

Virtual and Performance-Based Course Set-Up and Attendance Verification



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June 2019

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Document Overview

Purpose

The purpose of this document is to provide instruction on the correct set-up for virtual and performance-based courses so attendance credit for students taking these courses will be accurately reflected on the SAAR.

Virtual and Performance Based Course Facts

- 702 KAR 7:125, Section 1 (4) (c); 704 KAR 3:305 Section (4) (3.) states that a virtual course must be off campus.
- Infinite Campus should reflect as closely as possible what actually happened in the school.
- Students cannot be checked out in Infinite Campus if they are in a non-attendance class.
- Virtual or performance-based attendance does not count on the Growth Factor.
- Seat time classes must contain a Carnegie unit of time (120 hours). Virtual or performance-based (V/PB) classes can be set up to earn a Carnegie unit of attendance even if the course is completed in less time.
- The SAAR Report calculates the seat time attendance first and caps the V/PB attendance so a student never generates over one day of attendance per day.
- SAAR Report calculates 100% attendance when they pass the class or no attendance if they do not pass.
- Courses must have a final grade posted in the grading task. SAAR does not pull from transcript entries.

Note: Do not schedule students into a seat time class if a certified teacher is not really taking attendance

Courses that must be Performance-Based

- Gatton Academy
- Craft Academy
- Classes where credit is given upon completion of a predefined criteria
- [Craft/Gatton Academy Guidance Document](#)

District Option – Performance/Virtual/Seat Time

- Dual credit college classes
- Credit recovery
- Innovative Scheduling

Setting up a Period Schedule

Path: System Administration / Calendar / Calendar / Periods Tab

Select the appropriate School and Schedule Structure, open the Periods tab.

Period Schedule Info				
*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day
S1	1	450	415	475

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period Info							
	*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
X	1	1	07:55 AM	08:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	2	2	08:50 AM	09:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	3	3	09:50 AM	10:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	4	4	10:50 AM	12:50 PM	25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	5	5	12:50 PM	01:50 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	6	6	01:50 PM	02:50 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	7 ACTIVITY	7	02:50 PM	02:51 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	V/PB	8	02:51 PM	04:01 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

- The example shows a one minute, non-instructional Activity Period at the end of the day for tracking teams, clubs, etc. It is not part of the regular six-period standard day.
- Another period has been added to the end of the day called V/PB.
- In order to generate a Carnegie unit of time on the SAAR, the length of the period must be calculated. In the example above, there are 415 minutes in one school day. There are six classes per day.
 - Divide the number of periods in the standard day into the number of standard day minutes. The example above would be calculated as $(415/6=69.1)$. Round up to 70 minutes to assure a full-day funding.
- This gives a student 1/6 of the day or 70 minutes of possible attendance credit for any V/PB class they are scheduled to take.

A student's attendance credit can never be more than 1.0 for each day. So, the highest possible attendance credit a student can receive for virtual and performance-based courses can only be equal to the difference between the standard school day and the student's seat time in regularly scheduled classes.

Example: Using the period schedule above, if a partial day student attended regular classes from 1st period through 5th period, then took a virtual course to fill his schedule, the attendance for the V/PB class would be capped at 60 minutes ($400-340 = 60$) even though the V/PB period is 70 minutes long.

Note: If there are students attending the Gatton Academy or Craft Academy that are out of the building for the entire day, schedule the class for periods 1 thru 6 to fill the whole day.

Block Schedule

There may be a class that meets one semester and needs a block schedule. An additional period should be added that is longer and gives attendance credit for a larger portion of the day. It should be twice as long as the V/PB period. Courses in this period should only meet one semester because it is a block course.

Example:

Period Schedule Info						
*Name	*Sequence	Exception/Special Day	Instructional Minutes	Standard Day Minutes	School Day	School Day
S2	1	<input type="checkbox"/>	390	415		415

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period Info							
*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Responsive	Standard Day
X 1	1	07:55 AM	08:50 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 2	2	08:50 AM	09:50 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 3	3	09:50 AM	10:50 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 4	4	10:50 AM	12:20 PM	25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 5 ADVISOR\	5	12:20 PM	12:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 6	6	12:55 PM	01:50 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 7	7	01:50 PM	02:50 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X ACTIVITY	8	02:50 PM	02:51 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X VIRTUAL	9	02:52 PM	03:59 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X BLOCK	10	03:59 PM	06:13 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Period

Course Setup

Path: System Administration / Scheduling / Add Course

For details on setting up courses, see the [Course](#) and [Dual Credit Course](#) data standards.

Recommendation: Use a naming convention in the course number to make virtual and performance-based courses easy to recognize. For example, include the 'V' for virtual classes, 'PB' for performance based or 'DC' for dual credit in the course number. This is not required, but makes it easier to find when searching for courses.

Note: In order to get attendance credit based on passing the course, the type must be virtual or performance and attendance must be unchecked.

Course Tab

Click on the Course in the Index, select the **Course** tab

- **Type:** Select Virtual or Performance
- **Transcript:** Can be checked to allow posting to the transcript once grades have been entered.
- **Attendance:** Course should not be marked for Attendance. There is no seat time for the course. Attendance will be reflected on the SAAR based on whether or not the student passes the class.
- **Teaching Method:** Choose the appropriate teaching method.
- **Instructional Setting:** Choose the appropriate setting.

The screenshot shows the 'Course Information' form for CourseID 6287. The form includes fields for Course Number (V101), Name (Credit Recovery English III), Subject Type, State Code (230113), Department (ENGLISH), Max Students, Terms, Schedules, Periods, Sections to Build, Section Template Group, Transcript, GPA Weight, Bonus Points, Type (V: Virtual), Difficulty Level, Homeroom, Allow student requests, Allow teacher requests/recommendations, Hide Standards On Portal, Repeatable, Attendance (unchecked), Instructional Time (0), Teaching Method (01. Direct Instruction), and Instructional Setting (01. Onsite Classroom). Annotations include arrows pointing to the Type dropdown menu (showing V: Virtual, P: Performance, V: Virtual), the Attendance checkbox, the Teaching Method dropdown menu (showing 01. Direct Instruction, 02. 3rd Party Contract, 10. Digital Learning Provider, 11. Dual Credit - District Offered, 12. Dual Credit - College Offered, 13. Credit Recovery - Direct Instruction, 14. Credit Recovery - Digital Learning Provider, 19. District Provided Self Study, 01. Direct Instruction), and the Instructional Setting dropdown menu (showing 01. Onsite Classroom, 02. Offsite CTE, 03. Offsite College, 04. Home/Hospital, 05. Online, 06. Blended Learning, 11. Spanish Immersion, 12. French Immersion, 01. Onsite Classroom).

Grading Task

Path: System Administration / Scheduling / Courses / Grading Tasks

SAAR calculates attendance credit from course grades, not transcript entries. All V/PB courses must have a grading task to record the final grade.

- Click on the Course in the Index
- Select **Grading Task**
 - Grading Task must have a Final Grade
- Select **Add**
- Select **Final Grade**

The screenshot shows the 'Grading Tasks' section of a software interface. At the top, there are tabs for 'Course', 'Sections', 'Grading Tasks', 'Standards', 'Categories', 'Grade Calc Options', and 'Course Rules'. Below the tabs are three buttons: 'Save', 'Add' (circled in red), and 'Copy'. A table titled 'Grading Task Editor' is visible, with columns for 'Grading Task', 'Credit Group', 'Credit Type', 'Score Group', 'Credit', 'Term GPA', and 'Post-only'. Below the table is a 'Course Grading Task Detail' form. In this form, the 'Final Grade' dropdown menu is circled in red. Other fields include 'Score Group', 'Term GPA', 'Credit', 'Credit Type', and 'Credit Overflow Override'.

Note: Final Grade should only be selected for one term on the Term Mask — the final term where the grade will be awarded. If other terms are marked and have left the final term blank, no attendance will be given for the course. Attendance is pulled from the final term for attendance reporting on SAAR.

This screenshot is similar to the one above, showing the 'Grading Tasks' interface. The 'Add' button is circled in red. The 'Course Grading Task Detail' form is more detailed, showing 'Final Grade' circled in red, 'Standard Scale' dropdown, 'Term GPA' (1), 'Credit' (1), 'Credit Type' (ENGLISH), and 'Credit Overflow Override'. At the bottom, there are 'Term Mask' and 'Active Mask' sections with checkboxes for Term 1, Term 2, Term 3, and Term 4. Term 4 is checked in the Term Mask section. There is also a 'Post-only Grading Task' checkbox.

Note: Score Group should be selected with correct Scale Group that fits best in your district.

Verify Score Group

Path: *Grading & Standards / Score Groups & Rubrics*

- Select the Score Group used on the Grading Task
- Verify **Passing Score** box is checked for all passing grades
- Verify **Passing Score** is unchecked for all failing grades

The screenshot displays the 'Score Groups & Rubrics Editor' interface. On the left is a sidebar with navigation options: Fees, Grading & Standards (with sub-items: Course Masters, Auto Grade, Grading Window, Course Catalogs, Course Group, Credit Groups, Grading Tasks), Score Groups & Rubrics (highlighted), Standards Bank, Reports, Medicaid, Program Admin, Ad Hoc Reporting, Transcripts, User Communication, Assessment, and System Administration. The main content area has buttons for Save, Delete, New Score Group, and New Rubric. Below these is a table titled 'Score Groups & Rubrics Editor' with columns 'Name' and 'Type'. The 'Standard Scale' row is selected. Below this is a 'Score Group Detail' section with a text input field containing 'Standard Scale'. At the bottom is a 'Score Group List Items Detail' table with columns: Sequence Name, Score, Passing Score, Credit Coeff., Minimum %, GPA Value, GPA Unweighted Value, and GPA Bonus Points. The table contains five rows of data, all with 'Passing Score' checked.

Sequence Name	Score	Passing Score	Credit Coeff.	Minimum %	GPA Value	GPA Unweighted Value	GPA Bonus Points	
X 1	A/100	A/100	<input checked="" type="checkbox"/>	1	99.5	4	4	0
X 2	A/99	A/99	<input checked="" type="checkbox"/>	1	98.5	4	4	0
X 3	A/98	A/98	<input checked="" type="checkbox"/>	1	97.5	4	4	0
X 4	A/97	A/97	<input checked="" type="checkbox"/>	1	96.5	4	4	0
X 5	A/96	A/96	<input checked="" type="checkbox"/>	1	95.5	4	4	0

Scheduling a V/PB Section

Path: *System Administration / Scheduling / Courses / Sections*

Search for the course by number or name.

Select the Section tab.

Select Add a Section or select an existing section.

- A **section number** is required. All V/PB classes can be scheduled into the V/PB period and it will give credit for each one of those classes
- **Highly Qualified** – select **Not Applicable**
- **Primary Teacher/Teacher** – not required, grades will be entered on the Section tab
- **Teacher Display Name** – This field displays on the portal, schedules and report cards. By default, it is the primary teacher's name or it can be overridden here to show the college, digital learning provider or other meaningful information.

Section Editor

SectionID
120137

*Section Number

Max Students

Room

Instructional Setting (Override)

(01)

*Highly Qualified

Primary Teacher

There is no active primary teacher for this section.

Special Type

Population ID

Core Content

Teacher Display Name

Lunch Count Milk Count Adult Count

Skinny Seq Homeroom

External LMS Exclude

Section Schedule Placement

	Quarters			
	T1 <input type="checkbox"/>	T2 <input type="checkbox"/>	T3 <input type="checkbox"/>	T4 <input type="checkbox"/>
Period 1 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5 ADVISORY <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period ACTIVITY <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period VIRTUAL <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Period BLOCK <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Entering Grades

- Click on the Section in the Index, select the **Grading By Task** tab.
- Click on the dropdown arrow and select **Final Grade**. A list of students enrolled in the course will be displayed.
- Select a score for each student from the dropdown score list. If a percentage grade is available, enter it in percent.

Section	Staff History	Roster	Attendance	Grading By Task	Grading By Student
 Save					
T4 - Nine Weeks Grade ▼					
Fill Grades					
Task	Percent	Score	Comments		
T4 - Nine Weeks Grade ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	 	
Select items to fill: <input type="checkbox"/> Percent <input type="checkbox"/> Score <input type="checkbox"/> Comments <input type="button" value="Fill Empty"/> <input type="button" value="Fill All"/>					
Name	Percent	Score	Comments		
04 Student Jr., GABRIEL #34435	<input type="text" value="95"/>	<input type="text" value="A/95"/>	<input type="text"/>	 	

Note: Select the actual grade the student received as long as the correct grades are indicated as a passing grade on the Grading Scale. This allows you to post the actual grade directly to the transcript rather than entering the grade manually on the transcript.

Verify Data Entry

Verify Data Entry with State Published Ad Hoc Query

Path: Ad Hoc Reporting / Data Export / State Published / Virtual and Performance-Based Students

An ad hoc query has been published to all districts called “Virtual and Performance-Based Students.” Once you have the query, generate a PDF report of all your Virtual and Performance-Based students.

- Highlight **Virtual/Performance-Based Student** filter
- Select **PDF Report**
- Select **Field Name Only**
- Click on the **Export** button

Saved Filter

- student PreK - Grade 99 At Risk with Invalid IEF
- student PreK - Grade 99 with Disabilities
- student PreK - Grade 99 with Disabilities 150%
- student PreK - Grade 99 with Disabilities Over 1
- student PreK - Head Start Transported
- student PreK - Over Income with Invalid IEP
- student PreK - Over Income-No Disabilities
- student PreK Fall Supplemental
- student PreK Spring Supplemental
- student Read to Achieve Spring Attendanc
- student Resident District - No NC/NCO
- student SPED Students with IEP and PLP
- curriculum State Course Codes
- student Students with unlocked IEPs
- student TEDS students no fed checked (2)
- student Virtual and Performance-Based Student**

Virtual and Performance-Based Students

This filter can be used to find students who are scheduled into performance-based or virtual classes. Blank start dates indicate that the student was in the class from the beginning of the class. Blank end dates indicate they were still scheduled in the class on the end date of the class.

Pick an Export Format

- HTML list report
- XML
- Delimited values (CSV)
- Fixed width
- PDF report

Print Options: Field Name Only
 Table Name and Field Name

Export

Search Edit Test Copy Delete

Create a new Folder

Note: If there is no access to the State Published ad hoc queries, contact the district administrator and they can make a copy of the ad hoc.

Verify Data Entry with SAAR Virtual and Performance-Based Student Report

The report will list the student, school they attend, course name, and start and/or end date. To allow SAAR to determine V/PB attendance credit correctly, the dates should be blank.

18-19 Metcalfe County High School 208 Randolph St, Edmonton KY 42129 Generated on 02/20/2019 01:09:23 PM Page 1 of 20	Virtual and Performance-Based Students Report Print field name only Total Records: 655
--	---

SSID	Last Name	First Name	School	Course	Start Date	End Date
------	-----------	------------	--------	--------	------------	----------

- Attendance credit will be determined by the length of a class and student enrolled days when the start and end dates are blank and allows SAAR to calculate a Carnegie Unit of time
- Remove any start or end dates on the walk-in scheduler or **Roster Batch Edit** tab on the section

Section	Staff History	Roster	Attendance	Grading By Task	Grading By Student	Roster Setup	Roster Batch Edit
---------	---------------	--------	------------	-----------------	--------------------	--------------	--------------------------

Save

Active Students: 1							
Name	Student #	Start Date	End Date	Repeat	No Credit	Dual Credit	
12 Whitlow, Joshua	2120833088						

Dropped Students: 0							
Name	Student #	Start Date	End Date	Repeat	No Credit	Dual Credit	

Verify Data Entry with State Published Ad Hoc Query

Path: Ad Hoc Reporting / Data Export / State Published / Student Virtual Performance- Based Students

The ad hoc query can be used to look at schedules, attendance or other information for this list of students by using the Advanced Search feature to locate the specific students.

Search for a Specific Student

- Search tab on the top left
- Advanced Search
- Saved Filters – Highlight the ad hoc you created
- Search

This will bring up the list of students meeting the criteria of the ad hoc for you to easily move from student to student without needing to search again. (This site only has one V/PB student).

Verify Data Entry with the SAAR Report

The SAAR report can be run in **Detail** to verify virtual or performance-based students.

- **Calendars:** Select the calendars you want to verify
- **Report Type:** Detail
- **Report Selection:** Check only *RV Virtual Performance Based Attendance*
- **Generate Report**

Index Search < Superintendent's Annual Attendance Report (SAAR)

Superintendent's Annual Attendance Report (SAAR) Enrollment Report
The SAAR provides a summary of each district's attendance data for the entire school year. Detail report types provide student-level data for verification, analysis and reference.

Report Options

Report Type Detail Summary

Extract Format PDF

Date Range To

School Month

Report Selection All Reports

R9 Over/Under Attendance

R9 Non-Contract Attendance

RV Home_Hospital Attendance

RV Virtual Performance Based Attendance

RV Out of School Suspension

RX Expulsion

Generate Report Validation Report Submit to Batch

If a student does not have a final grade or does not have a passing grade, they will show on the report with zero days.

301 Knox County 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 07/18/2013 11:26:55 AM Page 1 of 1	Superintendent's Annual Attendance (SAAR) Report Record Format: V - Virtual / Performance Based Attendance Detail Report Whole School Year Calendar: 1213 Knox Central High School Grades Count: 5
---	--

#410 Knox Central High School

Grade	Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual/Performance Proficient Days
09	Barnette, Jackie SID # [REDACTED]	.00	.00	.00
Totals		.00	.00	.00

After a passing grade is entered, the amount of attendance credit per student will show on the report.

301 Knox County 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 08/02/2016 03:36:20 PM Page 1 of 1	Superintendent's Annual Attendance (SAAR) Report Record Format: V - Virtual / Performance Based Attendance Detail Report Whole School Year Calendar: 1516 Knox Central High School Grades Count: 4
---	--

#410 Knox Central High School

Grade	Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual/Performance Proficient Days
10	Barnette, Gametta Faye SID # [REDACTED]	.00	29.58	29.58
Totals		.00	29.58	29.58

Calculate and Verify Attendance Credit

Student with Seat Time and Virtual Classes

- A student will generate AT MOST one day of Aggregate Daily Attendance (ADA) per each day they are enrolled.
- A student can be over scheduled.
 - If he has a full day of seat time attendance and has V/PB classes.
 - If she has a partial day seat time schedule and excess V/PB classes.
- The Capped V/P Proficient Days is the sum of the Uncapped Virtual Proficient days and the Uncapped Performance Proficient Days. If the student is overscheduled, the Capped V/P will only allow one day's attendance per day per student.

The SAAR report can be used to verify full day's attendance is being generated. In order to verify this you must have the following things:

- A student has a full schedule. This can be either V/PB or Seat Time and V/PB
- A student has passing grades entered on the V/PB classes

Funding Gap Audit Report

Path: KY State Reporting/Funding Gap Audit

The purpose of this report is to produce a list of students that potentially have funding gaps in their schedules. The report is designed to look at a student’s schedule and display the percentage of attendance used to calculate funding for seat time attendance classes and virtual/performance-based classes. Students with a combined total of less than 100% in these two class types will be returned on the report. Schedules for these students should be examined to determine whether there is a funding gap that needs to be addressed. This report is not designed to be “cleared”. It is an auditing tool to help identify potential issues with student schedules that could result in a loss of funding. For more information, see the [Funding Gap Audit Report Quick Reference Card](#)

Kentucky State <small>Generated on 09/19/2018 10:25:46 AM Page 1 of 1</small>	Funding Gap Audit <small>18-19 ABC High School</small>
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Students returned in this report have a funding gap in their schedules that needs to be examined. Use the **Funding Gap Start Date** and **End Date** to determine if the student is missing courses or scheduled in courses not marked for attendance during that timeframe.

- If the student is identified as having insufficient **V/PB Period Length** the period their virtual or performance based courses are scheduled into may need to be extended to resolve the funding gap.
- If **Check Funding Eligibility** is indicated, check the student’s IEP to determine if they are eligible for full attendance funding.

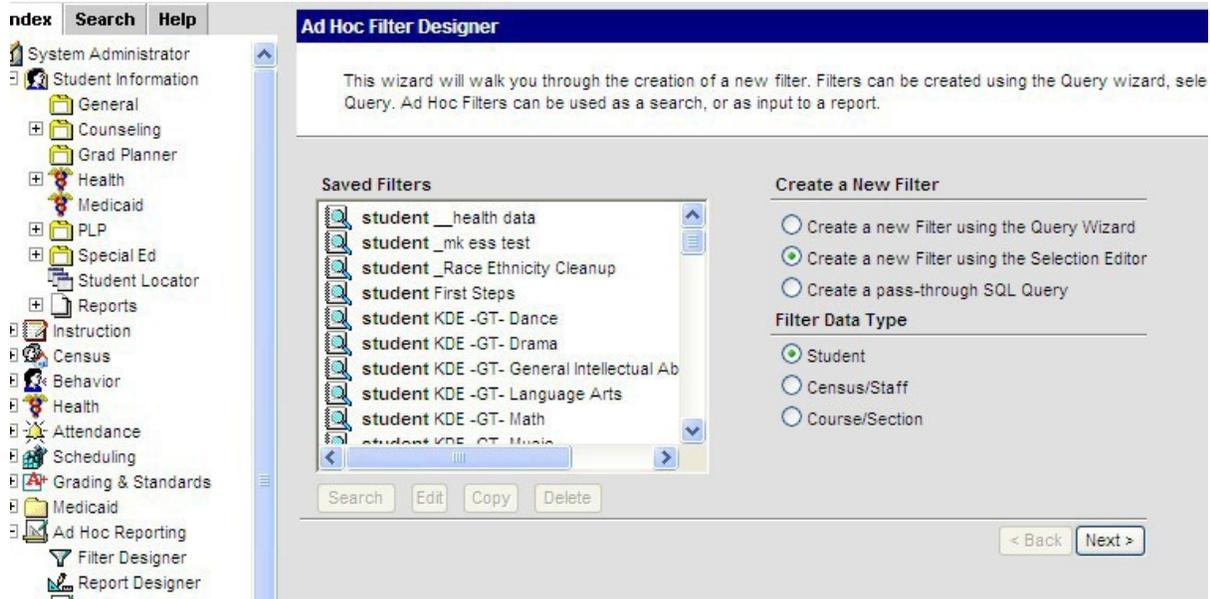
Student Name	Seat Grade	Time %	V/PB %	Funding Gap Start Date	Funding Gap End Date	Partial Day	Active SpEd	V/PB Period Length	Check Funding Eligible
Mouse, Mickey	12	0	82	2018-08-08	2019-06-07			YES	
Duck, Donald	12	54	37	2018-08-27	2019-05-14		YES	YES	
Bunny, Buggs	12	67	0	2019-01-03	2019-05-15		YES		YES
Washington, George	12	75	0	2019-01-03	2019-05-15				
Lincoln, Abraham	12	0	91	2018-08-08	2019-05-15			YES	

Create a Single Student Filter

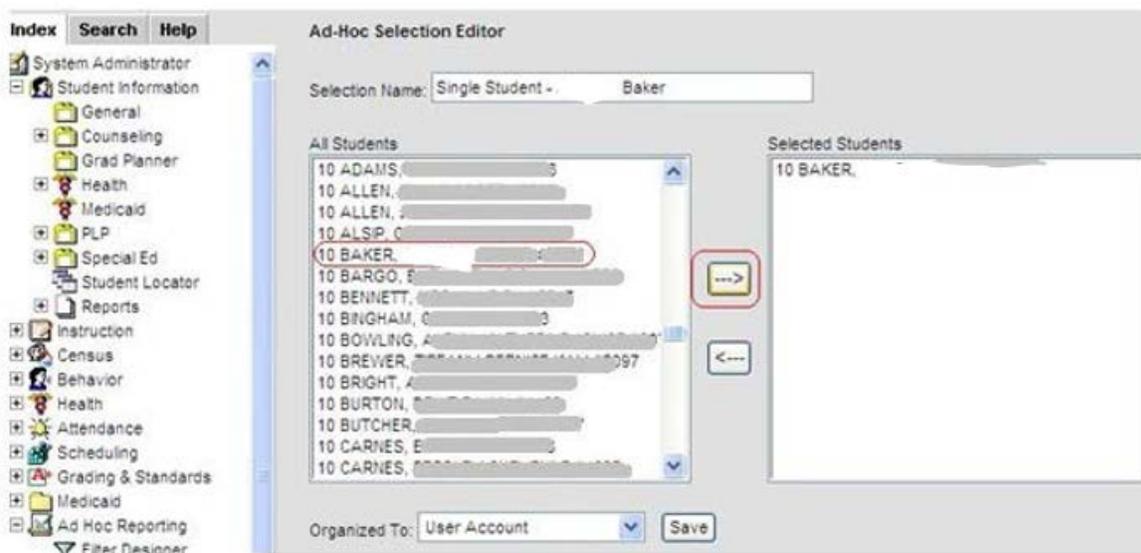
Path: Ad Hoc Reporting / Create a new Filter using the Selection Editor / Filter Data Type- Student

An Ad Hoc can be created to verify the V/PB set-up

- Select **Create a new Filter using the Selection Editor**
- Select **Student**



- Click **Next**
- Give the selection query a name
- Find the student in the list and click the arrow to move him to the Selected Student's list
- Click **Save**



Generating the SAAR for a Single Student for a Single Day

Path: KY State Reporting / SAAR Report

- This filter can now be used to run attendance reports for this student to make sure attendance is being calculated correctly for seat time attendance and virtual/performance-based courses.
- The date range can be set to look at a particular day or range of days or a specific school month. In the example below, the report is being generated for one school day.
- The only records we need to look at are R7 Aggregate Attendance and RV Virtual Performance Based Attendance.
- Select the Ad Hoc from the previous page
- Generate the SAAR

The screenshot displays the 'Superintendent's Annual Attendance Report (SAAR)' web application. The interface includes a navigation menu on the left with categories like 'Medicaid', 'Ad Hoc Reporting', 'User Communication', 'System Administration', 'Food Service', 'Messenger', 'Surveys', 'KY State Reporting', and 'Edit Reports'. The main content area is titled 'Superintendent's Annual Attendance Report (SAAR)' and contains the following sections:

- Report Options:** Includes 'Extract Format' (PDF), 'Date Range' (4/21/2010 to 4/21/2010), and 'School Month' (Months 1-10).
- Report Types:** Includes checkboxes for 'R1 School Calendar (Annual report)', 'R2 Enrollment_Reenrollment (Annual report, enrollments count)', 'R3 Withdrawals (Annual report, withdrawals count)', 'R5 Ethnic Count (Active students on the end date of 10th school Month)', 'R7 Aggregate Attendance', 'R9 Non-Contract_Over_Under Attendance', 'RH Home_Hospital Attendance', 'RL Five Low Attendance Days', 'RW Ten Low Attendance Weather Days', 'RV Virtual Performance Based Attendance', 'RS Out of School Suspension', 'RX Expulsion', and 'District Daily Attendance'.
- Select Calendars:** Includes a list of schools for the 09-10 school year, with '09-10 LYNN CAMP HIGH SCHOOL' selected.
- Select Students:** Includes a dropdown menu for 'Grade' (00-07) and an 'Ad Hoc Filter' set to 'Single Student - Andrew'.

The example shows one attendance day. This student receives .87 attendance credit for seat time and .13 for the virtual course. The two amounts added together equal one day of attendance for this student for a single day.

301 Knox County 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 04/30/2010 01:27:36 PM Page 1 of 1	Superintendent's Annual Attendance (SAAR) Report Record Format: 7 - Aggregate Attendance Date Range: 04/21/2010 - 04/21/2010 Adhoc Filter: Single Student - Andrew Baker Calendar: 0910 LYNN CAMP HIGH SCHOOL Grades Count: 1
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#450 LYNN CAMP HIGH SCHOOL

Grade	BASE Aggregate Days - PRESENT							Total	Days	HD/FD
	T1	T2	T3	T4	T5	NT				
10	.87	.00	.00	.00	.00	.00	.00	.87	1	-
Total	.87	.00	.00	.00	.00	.00	.00	.87		

Grade	BASE Aggregate Days - ABSENT							Total
	T1	T2	T3	T4	T5	NT		
10	.00	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00	.00

Grade	ADJUSTMENT Aggregate Days - PRESENT							Total
	T1	T2	T3	T4	T5	NT		
10	.13	.00	.00	.00	.00	.00	.00	.13
Total	.13	.00	.00	.00	.00	.00	.00	.13

Grade	ADJUSTMENT Aggregate Days - ABSENT							Total
	T1	T2	T3	T4	T5	NT		
10	.00	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00	.00

301 Knox County 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 04/30/2010 01:27:36 PM Page 1 of 1	Superintendent's Annual Attendance (SAAR) Report Record Format: V - Virtual / Performance Based Attendance Date Range: 04/21/2010 - 04/21/2010 Adhoc Filter: Single Student - Andrew Baker Calendar: 0910 LYNN CAMP HIGH SCHOOL Grades Count: 1
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#450 LYNN CAMP HIGH SCHOOL

Grade	Virtual Proficient Aggregate Attendance Days							Student Head Count		
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient	
10	.13	.00	.00	.00	.00	.00	.00	.13	1	0
Total	.13	.00	.00	.00	.00	.00	.00	.13	1	0

Grade	Performance Based Proficient Aggregate Attendance Days							Student Head Count		
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient	
10	.00	.00	.00	.00	.00	.00	.00	.00	0	0
Total	.00	.00	.00	.00	.00	.00	.00	.00	0	0

Present Days + Absent Days + VP Days = 1 Day
.87 + 0 + .13 = 1 Day

Generating the SAAR for a Single Student for the Whole Year

Run the report for this student for the whole year rather than setting the date range for one day. This shows the amount of attendance credit the student will receive for the virtual course.

301 Knox County 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 04/30/2010 05:38:54 PM Page 1 of 1	Superintendent's Annual Attendance (SAAR) Report Record Format: 7 - Aggregate Attendance Whole School Year Adhoc Filter: Single Student - Andrew Baker Calendar: 0910 LYNN CAMP HIGH SCHOOL Grades Count: 1
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#450 LYNN CAMP HIGH SCHOOL

Grade	BASE Aggregate Days - PRESENT							Total	Days	HDFD
	T1	T2	T3	T4	T5	NT				
10	141.81	.00	.00	.00	.00	.00	.00	141.81	178	
Total	141.81	.00	.00	.00	.00	.00	.00	141.81		

Grade	BASE Aggregate Days - ABSENT							Total
	T1	T2	T3	T4	T5	NT		
10	.00	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00	.00

Grade	ADJUSTMENT Aggregate Days - PRESENT							Total
	T1	T2	T3	T4	T5	NT		
10	21.19	.00	.00	.00	.00	.00	.00	21.19
Total	21.19	.00	.00	.00	.00	.00	.00	21.19

Grade	ADJUSTMENT Aggregate Days - ABSENT							Total
	T1	T2	T3	T4	T5	NT		
10	.00	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00	.00

301 Knox County 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 04/30/2010 05:38:54 PM Page 1 of 1	Superintendent's Annual Attendance (SAAR) Report Record Format: V - Virtual / Performance Based Attendance Whole School Year Adhoc Filter: Single Student - Andrew Baker Calendar: 0910 LYNN CAMP HIGH SCHOOL Grades Count: 1
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#450 LYNN CAMP HIGH SCHOOL

Grade	Virtual Proficient Aggregate Attendance Days							Student Head Count		
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient	
10	21.19	.00	.00	.00	.00	.00	.00	21.19	1	0
Total	21.19	.00	.00	.00	.00	.00	.00	21.19	1	0

Grade	Performance Based Proficient Aggregate Attendance Days							Student Head Count	
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
10	.00	.00	.00	.00	.00	.00	.00	0	0
Total	.00	.00	.00	.00	.00	.00	.00	0	0

Present Days + Absent Days + VP Days = Total Enrolled Days
141.81 + 0 + 21.19 = 163 Days Enrolled

Frequently Asked Questions

Q: What if I need seat time attendance at my alternative school, but all classes are performance-based?

A: Create a Credit Recovery Attendance course scheduled into all periods the student will attend. The actual course work being attempted must be captured in the V/PB part of the schedule. Starting in 2018-2019 the state code for the placeholder course will be 960001. Since the student has a full schedule of seat time classes, the performance-based attendance credit will be capped at zero.

	Term Q1 (08/11/16-10/14/16)	Term Q2 (10/17/16-12/16/16)	Term Q3 (01/02/17-03/24/17)	Term Q4 (03/27/17-05/19/17)
1	XXXXX-1	XXXXX-1	XXXXX-1	XXXXX-1
2	Credit Recovery Attendance	Credit Recovery Attendance	Credit Recovery Attendance	Credit Recovery Attendance
3				
4				
5				
6				
7				
Virtual	11011504-200 ART I	11011504-200 ART I	11011504-200 ART I	11011504-200 ART I
	26034--S1-201 ENGLISH I	26034--S1-201 ENGLISH I	26034--S1-201 ENGLISH I	26034--S1-201 ENGLISH I
	41271214-99 GEOMETRY	41271214-99 GEOMETRY	41271214-99 GEOMETRY	41271214-99 GEOMETRY
	61491124-200 EARTH-SP SCI	61491124-200 EARTH-SP SCI	61491124-200 EARTH-SP SCI	61491124-200 EARTH-SP SCI
	66311--S1-201 INT SOC ST I			
	66601204-208 WORLD CIV	66601204-208 WORLD CIV	66601204-208 WORLD CIV	66601204-208 WORLD CIV

Q: What if I a student has been expelled with services that are V/PB? Would I still need seat time attendance?

A: Yes, when a student is expelled with services, the district does not lose any attendance. In order to get the attendance, set it up as shown in the example above. You need to schedule students who are expelled with or without services into seat time classes in accordance with 702 KAR 7:125.

Q: What if I have a Dual Credit performance-based class and I needed seat time attendance, would I use the same course?

A: No, the Dual Credit Placeholder state code 950001 will be used for dual credit courses. This new state course code will be available starting in the 2018-2019.

Q: What if the college grading scale does not match the grading scale the district uses for final grades?

A: A new grading scale can be created that matches the college grading scale. The new grading scale can be selected on the grading task tab on the course.

Q: What if my single-day only calculates .99 day instead of a full-day attendance credit?

A: The length of the V/PB period needs to be extended in the period schedule. When calculating attendance credit, if the length of the period divided by the length of the standard day rounds down, not enough credit will be given. It is important to round up. The system will cap attendance if more than one day of time is allotted.

Q: I have my schedule set up as it was recommended, and now I have schedule gaps. What did I do wrong?

- A: It is normal to see a gap on the report for these students. For SAAR, the Schedule Gap Report will list students, but is only a warning. As long as the gaps on the report match the time when the student does not have seat time classes due to V/PB classes, attendance will calculate correctly. The gaps can be removed by using the Credit Recovery Placeholder (960001) or the Dual Credit Placeholder (950001). It may be necessary to create two versions of the placeholders, one for attendance and one not marked for attendance. Students should not be scheduled into an attendance class unless they are with certified staff and attendance is taken.
- Q: Do I have to set up my V/PB courses outside of the school day?
- A: No, but it is the recommended practice. The classes can be entered during the standard day but that may cause the funding per day to be less than 1. All V/PB classes the student is attempting to pass must be scheduled in Campus.
- Q: Why do I have zero days on Record V when all my V/PB Classes have passing grades on the transcript?
- A: The SAAR only uses posted passing grades on the grading task of the section to calculate attendance credit for Record V. Be sure to post grades to the final grading task.
- Q: Where can I find more information about using the placeholder courses?
- A: See [Guiding Principles for Using Course Code 950001](#) and [Guiding Principles for Using Course Code 960001](#).
- Q: Is there any additional guidance on virtual and performance-based course set up?
- A: Virtual and performance-based course set up is covered in the [End of Year Process Data Clean Up](#) PowerPoint.