a total of 14 days during the school year, 10 days are eligible for funding.

The aggregate days suspended and eligible days suspended are submitted to the KDE. The information is used to adjust the total aggregate days attendance submitted on the SAAR prior to calculating the district's ADA.

Expulsions (Adjustment)

Expelled students must be properly documented for the district to receive funding. The beginning and ending dates of the expulsion are indicated when the student's disposition is entered in the SIS. The local school district may receive funding for up to 177 days for a student that is expelled.

The aggregate days of attendance and absence during the expulsion period are submitted to the KDE. This information is used to adjust the total aggregate days attendance submitted on the SAAR prior to the calculation of the districts ADA.

Sometimes, expulsions carry over to another school year, or a district receives a student who has been expelled from a previous district. Please see the following document for details on how to enter attendance: Procedures for Carryover Expulsions.

f. Overage and Underage Students (Adjustment on SEEK)

Statutes, Regulations/OAG	Description
KRS 158.030	"Common school" and "primary school program" defined; who may attend
KRS 158.031	Primary school program -- Authority for administrative regulations -- Attributes -- Part time attendance -- Grouping -- **Advancement** -- Reporting requirements.
KRS 158.100	Programs required to be provided by school district; additional programs permitted, students residing in the school district shall be provided educational services until they reach age 21.
702 KAR 7:125	Pupil Attendance
704 KAR 5:060	Entry of 5-year olds in the Primary Program, advancement of primary students
KRS 158.030	Requires local board policy that includes an application and evaluation process for parents who wish to petition for their child's early entry into school.
OAG 82-44 - Exception	Underage students previously enrolled in a public school in a state that allows enrollment at an age younger than Kentucky shall be enrolled in that grade level in Kentucky, and their aggregate days of attendance will not be adjusted from ADA. (*Please note that Kentucky law does not apply to students who may be entering Kindergarten from another country. It applies only to students entering from another state*.)
KRS 158.030	A student enrolled pursuant to the district's required early entrance policy shall be counted for average daily attendance. KRS 158.030 requires that each district have a policy to determine early entrance. The policy must contain a provision for how the district will assess readiness to begin school. Board policy must include a provision that early entrants pay the same tuition as those who meet the age requirements in subsections (1) and (2) of KRS 158.030. School board policies may address factors other than readiness, including funding and space.

Underage Primary Students

Any child who is 5 years of age on or before August 1 may enter the primary school program. Any child that enrolls in the entry level of the primary program and 'remains enrolled for two months' is irrevocably enrolled. If a local school district enrolls an underage child in the entry level of the primary program, the student's attendance must be included in the school's average daily attendance (ADA) for SEEK funding. Any child who is 6 years of age on or before August 1 may enter Grade 1. If a local school district enrolls an underage child in Grade 1, the student's attendance must be included in the school's ADA for SEEK funding. The waiver approval process for accelerated placement is available on the KDE Web site:

http://education.ky.gov/curriculum/conpro/prim-pre/Pages/Accelerated-Placement-in-Primary.aspx

Gifted and Talented Students – Acceleration to Grade 1

If the school district, per local board policy, has determined that a student is eligible for early enrollment in the second level of the primary program after academic, social, and developmental progress records from multiple data sources are reviewed by a team and are determined to support accelerated placement per the guidelines in 704 KAR 5:060, the district should begin the required process for approval from KDE prior to enrolling the student. Once KDE approval is granted, the district can enroll the student using the "Waiver" checkbox and there will be no deduction on the Growth Factor Report and SAAR. The waiver approval process for accelerated placement in primary is available on the KDE Web site:

http://education.ky.gov/curriculum/conpro/prim-pre/Pages/Accelerated-Placement-in-Primary.aspx

Kindergarten Tuition

If a school district charges tuition for an underage student in their district to attend Kindergarten, before meeting the age requirement, the amount of tuition must be the same as the tuition charged to any school district student who meets the age requirement. A document explaining this in more detail is available at the following link:

http://education.ky.gov/curriculum/conpro/prim-pre/Pages/Primary-Statutes-and-Regulations.aspx

g. Non-Resident, No Contract Days (Adjustment on SEEK)

Statutes and Regulation	Description
KRS 157.350 (4)	A school district cannot include any non-resident pupils in the ADA except by written agreement with the Kentucky school district of the pupil's residence. A local school district shall not include any out-of-state students in its ADA. The local board of education may adopt a tuition policy to address non-resident students, including residents of other Kentucky districts for whom there is not a contract and all out-of-state students.
KRS 158.120	Nonresident pupils; tuition
702 KAR 7:125	Pupil Attendance

Total aggregate days attendance for all non-resident students for whom there is not a written agreement with the district of the student's legal residence and total aggregate days attendance for all out-of-state students must be submitted as an adjustment on the Growth Factor Report and SAAR

Example: A child lives in County A, but is enrolled in school in County B. County A and County B do not have a reciprocal agreement. Assuming the child attended 162 days out of 175 days, 162 aggregate days attendance must be submitted as an adjustment (deduction) to County B's average daily attendance.

*All aggregate days attendance accrued by out-of-state students must be a deduction on the Growth Factor and SAAR reports because a district is not allowed to sign a non-resident contract with another state.

*All children of school district employees (CDE) attending school where their parent or guardian works are counted for SAAR as resident students. They should not be included in the non-resident counts. KRS 157.350 (4) (b).

All documentation for non-resident contracts, copies of board policies and student lists for non-resident students should be maintained in each school district impacted by the contracts. KDE does not maintain the documentation.

Amendments to Contracts for Nonresident Pupils

A change may be made to the original non-resident pupil agreement up to the close of the school year to include the non-resident pupils enrolling after the close of the second school month. Amendments to contracts should include a complete list of student enrollments and withdrawals for the year along with the dates of enrollment and withdrawal.

The number of non-resident, non-contract students (in- and out-of-state) and total aggregate days attendance must be reported as an adjustment on both the Growth Factor Report and the SAAR. The aggregate days of attendance for these students is deducted prior to the calculation of district ADA. Please note that non-resident contracts are not applicable for students in the homeless children education program.

h. Nonresident Pupil Contract Appeal Process

Statute	Description
KRS 157.350 (4)	Eligibility of districts for participation in the SEEK fund.

The statutory non-resident pupil contract appeal process is as follows:

(a) Pupils are listed under a written agreement for one or more years with the district of the pupils' legal residence. If an agreement cannot be reached, either school board may appeal to the Commissioner of Education for settlement of the dispute.
(b) The commissioner shall have 30 days to resolve the dispute. Either board may appeal the commissioner's decision to the Kentucky Board of Education (KBE).
(c) The commissioner and the KBE shall consider the factors affecting the districts, including but not limited to academic performance and the impact on programs, school facilities, transportation and staffing of the districts.
(d) The KBE shall have 60 days to approve or amend the decision of the commissioner.

This subsection does not apply to Children of District Employees (CDE) or those pupils enrolled in an approved class conducted in a hospital or pupils who have been expelled for behavioral reasons who shall be counted in ADA. KRS 157.350 (4)(b).

A sample non-resident contract form is provided on the KDE Web site here.

Questions concerning the changes may be directed to:

Ronda Devine
Division of District Support
300 Sower Building, 4th Floor
Frankfort, KY 40601
(502) 564-5279, ext. 4444
ronda.devine@education.ky.gov

i. SEEK Funding for Children of District Employees

Statute and Regulation	Description
KRS 157.350	Allows a child who attends school in a district in which the parent of the pupil is employed to be counted in the district's Average Daily Attendance (ADA) for SEEK funding.

This is not an adjustment on SEEK. The law simply allows districts to receive SEEK funding for Children of District Employees (CDE) who may live in another Kentucky school district to attend the school where their parent or guardian is employed. The following definitions and guidelines must be met for a student to be counted in the CDE attendance group:

1. "Employed" refers to any person holding an employment contract with the district at a level that requires that person to receive a W-2 Wage and Tax Statement and further requires the employee to participate in one of the state retirement systems, typically the Teachers Retirement System (TRS) or the Kentucky Retirement Systems (KRS or CERS). Examples of persons who would not qualify are those who do not work enough hours to qualify for retirement benefits or a person whose income received from the district is reported on a 1099-MISC form.

2. "Parent" is defined as a person who has a school age child who lives in the employee's household and the employee exercises custodial care and control of the child. Examples include biological or adoptive parent, step-parent, or foster parent. "Parent" also includes any person to whom the courts have awarded custodial care of the child. The district must retain supporting documentation for the 'parent' designation (e.g., birth certificate, court order, etc.) The KDE will review the documentation when conducting Attendance Reviews.

3. A non-resident pupil with a parent employed in the district is not included in the count of students governed by the written non-resident agreement. If the districts have a non-resident agreement that includes a cap on the number of non-resident pupils, the children whose parents are employed in the Kentucky school district should be counted **in addition to** the capped number in the agreement. Students of district employees whose parents' transport them into Kentucky to their school of employment from out of state are not funded by SEEK. SEEK does not fund out of state students.

Questions about Children of District Employees (CDE) may be directed to:

Ronda Devine
Division of District Support
300 Sower Building, 4th Floor
Frankfort, KY 40601
(502) 564-5279, ext. 4444
ronda.devine@education.ky.gov

j. Home and Hospital Program (Adjustment on SEEK)

Statute and Regulation	Description
KRS 157.270	Instruction in exceptional child's home or hospital
KRS 157.360	Base funding level adjustment; adjustment; enforcement of maximum class sizes; allotment of program funds
KRS 159.030	Exemptions from compulsory attendance
704 KAR 7:120	Home/Hospital Instruction

Students who are unable to attend school due to illness or injury may continue educational services through the provision of instruction in a home or hospital setting. Home Hospital instruction is intended to be short-term instruction in the home or other designated site for a student who is temporarily unable to attend school. Two one-hour visits by the home instruction teacher each week is the equivalent to five days of school attendance (i.e., ADA). Home instruction is not designed to take the place of a more appropriate school service. Students receiving Home instruction may participate in Virtual courses as part of their educational program. They must still receive two (2) 1-hour visits every five (5) days from a teacher.

Daily instructional time provided by teachers is to be recorded on the Home Hospital form required in the regulation. (The latest version of the form is dated 2008-09.) The required form may be downloaded from the KDE website: http://education.ky.gov/districts/enrol/Documents/HomeHospitalProgramForm.pdf

Home and hospital students are funded an additional amount equal to the guaranteed base funding level less capital outlay ($100). The home and hospital add-on for the SEEK funding formula is calculated from the end-of-year Home Hospital ADA reported on the SAAR. School districts must comply with all applicable statutes and regulations governing operation of a home and hospital program.

Please note that the Home Hospital form is not submitted to KDE. Forms must be maintained by the DPPs and will be reviewed during an on-site attendance review at the school district office.

Questions concerning the Home/Hospital program may be directed to:

Ronda Devine
Division of District Support
300 Sower Building, 4th Floor
Frankfort, KY 40601
(502) 564-5279, ext. 4444
ronda.devine@education.ky.gov

Tristan Parsons
Division of Learning Services
300 Sower Building, 5th Floor
Frankfort, KY 40601
(502) 564-4970, ext. 4102
tristan.parsons@education.ky.gov

B. Growth Factor Report

Statute and Regulation	Description
KRS 157.360	Base funding level; adjustment; enforcement of maximum class sizes; allotment of program funds
KRS 157.360	Mid-year Growth Adjustment (January Growth Factor)
KRS 157.370	Allotment of transportation units
KRS 158.060	School month and school day (20-days = school month)
KRS 159.140	Duties of Director of Pupil Personnel
702 KAR 7:125	Pupil Attendance
702 KAR 5:020	Pupil Transportation Program Cost Calculation

Growth Factor

The Growth Factor report includes the following information for the first two school months:

- aggregate days attendance and absence
- race and gender count
- adjustments for less than full-time attendance (partial day)
- non-resident/non-contract students
- overage and underage students

All information is reported by school, grade level and by transportation code. The Growth Factor report is due to KDE ten (10) days after the last day of the second month but no later than November 1 of each school year.

http://education.ky.gov/districts/enrol/Pages/Growth-Factor-Reports.aspx

Per KRS 157.360 (8): "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.

In addition to the second month Growth Factor adjustment, KRS 157.360 (15) allows a district to request an additional adjustment in funding based on mid-year growth. At this time, the mid-year growth report is optional, and districts should review their monthly SAAR data for trends.

Instructions for Submitting Electronic Growth Factor Report:

The Growth Factor File (GF999.18)* is submitted via the KDE Web site:
http://opsupport.education.ky.gov/saar/

*999 = your district's number

January Growth Factor
During a fiscal year, a school district may request that the KDE recalculate its funds allocated under this section if the current year Average Daily Attendance (ADA) for the 20-day school month as defined in KRS 158.060, Section 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. 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 SEEK program. If a district does not incur any growth or shows a loss in ADA, there is no deduction of program funding to the district. All information is reported by school, grade level and transportation code.

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

- aggregate days attendance and absence
- race and gender count
- adjustments for less than full-time attendance (Partial Day)
- non-resident/non-contract students
- overage and underage students

Due Date: The January Growth Factor is due to KDE five days after the last day of the school month that has the most attendance days in January of the current school year. Please note:

- Submission of January Growth Report is optional.
- District Calendars must be up-to-date in the student information system.
- District will submit a 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 2nd month Growth Factor submission.

For more information about January Growth Factor, please visit the following Web site:
http://education.ky.gov/districts/enrol/Pages/Growth-Factor-Reports.aspx

Per KRS 157.370 (3), there is 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.

SECTION 3

SCHOOL CALENDAR

SECTION 3: SCHOOL CALENDAR

A. Requirements for School Calendars

Statutes and Regulations	Description
KRS 2.110	No person shall be compelled to labor on Labor Day.
KRS 2.190	Presidential election day shall be a state holiday and all schools shall be closed on presidential election day (the Tuesday after the first Monday in November of presidential election years). If personnel are required to work, they shall be eligible for compensatory pay (overtime pay) for the day.
KRS 157.350	Eligibility of districts for participation in fund to support education excellence in Kentucky
KRS 157.360	Base funding level, adjustment, enforcement of maximum class sizes, allotment of program funds, recalculation of allocated funds, lengthening of school days.
KRS 158.060	School month and school day, student attendance days, duty free lunch period, non-teaching time for teachers
KRS 158.070 (1) (d)	Formation and appointment of a school calendar committee by the local board of education to provide a recommendation for the Original calendar to the superintendent, to present to the local board at an open meeting.
KRS 158.070 (2) (a-f)	Operation of school calendar committee, and school calendar flexibility for schools with a first instructional day on the Monday closest to August 26.
KRS 158.070 (5) (a)	Required School Closure for Regional or District Professional Meetings
KRS 158.070 (5) (b)	If any school in a district is used as a polling place, the school district shall be closed on the day of the election, and those days may be used for professional development activities, professional meetings, or parent-teacher conferences. A district may be open on the day of an election if no school in the district is used as a polling place.
KRS 2.190	The Tuesday after the first Monday in November in presidential election years shall be a state holiday on which all state offices; all schools and all state universities and colleges shall be closed. Any employee who is required to work on said state holiday shall receive compensatory pay or time off.
KRS 158.070 (6) (b)	All schools must be closed for Martin Luther King Day. This day must either be a holiday or a day outside of the minimum school term and may not be used as a makeup day or a PD day.

KRS 158.070 (12) (a)	Allows additional instructional time in excess of the state and local requirements to fulfill the 185-day contract requirement under KRS 157.350 as well as the calculation of service credit for certified staff under KRS 161.500 in exchange for *days missed due to emergency* if all state and local requirements have been met. All instructional time information and a plan for make-up days must be included on the KDE-approved calendar. (Review the KRS for further information on classified staff contracts.)
505 KAR 1:080	A KECSAC school must have an extended school calendar of 230 school days and at least 210 must be instructional days.
702 KAR 7:125	Pupil Attendance
702 KAR 7:140	School Calendar

The board of education shall adopt the Original school calendar prior to May 15 of each year for the upcoming school year.

Minimum School Term
The minimum school term shall be one hundred eighty-five (185) days, including at least 1,062 instructional hours in no less than 170 student attendance days. A board of education may extend its term beyond the minimum term.

Student Instructional Year
"Student instructional year" means at least one thousand sixty-two (1,062) hours of instructional time for students delivered on not less than one hundred seventy (170) student attendance days. Schools may be in session more than 170 days, but the combination of shortened days and regular student instructional days must add up to at least 170. School days can be no longer than 420 minutes.

Non-Traditional Instructional (NTI) Days
These days may be taken by school districts who are approved by the Kentucky Board of Education. Each NTI Day that is used will be marked **N** in the Days tab. When SAAR is submitted, the submission program will automatically process these days. ADA will still be added in as aggregate days present in T-Code **N** for each day claimed on the SAAR. **N** days may be used for inclement weather, or other health and safety related reasons that require closure of the entire school district.

Required School Closure for Regional or District Professional Meetings

KRS 158.070 (5)(a) refers to the Commissioner designating one additional day during the school year when schools shall be closed to permit professional school employees to participate in regional or district professional meetings. In past years, the commissioner has not designated a specific date for the regional or district KEA meetings. Since districts have flexibility in approving the school calendar, the commissioner has delegated the decision to local regions to select the actual date of the regional or district meeting. Due to the calendar variations across the state, it is not possible for the Commissioner to designate one specific meeting date that would work for all.

However, pursuant to KRS 158.070 (5) (a), schools ***are to be closed at least for students*** on the day used for regional or district professional meetings. As a result, all district calendars must include a specific date for the regional or district meeting in which the schools are closed. The clear statutory requirement that this day must be a non-instructional day cannot be otherwise altered (using an instructional day) by any agreements with local, regional or state educational associations.

District staff should contact the regional or district KEA representatives to determine if they have a meeting scheduled for the corresponding day in that district's calendar. If a regional or district KEA does not have a specific meeting date planned, then districts will not need to "use" a day in the school calendar to accommodate this meeting. This will determine whether the district is required to at least be closed for students, or if this day is free to use as a make-up day.

Required School Closure for Election Days

KRS 158.070 (5) (b) states that if any school in a district is used as a polling place, the school district shall be closed on the day of the election, and those days may be used for professional development activities, professional meetings, or parent-teacher conferences. A district may be open on the day of an election if no school in the district is used as a polling place.

Per KRS 2.190, the Tuesday after the first Monday in November in presidential election years shall be a state holiday on which all state offices; all schools and all state universities and colleges shall be closed. Any employee who is required to work on said state holiday shall receive compensatory pay or time off.

Please reference the Kentucky Board of Elections Calendar to verify election days: http://www.elect.ky.gov/calendar.htm)

Passing Time

A school may use passing time either before or after lunch, but not both. Original school calendars must show passing time correctly on the master bell schedule.

Minimum School Term for Teachers

A certified school employee shall be considered to have fulfilled the minimum one hundred eighty-five (185) day contract with a school district under KRS 157.350 and shall be given credit for the purpose of calculating service credit for retirement under KRS 161.500 for certified school personnel if:

1. State and local requirements under this section are met regarding the equivalent of the number and length of instructional days, professional development days, holidays, and days for planning activities without the presence of pupils; and
2. The provisions of the district's school calendar to make up schooldays missed due to any emergency, as approved by the KDE, including but not limited to a provision for additional instructional time per day, are met.

Electronic Calendar Submission

School calendar information is submitted electronically to KDE. Each weekday in the calendar must be designated as a Day Event Type (opening, closing, holiday, professional development, planning, regular, makeup, break or other). A Day Event Type must be listed from Monday through Friday. Weekdays should not be omitted from the calendar.

Calendar files are submitted through the Web-based Kentucky School Calendar Application (http://apps.kde.state.ky.us/login).

Questions concerning the school calendar may be directed to:

Sheila Harned, Consultant
Division of District Support
Mobile: (270) 705-9158
sheila.harned@education.ky.gov

Ruth Wilkes, Consultant
Division of District Support
Mobile: (859) 583-3417
ruth.wilkes@education.ky.gov

Scott Rose, Consultant
Division of District Support
Mobile: (606) 776-0798
scott.rose@education.ky.gov

B. Guidelines for Developing the Original School Calendar and Day Event Codes

The Original Calendar is a plan for the next school year. KDE approves this plan to ensure that all of the required elements are in place.

Original School Calendar Development Process

School districts must go through the following steps while planning the Original calendar for 2018-19 as follows:

1. The superintendent must recommend for approval of the local board a calendar committee, following the committee makeup that is listed in new Section.
2. This committee must review, develop, and recommend school calendar options for the superintendent to present to the local board.
3. A local board may adopt a variable instructional school year calendar with the first student instructional day starting no earlier than the Monday closest to August 26, but student days can be no longer than 420 minutes. The school year shall still meet the 1,062 student instructional hour requirement. (Section 9)
4. If a school district want flexibility to have a school day longer than 420 minutes, the local board must ask the Commissioner for approval.

Type	Description
Break Days (K)	Indicate extended days out of school such as fall break, winter break and spring break with a “K.”
Holidays (H)	Indicate dates that have been designated holidays in accordance with KRS 158.070 (4) (c) with an "H." A maximum of four days of the minimum school term may be designated as holidays. If the local board of education does not dismiss school for permissible holidays, the number of days of actual classroom instruction must be increased accordingly. Dates designated as holidays in the calendar should be reflected on actual holiday dates.
Opening (O) Day Closing (C) Day	Indicate opening and closing dates (activity planning) with "O" and "C" respectively. Opening and closing days are optional. Opening day occurs prior to the first instructional day, and closing day occurs after completion of the instructional term per 702 KAR 7:125. The number of professional development days, opening and closing days and holidays in the minimum 185-day school term are as follows: Professional Development — KRS 158.070 Section 4 (a) — 4 Opening/Closing (optional) — KRS 158.070 Section 4 (d) — 2 Holidays — KRS 158.070 Section 4 (c) — 4 10
Make-Up Days (U)	Make-up days should be reflected only in the district’s original calendar. Indicate dates that have been designated for the makeup of instructional time missed due to emergency in accordance with 702 KAR 7:125 with a “U.” The number of days indicated must be equal to the greatest number of days missed over the past five years. Each instructional day repeated on the school calendar must reflect the instructional minutes being provided on that day per 702 KAR 7:125.

Planning Days (G)	Additional teacher working days used for the purposes of planning and parent/teacher conferences are optional and should be designated with a “G.”
Professional Day (P)	Indicate dates that have been designated for professional development with a "P." A minimum of four PD days are required.

Note: The school district must verify that they used the required Original calendar committee process by indicating yes or no on the screen prior to submitting any calendar data.

For the most current KDE guidance on **Original** Calendar submission, please use the following KDE Web site: http://education.ky.gov/districts/enrol/Pages/School-Calendar.aspx

C. Amended Calendar and Day Event Codes

The Amended Calendar is changed to show what actually happened during the school year and is approved by KDE to ensure that all requirements were met. School districts should plan appropriately so that amended calendars are approved by local boards of education in time to be submitted to the KDE prior to June 30. Amended calendars MUST be submitted even if the district did not use any weather days. All unused make-up days must be removed from the calendar prior to submitting it for approval.

Type	Description
Emergency Hours	A school district or a school within a school district may use a total of five (5) hours during the school year for days shortened due to an emergency. Emergency hours are applied by KDE during the amended calendar approval process. These hours do not have to be made up.
District Wide Emergency Day Waiver (D)	District-wide emergency day waivers must be approved by the commissioner in accordance with KRS 158.070 and 702 KAR 7:140 should be designated with a "D" on the Amended school calendar. District wide waivers are granted only if a school district has missed and made up 20 instructional days.
School Emergency Day Waiver (D)	School emergency day waivers must be approved by the commissioner in accordance with KRS 158.070 and 702 KAR 7:140 are designated with a "D" on the Amended school calendar.
Non-Traditional Instructional Days (N)	Non-traditional instructional days must be reflected as non-traditional days (N) on the Amended school calendar as they occur. Normal attendance on these days would not be represented on the attendance reports, including the SAAR. An *Adjustment* will be made when the SAAR is processed. No attendance will be reflected and the prior year ADA will be used as an adjustment to the SAAR.
Teacher Equivalency Days (E)	In rare cases, a district may need to use Teacher Equivalency Days in order to fulfill the required number of contract days. KRS 158.070 (11) allows additional instructional time in excess of the state and local requirements to fulfill the 185-day contract requirement under KRS 157.350 as well as the calculation of service credit for certified staff under KRS 161.500 in exchange for *days missed due to emergency* if all state and local requirements have been met. State requirements for classified staff time are also covered in this statute.
Weather Days (W)	Days missed due to weather must be reflected as Weather Days (W) on the amended school calendar. If no makeup days are used, these days must be removed from of the amended calendar prior to submission.
Closed Due to Illness (I)	Districts are to use the calendar code "I-Closed Due to Illness" for any school closing related to flu or other illness. The length of time schools should be dismissed will vary depending on the reason for dismissal as well as the severity and extent of illness.

For the most current KDE guidance on **Amended** Calendar submission, please use the following KDE Web site: **http://education.ky.gov/districts/enrol/Pages/School-Calendar.aspx**

D. Instructions for Submitting Original and Amended School Calendars

The calendar file (CAL999.18)* is submitted through the Kentucky School Calendar Application (http://apps.kde.state.ky.us/login). District personnel responsible for submission of calendars must obtain a User ID and password from the district's Web Application Administrator Point of Contact (WAAPOC).

***CAL= code for calendar**
999 = your district number
18 = is the calendar year

Questions concerning school calendars may be directed to:

Sheila Harned, Consultant
Division of District Support
Mobile: (270) 705-9158
sheila.harned@education.ky.gov

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Division of District Support
Mobile: (859) 583-3417
ruth.wilkes@education.ky.gov

Scott Rose, Consultant
Division of District Support
Mobile: (606) 776-0798
scott.rose@education.ky.gov

D. Master Bell Schedule

Regulation	Description
702 KAR 7:125	Pupil Attendance

Each school must have a master bell schedule available that indicates instructional and non-instructional time periods. This applies to grade levels EL through 12. If Entry Level students are on a schedule separate from the upper elementary, a separate period schedule must be provided. A period schedule should be generated from Infinite Campus for KDE reviewers. An example of an instructional time schedule follows:

ANY HIGH SCHOOL			
TIME	GROUP I	GROUP II	GROUP III
7:30	Buses Unload	Buses Unload	Buses Unload
8:00	Block I Classes Begin	Block I Classes Begin	Block I Classes Begin
9:30	Block I Classes End	Block I Classes End	Block I Classes End
	Break	Break	Break
9:45	Block II Classes Begin	Block II Classes Begin	Block II Classes Begin
11:25	Block II Classes End Lunch Begins	Block II Classes End	Block II Classes End
11:30		Block III Classes Begin	Block III Classes Begin
11:55	Lunch Ends		
12:00	Block III Classes Begin		
12:10		Block III Classes Suspend Lunch Begins	
12:40		Lunch Ends	
12:45		Block III Classes Resume	
1:00			Block III Classes End Lunch Begins
1:30	Block III Classes End	Block III Classes End	Lunch Ends
1:35	Block IV Classes Begin	Block IV Classes Begin	Block IV Classes Begin
3:00	Block IV Classes End Students Dismissed	Block IV Classes End Students Dismissed	Block IV Classes End Student Dismissed

E. Emergency/Disaster Day Waivers

Statutes and Regulation	Description
KRS 158.060	School month and school day; duty-free lunch period; non-teaching time for teachers
KRS 158.070	School term; holidays and days closed; continuing education for certain students
702 KAR 7:125	Pupil Attendance – Weather Days
702 KAR 7:140	School Calendar – Emergency Day Waiver (Disaster Day)

Weather Days
If a school district has low attendance due to inclement weather, they must certify that low attendance was due to inclement weather by selecting an "**L"** Day Event in one of the calendars, which will substitute prior year's ADA for up to ten (10) designated low attendance days. Documentation that the low attendance was due to inclement weather is to be kept at central office.

> **Note:** School districts must review the number weather days missed over the last five (5) years and include the highest number of weather days missed in their Original calendars.

Districtwide Emergency Day Waiver ("aka - Disaster Days")
A school district shall not be granted an emergency day waiver unless the district has missed more than twenty (20) regular student attendance days districtwide, and the district has demonstrated that an extreme hardship would result if the district is not granted an emergency day waiver. The local school district shall make up at least the first twenty (20) regular student attendance days missed in a school year by adding these equivalent hours back into the school calendar. A local board of education request for a districtwide emergency day waiver shall be submitted to the Commissioner for approval. A copy of the local board order shall accompany this request. An approved emergency day waiver shall be the length of the student attendance day established in the local board approved calendar. The request should include a description of the emergency requiring the districtwide closing, a copy of documentation that supports the need for the emergency closing and a copy of the local board order supporting the request.

School Emergency Day Waiver
A local board of education may request an emergency day waiver if one (1) school, or part of the district, is forced to miss school on a particular student attendance day due to an emergency. The request shall be submitted to the commissioner for approval. A copy of the local board order shall accompany this request. An approved emergency day waiver shall be the length of the student attendance day established in the school board approved calendar. The request should include the school name(s), a description of the emergency requiring the closing of the school(s), a copy of documentation that supports the need for the emergency closing and a copy of the local board order supporting the request.

Note: Documentation could include an article from the local newspaper, a notice from the local health department, water department, electric company, etc.

Note: Approved Emergency days substitute for student instructional days and are to be indicated at the end of the amended school calendar.

F. Kentucky Educational Collaborative for State Agency Children - School Calendar

Per the requirements in 505 KAR 1:080, a Kentucky Educational Collaborative for State Agency Children (KECSAC) school must have an extended school calendar of 230 school days and at least 210 must be student instructional days. School districts should include these extended day calendars in Infinite Campus and the calendars should be submitted for approval through the school calendar program. (There will be no impact on SAAR.) The school district must still complete the paper calendar form, provided by the KECSAC, which is required through the MOA, because the KECSAC office does not have access to Infinite Campus.

The KECSAC Program Improvement Specialists use the paper calendars to help with scheduling their monitoring visits. http://www.lrc.state.ky.us/kar/505/001/080.htm

KDE Contact

Sherri Clusky
Division of Student Success
300 Sower Building, 5th Floor
Frankfort, KY 40601
(502) 564-2116, ext. 4040
sherri.clusky@education.ky.gov

KECSAC Contact

Kaye Parker
Kentucky Educational Collaborative for State Agency Children (KECSAC)
104 Case Annex, 521 Lancaster Avenue
Richmond, KY 40475
Phone: (859) 622-0011
Kaye.Parker@eku.edu

G. State Assessment Calendar

Please consult the KDE Web site for information regarding the state assessment calendar dates: http://education.ky.gov/AA/distsupp/Pages/default.aspx

For more information regarding testing and reporting in Kentucky, please contact:

Kevin Hill
Division of Assessment Design and Implementation
300 Sower Building, 5th Floor
Frankfort, KY 40601
(502) 564-9853, ext. 4712
kevin.hill@education.ky.gov

OR

Assessment Information Line
Phone: (502) 564-4394
dacinfor@education.ky.gov

SECTION 4

DIRECTOR OF PUPIL PERSONNEL

STATUTORY RESPONSIBILITIES

SECTION 4: DIRECTOR OF PUPIL PERSONNEL RESPONSIBILITIES

The Director of Pupil Personnel (DPP) position is of great importance in Kentucky public schools. Recognizing the importance of this position, the Kentucky General Assembly has been specific in KRS 159.080, 159.130 and 159.140 about the DPPs job description and role. The information outlined in the statute is very helpful when clarifying selection, location, administration, powers and duties for the position. DPPs have the primary responsibility in the school district for enforcing truancy laws.

A. Selection, Location, Administration of the DPP Position – KRS 159.080

Superintendents appoint DPPs and their assistants. Local boards set the salary schedules for the positions.
DPPs should have the general qualifications of teachers and hold a valid certificate per the Education Professional Standards Board (EPSB). Certification should be renewed per EPSB regulations. See 16 KAR 3:030 for details on required certification.
DPPs and their assistants must be reimbursed by the local board for necessary and authorized expenses needed to perform the job duties.
DPPs should have suitable office space in or adjacent to the superintendent's office.
Two or more contiguous school districts can form one attendance district through board action and share a DPP. If this happens, the DPP salary is shared between the local boards.

B. Powers of the DPP – KRS 159.130

DPPs and their assistants are vested with the powers of peace officers. No one can refuse to permit or interfere with the entrance of a DPP or assistant during an investigation. DPPs cannot serve warrants.
A DPP may investigate in the district any cases of nonattendance of any child of compulsory school age or suspected of being of compulsory school age.
A DPP may take legal action as directed by the superintendent.
A DPP may institute proceedings against any person or employer violating compulsory school attendance laws or child labor laws.
A DPP may enter all places where children are employed and do whatever is necessary to enforce the laws regarding compulsory attendance and child labor.

C. Duties of the DPP - KRS 159.140

Devote all of their time to the duties of the office (unless the superintendent waives this requirement and reports this action to the Commissioner).
Enforce compulsory attendance and census laws in their attendance district.
Acquaint each school with the home conditions of the habitual truant (reported as truant two or more times) and the home with the work and advantages of the school.
Ascertain the causes of irregular attendance and truancy through documented contact with the custodian of the student and seek to eliminate the causes.
Secure the enrollment in school of all students who should be enrolled and keep all enrolled students in reasonably regular attendance.
Attempt to visit the homes of students who are reported to be in need of books, clothing or parental care.
Provide for the interviewing of students and parents of students who quit school to determine the reasons for the decision.
Report to the superintendent in the district in which the students resides the number and cost of books and school supplies needed by a student whose parent, guardian or custodian does not have sufficient income to furnish the student with the necessary books and school supplies.
Keep records and make reports as required by law, regulation, and the superintendent and board policy.
Document the home conditions of the students and the intervention strategies attempted in any action brought to enforce compulsory attendance laws.
Due to 2014 SB 200, in any action brought to support compulsory attendance, the DPP or his or her assistant shall document the home conditions of the student and the intervention strategies attempted, and may, after consultation with the CDW, refer the case to the FAIR team. More information from KDE on the FAIR team is available here.

Note: ***KDE recommends that school district Directors of Pupil Personnel (DPP) provide or arrange for training and supervision of school attendance clerks in relation to their KSIS responsibilities, for the purpose of ensuring high quality student attendance data for the school district. The DPP should have administrative access to all student information in Infinite Campus and should have input into decisions regarding the User Rights that attendance clerks and other school district personnel may have in Infinite Campus.***

SECTION 5

ATTENDANCE REVIEWS

SECTION 5: ATTENDANCE REVIEWS

The purpose of an attendance review is to ensure district alignment with current statutes and regulations that relate to attendance funding. The attendance review may be conducted by KDE on selected districts after the first two full school months (a school month = 20 school days), after the annual submission of Growth Factor. School districts are encouraged to conduct regular, monthly self-reviews to ensure attendance procedures are in accordance with applicable statutes and regulations. Good communication between the central office and individual schools provides the opportunity to address specific issues at the school level as they occur.

KDE field staff consultants will schedule attendance reviews with the Director of Pupil Personnel (DPP) to review attendance data at both the school and district levels. Current and prior year information should be available to KDE for review upon request. An updated attendance review program form for each school year, detailing the information and documentation that KDE will review in schools and districts, is posted at the following KDE Web link:
http://education.ky.gov/districts/enrol/Pages/Pupil-Attendance-Program-Documents.aspx Districts may use this form to prepare for the attendance review, and to work with their schools on a routine basis.

The Ad Hoc reports that KDE uses to conduct the attendance reviews are in Infinite Campus, located here: ***Path: Ad Hoc Reporting> Filter Designer> State Published*** **or** ***Ad Hoc Reporting> Data Export> State Published***. (If you are a DPP and do not have access to this folder, you need to have your system administrator copy the reports to a folder to which you have access.)

Questions concerning Attendance Reviews may be directed to:

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Mobile: (270) 705-9158
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Ruth Wilkes, Consultant
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Mobile: (859) 583-3417
ruth.wilkes@education.ky.gov

Scott Rose, Consultant
Division of District Support
Mobile: (606) 776-0798
scott.rose@education.ky.gov

SECTION 6

APPENDIX

Glossary of Terms and Acronyms

Average Daily Attendance (ADA) – the aggregate days attended by pupils, adjusted for weather-related low attendance days if applicable and divided by the actual number of days the school is in session, after the five days with the lowest attendance are deducted per KRS 157.320 (1).

Average Daily Membership (ADM) – the aggregate days membership of pupils divided by the actual number of days the school is in session.

Athlete Tournament Attendance (ATA) - the days the student was in attendance during the dates of competition.

CDE – Child of District Employee (CDE)

Charter Schools – public schools that are authorized under a governing body in Kentucky and act as independent school districts.

Enrollment – the total of all original entries in a given school year (total of E-1s, E-2s and E-3s).

Ethnic Count – the student membership count by grade and gender/ethnicity.

Event – an attendance event occurs when a student is absent for any part of the instructional day. The event may be a tardy or an absence.

FAIR Team - The Family, Accountability, Intervention and Response (FAIR) Team

G-codes – Graduation codes assigned to students

Growth Factor Report – the annual attendance report submitted to the KDE ten days after the last day of the second school month and not later than November 1. The percentage of growth in transported students and ADA is based on a comparison of current-year and prior-year Growth Factor Report Data. Growth in transportation and ADA increases a district's transportation and SEEK funding in accordance with KRS 157.360 (8) and KRS 157.370. A loss in ADA and transported students on the Growth Factor does not affect funding in the current year.

January Growth Factor Report – the January Growth Factor report includes information for the school month chosen with the most attendance days in January of the current school year.

KBE – Kentucky Board of Education

KDE – Kentucky Department of Education

KECSAC – Kentucky Educational Collaborative for State Agency Children

KHSSA – Kentucky High School Athletics Association

Student Attendance Day – Any day that students are scheduled to be at school to receive instruction, and encompasses the start and dismissal times. (KRS 158.070)

Instructional Time – attendance is based on the regularly scheduled school day. Instructional time is the total amount of time in the school day less the amount of time used for non-instructional activities such as breaks, lunch and recess.

Low Attendance days – the five lowest days of attendance when all schools in the district were in session.

Make-up day – any planned instructional day missed due to illness, weather or disaster.

Member - a pupil is a member of a class or school from the date of enrollment until the date of withdrawal.

Non-Traditional Instructional Days (NT) – up to 10 days approved by the Kentucky Board of Education (KBE) for use as part of a non-traditional instructional program in a school district.

Original Entry - a pupil enrolled for the first time in a Kentucky school in the current school year (E-1, E-2 and E-3).

Partial Day or Partial Week Student – a student enrolled for less than the full regularly scheduled school day or week for that school. A student can be enrolled as a partial day or week student in more than one public school.

Percent of Attendance - the aggregate days attended by pupils for the school year divided by the total aggregate days attended plus the aggregate days absent of pupils for the school year per KRS 157.320 (14).

Recording Attendance – the daily attendance of elementary students is determined by taking attendance one time each day prior to the start of instruction and maintaining a student entry and exit log at each school per 702 KAR 7:125, Section1. The daily attendance of middle and high school students is determined by taking attendance each class period and maintaining a student entry and exit log at each school per 702 KAR 7:125 Section 1.

Record of Daily Attendance Register Report – the record of daily attendance of students that includes student names, ID numbers, daily attendance (full day or tardy) and monthly totals. The record of daily attendance may be organized by homeroom or grade level.

Re-entries - pupils received from another school in Kentucky. In every case, the pupils were previously recorded as E-1, E-2 or E-3 in a Kentucky school in the current school year.

SAAR (Superintendent's Annual Attendance Report) – the annual attendance report that is submitted electronically to KDE by June 30 of each school year. The report includes attendance, membership and enrollment data by grade, school and transportation code. The report provides school district information including ADA, ADM, percent of attendance and dropout information by school and district for the school year that has just been completed.

SEEK – the Support Education Excellence in Kentucky funding program.

SIS – Student Information System (Infinite Campus)

Student Instructional Year – At least one thousand sixty two (1,062) hours of instructional time for students, delivered on not less than one hundred seventy (170) student attendance days. (KRS 158.070)

T-Codes – Transportation codes assigned to students

Tardy - a student who misses 35 percent or less of the regularly scheduled school day.

Teacher's Monthly Attendance Report including the ADM and ADA detail report - the record of monthly attendance of students that includes student names, ID numbers, transportation codes and monthly totals. The ADM and ADA detail reports are run in summary mode for year-to-date aggregates. These must be compared to the register report monthly to be certain that aggregates are accumulating correctly. These forms also must be signed by a certified employee who, by signing, certifies that the reports are correct.

Weather-Related Low Attendance Days – days that the district's ADA is lower than the prior year's adjusted ADA due to weather-related reasons. Up to ten (10) days may be claimed as an adjustment on the SAAR per KRS 157.320 (17).

Withdrawal - a pupil who, for the current year, has severed his or her connection with a class, grade or school.

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