

Superintendent's Annual Attendance Report – Definitions and Explanations

Attendance for SAAR has many different adjustments. Attendance adjustments take out overage and underage students, low weather days, five lowest attendance days, non-contract students, adding in the first ten days of suspension, expelled days and virtual and performance based attendance.

Enrollment is a simple count of all enrollments that are initiated during a specific time period. Membership, on the other hand, is the total number of students enrolled on the last instructional day of the school year. Membership then, could be thought of as equaling withdrawals subtracted from enrollment.

Membership = Enrollment – Withdrawals (M = E-W)

The AADA represents the Adjusted Average Daily Attendance which is calculated by dividing the Adjusted Aggregate Attendance by the number of days taught.

Below are definitions and explanations for each column found on the SAAR Attendance Summary Report:

Column A1

K Reported Entry – This is the total present days for kindergarten.

Column A2

Reported 1 – 12 – This is the number of total present days for grades 1 – 12.

Column B

Total Before Adjustments – This is the total present days for all students in the district.

Column C1 Total K Adjustments and Column C2 Total 1-12 Adjustments

The following adjustments are all of the adjustments taken in and out of the reported totals. The total adjustment include as follows:

Add:

- First ten days of suspension per student
- Expelled days marked absent
- Virtual and performance-based course attendance

Then, Subtract

- Overage and underage student attendance
- Up to 10 weather days
- Five lowest attendance days
- Non-contract student attendance

Column D1

K Substituted Days Adjustments – This number is prior year's K AADA times the number of substituted days.

Column D2

1-12 Substituted Days Adjustments – This number is prior year's 1-12 AADA times the number of substituted days.

Column E1

K Adjusted Report – This is the adjusted aggregate days for kindergarten.

Column E2

1-12 Adjusted Report - This is the adjusted aggregate days for first through twelfth grade.

Column F1

Full AADA K - This is the adjusted average for kindergarten. Calculate this by the K Reported Entry, minus the K Adjustments, plus K Substituted Days Adjustment, divided by the Instructional Days (minus 5) equaling the K AADA $(K \text{ REP ENT} - K \text{ ADJ} + K \text{ SUB}) / (\text{Inst. Days} - 5) = K \text{ AADA}$

Column F2

Full AADA 1-12 - This is the adjusted average for first through twelfth grade. You calculate this by the 1-12 Reported Entry, minus the 1-12 Adjustments, plus 1-12 Substituted Days, divided by the Instructional Days (minus 5) equaling the 1-12 AADA

$(1-12 \text{ REP ENT} - 1-12 \text{ ADJ} + 1-12 \text{ SUB}) / (\text{Inst. Days} - 5) = 1-12 \text{ AADA}$

Column G

ADM – This represents the Average Daily Membership, which is the total number of present days, plus the total number of absent days, divided by the instructional days.

Column H

Enrollment – This is the count of student initial enrollments in the Kentucky schools. (E1, E2, and E3).

Column I

Membership – This is the total number of students enrolled on the last instructional day of school calculated from enrollment minus withdrawals.

Column J

%ATTN – This is the percentage of the Aggregate Days of Attendance. This percentage calculation is the present days, divided by (present days plus absent days).

Column K

HH AADA - This is the average number of days students are on Home Hospital. This number is calculated by total days of attendance while students are on Home Hospital, divided by instructional days.

Column L

Number of Days Reported – This is the total number of instructional days in the school year reported.

Column M**Last Year AADA**

This number is taken from the prior year Adjusted Average Daily Attendance.

Column N

Weather Days – These are substituted days where attendance was low due to weather. Each district can report up to ten weather days.

Column O

Non-Traditional Days – Non-Traditional days are substituted days that can be used in place of bad weather or health and safety. The district must be approved by KDE and can use up to 10 days per school year.

Health and Safety Days – This is no longer used for SAAR (Z-Days), but still shows on the report until it is officially removed from Infinite Campus. If a district claims a Z-Day, the report will automatically be sent back to the district to be removed.