

SAAR Application KDE User Guide 2021-2022



Kentucky Department of Education
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KDE Contact

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SAAR Application Overview

The SAAR application will now serve as the main control center for all Kentucky school districts for ALL three reporting cycles – Growth Factor, January Growth Factor, and SAAR. Included in this document are training for all three cycles and the application itself. There are two user functionalities for the KDE console:

- ✓ **KDE Administrator** – This user has access to all functionalities in the KDE console, including opening and editing a SAAR cycle as well as adding and editing users (KDE or District)
- ✓ **KDE User** – This user has read-only access to the KDE console. This person can access all SAAR district data but cannot add or edit users and cannot open or close a cycle

KDE Dashboard

The KDE Administration Dashboard is the home screen for the SAAR application. From this home screen, you can access:

- 1) *Home* – KDE users landing page.
- 2) *Administration* – Access all administrator functions
- 3) *Reports Manager* – Access the reports from all cycles by years
- 4) *Data Extractions* - Access data extraction requested by other areas of KDE.
Note – this used to be the **old David Curd** report.
- 5) Lists your login and assigned role
- 6) Lists the current open cycle and year
Note - The most prominent use from the home screen will be Submissions.

The screenshot displays the KDE Administration Dashboard for the SAAR application. At the top, the page title is "Superintendent's Annual Attendance Report (SAAR)" and the user is identified as "oxana.lopetegui-pineda@education.ky.gov (KDE Administrator)". The current report cycle is "Growth Factor | 2019 - 2020". The dashboard is divided into several sections:

- Navigation:** Home, Administration, Report Manager, Data Extractions.
- Submissions:** A section for managing submissions, with a dropdown for "School Year" set to "2019 - 2020".
- Summary:** A bar showing submission counts: Not Submitted - (3), Waiting District to Resolve Issues - (0), Waiting KDE Review - (0), Waiting District Review - (0), Waiting KDE to Complete - (0), Complete - (172), Denied - (0).
- Table:** A table listing districts: 602 - KSB, 603 - KSD, and 606 - Model Laboratory Schools at EKU.

KDE Home Tab

Submission Overview

- This screen shows the KDE User/Administrator the submission progress by year and cycle. See below:
 - ✓ **Not submitted** – Lists all the District that have not submitted a file
 - ✓ **Waiting for the District to Resolve Issues** – Lists all the districts that submitted a file, but the file had issues that need correction from the District. The file will stay in this status until someone from the District corrects the issue and moves the file forward
 - ✓ **Waiting KDE Review** – Lists all districts that have processed their file and need KDE's first approval
 - ✓ **Waiting District Review** – Lists all the districts which files were approved by KDE (1st approval) and need final District's approval
 - ✓ **Waiting KDE to Complete** – Lists all the districts that were approved by the District (last District approval)
 - ✓ **Complete** – Lists all the districts that their submission process has been completed and have received KDE's final approval
 - ✓ **Denied** – Lists of the District which file has been Denied at some point during their submission process

Note – When a district file is Denied, the district user needs to start the file submission process from the beginning
- The district names are links that allow the KDE User or Administrator to access the District's details, such as:
 - ✓ **Details** – Lists the district demographic details such as address and phone number

District Details

Information

District: 001 - Adair County

Details | Users - (3) | Communication Activity - (0) | Submissions - (14)

Address: 1204 Greensburg St.
City: Columbia
County: Adair
Phone: (270) 384-2476
Fax: (270) 384-5841
Zip: 42728

Independent
 Active

Map: 1204 Greensburg St, Columbia, KY 42728. Surrounding locations include Adair County Middle School, Adair County Board of Education, Adair County Court Clerk, and various businesses like Don Franklin Ford, Inc. and Ronnie Stone Used Cars.

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- ✓ **Users** – Lists all District’s allowed users

District Details

Information

District: 001 - Adair County

Details Users - (3) Communication Activity - (0) Submissions - (14)

First Name	Last Name	Role	Username	Active	
Robbie	Harmon	District User	robbie.harmon@adair.kyschools.us	Yes	Edit...
Rena	Smith	Finance Officer	Rena.Smith@Adair.kyschools.us	Yes	Edit...
Pamela	Stephens	Superintendent	pamela.stephens@adair.kyschools.us	Yes	Edit...

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- ✓ **Communication Activity** – Lists all the messages between the District and KDE

District Details

Information

District: 001 - Adair County

Details Users - (3) Communication Activity - (0) Submissions - (14)

Report type	Activity	User	Role	Created	Comment	Attachment(s)
No activity has been posted.						

0

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- ✓ **Submissions** – Submission overview by cycle. To access more Submission details, click on the **Details** link on the right column of the screen.

District Details

Information

District: 001 - Adair County

Details Users - (3) Communication Activity - (0) Submissions - (14)

Growth Factor - (7) January Growth Factor - (0) SAAR - (7)

District	School Year	Status	Date Submitted	Active Issues	Resolved Issues	
Adair County	2020 - 2021	Completed	10/01/2020	0	0	Details...
Adair County	2019 - 2020	Completed	10/01/2020	0	0	Details...
Adair County	2018 - 2019	Completed	10/01/2019	0	0	Details...
Adair County	2017 - 2018	Completed	10/01/2018	0	0	Details...
Adair County	2016 - 2017	Completed	10/01/2017	0	0	Details...
Adair County	2015 - 2016	Completed	10/01/2016	0	0	Details...
Adair County	2014 - 2015	Completed	10/01/2015	0	0	Details...

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- ✓ **Note** – On this screen, a KDE admin (Only) can also Deny a Completed submissions

Submission Details

001 - Adair County

School Year	Report Type	Submitted On	Status	Completed On	Verified By KDE On	Verified By District On	Active?
2020 - 2021	Growth Factor	10/01/2020	Completed	10/01/2020	10/01/2020	10/01/2020	No

Issues - (0) | Details | Reports | Status Tracking | Messages - (0) | Notes - (0)

Created	Record Type	Validation Type	Response	Resolved
No issues were reported.				

Deny (Completed)

KDE Administrative Tab

Report Cycle

- Under the Administration drop-down menu, the Report Cycle Tab is where the KDE Administrator can open and edit a Report Cycle.

Edit Report Cycle

Current Cycle

*School Year: 2019 - 2020

*Report Type: Growth Factor

*Start Date: 5/24/2021

*End Date: 5/26/2021

Last Changed By: Krishna Reddy

Date Changed: 05/25/2021

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- Below find the use for the following buttons:
 - ✓ The **Invite Districts** button becomes active when a KDE administrator first opens a cycle. After opening a cycle, the KDE Administrator needs to click on the Invite Districts button so that the District Users get the notification via email that a cycle has been opened
Note – After the KDE Administrator uses the “Invite District” button to notify the districts, the button becomes inactive
 - ✓ The **Remind Districts** button is used after the Invite has been sent to remind districts that a cycle has been opened and they need to submit their file
 - ✓ The **Save** button is to save the criteria for the Current Cycle

User Maintenance

- The User Maintenance Tab, under the Administration drop-down menu, can be used to add or edit users for school districts and KDE.

Note – KDE administrators can make users active or inactive. The KDE Administrator cannot delete users, which keeps past user actions available in the SAAR application.

User Maintenance

Users

KDE District

First Name	Last Name	Role	Username	Proxy	Active		
System	User	KDE Administrator	Attendance@Education.ky.gov	No	No	Edit...	Activate...
Brad	Kennedy	KDE Administrator	Brad.Kennedy@education.ky.gov	No	Yes	Edit...	Deactivate...
Linda	Murray	KDE Administrator	Linda.Murray@education.ky.gov	No	Yes	Edit...	Deactivate...
Hannah	Wilson	KDE User	hannah.wilson@education.ky.gov	No	No	Edit...	Activate...
Carter	Rogers	KDE User	carter.rogers@education.ky.gov	No	No	Edit...	Activate...
Stephen	Eifler	KDE Administrator	stephen.eifler@education.ky.gov	No	Yes	Edit...	Deactivate...
Carson	Tester	KDE Administrator	carsontester@kde.gov	No	No	Edit...	Activate...
Jessi	Carlton	KDE User	jessica.carlton@education.ky.gov	No	Yes	Edit...	Deactivate...
Oxana	Lopetegui-Pineda	KDE User	oxanalopetegui@gmail.com	No	Yes	Edit...	Deactivate...

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Add New User

Email Maintenance

Edit Email Groups

- From this tab, a KDE administrator can edit who receives the various levels of email communication.

Edit Email Groups

Details

Email Group: Submission Auditor

Name	Role	Username	Active	<input type="checkbox"/> Select All
Jessi Carlton	KDE User	jessica.carlton@education.ky.gov	Yes	<input type="checkbox"/>
Stephen Eifler	KDE Administrator	stephen.eifler@education.ky.gov	Yes	<input type="checkbox"/>
Mallika Garikapati	Superintendent	mallika.garikapati@education.ky.gov	Yes	<input type="checkbox"/>
Brad Kennedy	KDE Administrator	Brad.Kennedy@education.ky.gov	Yes	<input checked="" type="checkbox"/>
Oxana Lopetegui-Pineda	KDE User	oxanalopetegui@gmail.com	Yes	<input type="checkbox"/>
Linda Murray	KDE Administrator	Linda.Murray@education.ky.gov	Yes	<input type="checkbox"/>

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Save

- ✓ **Submission Auditor** – The users in this group will receive notification via email when the Invite Districts and Remind Districts buttons have been used
- ✓ **Submission Messages** – The users in this group will receive notifications when a District User uses the Messages Tab in their user’s platform
- ✓ **Submission Review** – The users in this group will receive a notification when a submission moves status.

Note – As a best practice, KDE has decided to only have active in the Submission groups the Attendance@Education.ky.gov email address. If a user does not have access to the email address above, ask your department’s manager to obtain access.

Status Changes

- A KDE administrator can edit the body of emails sent throughout a reporting process for each cycle from this tab.

Note - the wording of these emails has been carefully crafted to auto-fill pertinent district information. Never edit the wording without consulting the technical team.

Edit Status Change Automated Emails

Details

Report Type: Growth Factor

Pending Issues | In Process | Verified by KDE | Verified by District | Completed | Denied | Withdrawn

Last Changed By: Stephen Eifler
Date Changed: 05/11/2021

*Subject: KDE SAAR System - #SchoolYear# #ReportType# Cycle for District #District# File Submission is now in #Status# status.

*Body: #District#s #ReportType# Submission has encountered data issues/warnings listed below. Please correct the data and resubmit the file or provide explanatory comments and submit for KDE Review.
Data Issues/Warnings: #Warnings#
Additionally, the #Navigation# provides the district's current SAAR information including available reports. If you have any questions please contact, #ContactName# at #ContactPhone# or #ContactEmail#.

Available Variables...

Save

Contact Information

This tab allows the KDE Administrator to edit the KDE contact information. The KDE contact listed will show in all the email notifications the districts receive.

Superintendent's Annual Attendance Report (SAAR) | oxana.lopelegui-pineda@education.ky.gov (KDE Administrator) | Sign out

Home | Administration | Report Manager | Data Extractions | Current Report Cycle: Growth Factor | 2019 - 2020

Edit KDE Contact

Contact Details

*KDE Administrator: Ronda Devine

*Address 1: Kentucky Department of Education, Office of Finance and Operations, Division of District Support

*Address 2: 300 Sower Blvd. 4th Floor

*City: Frankfort

*State: Kentucky

*Zip Code: 40601

*Phone: (502) 564-5279, ext. 4444

*Details: For all questions concerning SAAR Reporting, contact us.

Save

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KDE Reports Manager Tab

This tab allows the KDE Administrator/User to access the District and the State Level reports by cycle and year.

The screenshot shows the 'Superintendent's Annual Attendance Report (SAAR)' page. The header includes the user's email 'oxana.lopetegui-pineda@education.ky.gov (KDE Administrator)' and a 'Sign out' link. The navigation menu has 'Home', 'Administration', 'Report Manager', and 'Data Extractions'. The current report cycle is 'Growth Factor | 2019 - 2020'. The 'Reports' section is active, showing 'Submissions' for 'State Level' and 'District Level'. The 'School Year' is set to '2019 - 2020'. Under the 'Growth Factor' tab, there are four report items: 'Gain Loss Summary', 'Ethnicity Summary', 'Membership Summary', and 'Status Tracking', each with a red icon and a green plus sign.

KDE Data Extraction Tab

This tab lists the data extractions used by KDE. As of September 2021, KDE only had two data extractions called the "David Curd" report in the past. See them below:

- Growth Factor – OAA Ethnicity (Record 1)

The screenshot shows the 'Data Extraction' page. The navigation menu is the same as the previous screenshot. The current report cycle is 'Growth Factor | 2019 - 2020'. The 'Data Extraction' section is active, showing 'Submissions' for 'State Level' and 'District Level'. The 'School Year' is set to '2019 - 2020'. Under the 'Growth Factor' tab, there is one data extraction item: 'OAA Ethnicity (Record 1)' with a green plus sign. A 'Back to Home' link is visible at the bottom right.

- SAAR - OAA Aggregate Counts (Record 7)

The screenshot shows the 'Data Extraction' page. The navigation menu is the same as the previous screenshot. The current report cycle is 'Growth Factor | 2019 - 2020'. The 'Data Extraction' section is active, showing 'Submissions' for 'State Level' and 'District Level'. The 'School Year' is set to '2019 - 2020'. Under the 'SAAR' tab, there is one data extraction item: 'OAA Aggregate Counts (Record 7)' with a green plus sign. A 'Back to Home' link is visible at the bottom right.