SAAR Application User Guide
2023-2024

Kentucky Department of Education

Jason Glass, Commissioner

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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. Use *Control+Click* to skip ahead in this new document to the instructions specific to the new application: How to submit via new SAAR Application:

General Process

Due Dates – All Three Cycles

Growth Factor	The Growth Factor is due to KDE 10 days after the last day of the second month, **but not later than November 1st of each school year.**
January Growth Factor	Five days after the last day of the school month chosen with the most attendance days in January of the current school year, but no later than February 20th of each school year.
SAAR	The SAAR is due to KDE by **June 30th**. It is strongly encouraged that districts submit and verify their reports as soon as possible. **Note**: If your school offers an extended calendar for programs such as Job Corp or KECSAC, send an email to Brad Kennedy with the expected submission date.

Focus Areas (All Three Cycles)

The SAAR data includes the following information collected by the school district for the entire school year aggregate day's attendance and absence:

- Race and gender count

- Adjustments for less than full-time attendance (Partial Day)

- Nonresident/non-contract

- Overage and underage

- Virtual/performance-based courses with a passing grade

- Eligible suspensions and eligible expulsions

- Up to 10 (ten) low attendance days due to weather

- Up to 10 (ten) low attendance days due to weather or health and safety – N Day Approved by KDE

- Five (5) lowest attendance days are automatically selected by the system

- Home Hospital attendance

- NTI Days

Note: All information is reported by school, grade level, and by transportation.

Report Basics

Growth Factor Basics

Purpose:
- KRS 157.360 (8) states, "Program funding shall be increased when the average daily attendance in any district for the first two months of the current school year is greater than the average daily attendance of the first two months of the previous school year." The percent of growth is multiplied by the previous school year's end-of-year ADA to determine the additional ADA funding a district will receive.
  Note - If a district does not incur any growth or shows a loss in ADA, there is no deduction of program funding to the district.
- KRS 157.370 (3) provides 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 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.

Growth Factor is a subset of SAAR.

   Note- See SAAR Basics for an in-depth description of data included in each record

GF Record #		Record Name		SAAR Record #
GF Record 1	=	Ethnic Count	=	SAAR Record 2
GF Record 2	=	Aggregate Attendance and Absence	=	SAAR Record 5
GF Record 4	=	Non-Contract/Overage/Underage	=	SAAR Record 9
GF Record H	=	Home Hospital	=	SAAR Record H

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January Growth Factor Basics

Purpose:

o KRS 157.360 (15) states that "during a fiscal year, a school district may request that the Department of Education recalculate its funds allocated under this section if the current year average daily attendance for the twenty (20) day school month as defined in KRS 158.060(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 (1%). 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 program to support education excellence in Kentucky."

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

o January Growth Factor Report is not a requirement.

Superintendent's Annual Attendance Report (SAAR) Basics

Purpose

o The Superintendent's Annual Attendance Report (SAAR) provides year-end attendance information used to calculate the school district's enrollment, membership, average daily membership (ADM), percent of attendance, home, and hospital ADA, and adjusted average daily attendance (AADA). All information is reported by the school, grade level, and by transportation code.

o ***Regarding AADA:*** The attendance calculation in Infinite Campus does NOT divide grade 00 in half. Once the numbers are sent for SEEK calculating, grade 00 will be adjusted at that point. Furthermore, if a student is retained in Kindergarten with a 00 for the first year and a 00 for the second year, grade 00 will be adjusted in the SEEK calculation for the second year also.

Note: Grade 00 is Kindergarten; grade 14 is an exceptional learning

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SAAR includes the following 10 Focus Area Records

Record #	Record Name	Description
Record 1	Calendar	*A list of all attendance days, school days (including professional development, opening, closing, holiday, disaster, NTI, planning, weather, other, etc.) by school*
Record 2	Enrollment/Reenrollment	*A record of all enrollment and re-enrollment codes by grade, school & district*
Record 3	Withdrawals	*A record of all withdrawal codes by grade, school & district*
Record 5	Ethnic Count (R2 – R3 = R5)	*A record of all enrollments by grade broken down into ethnicities by grade, school & district (*remember, your totals from R2 – R3 should = R5*)*
Record 7	Aggregate Attendance	*A record of aggregate days attendance, aggregate days absent, and adjustments, broken down by T-code by grade, school & district*
Record 9	Non-Contract Overage/Underage	*A record of aggregate days attendance, aggregate days absent, and adjustments, broken down by T-code specific to non-contract, overage, underage students by grade, school & district*
Record H	Home/Hospital	*A record of aggregate days attendance, aggregate days absent, and adjustments, broken down by T-code specific to students that were enrolled in Home Hospital attendance group by grade, school & district*
Record L	Ten Low Attendance Weather Days	*A record of aggregate days attendance, aggregate days absent, and adjustments, broken down by T-code for the 5 Low Attendance days, automatically dropped as a benefit to the district*
Record W	Five Low Attendance Days	*A record of aggregate days attendance, aggregate days absent, and adjustments, broken down by T-code for any Weather Days (a district can use up to 10) by school & district*
Record N	Non-Traditional	*A record of aggregate days attendance, aggregate days absent, and adjustments, broken down by T-code for NTI days by school & district. Please note, this data will show as 0 as there is no attendance on an NTI day.*
Record V	Virtual	*Virtual: Virtual Proficient Aggregate Attendance Days' attendance for students who receive a proficient (pass) grade are populated on this record.*
Record S	Suspension	*Suspension: Eligible (10 days) Out of School Suspension Aggregate Absent Days (SSP3) attendance for students who have been suspended appears on this record (up to10 days per student).*
Record X	Expulsion	*Expulsion: 'District Eligible Expelled Aggregate Absent Days' (SSP1 + SSP2) attendance for students who have been expelled appear on this record, up to 175 of eligible expulsion per student*

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You will want to review your data in preparation for SAAR submission. This checklist of data cleanup reports should be run before submission. Following the checklist are instructions for running each report.

1. Ethnic Count Manual Verification

2. State Enrollment Overlap Report

3. Missing Enrollment End Status

4. Kindergarten Full-Day/Half-Day Indicator

5. ADA/ADM Report – Full Year

6. Student Schedule Gap

7. Overlapping T-Codes

8. Missing T-Codes

9. Period Schedule Gaps

10. Non-Resident/Non-Contract Students

11. Non-Resident/Contract Students – Added

12. Overage/Underage

13. Expulsion Attendance

14. Partial Day Students

15. Home Hospital Students

16. Funding Gap Audit Report

17. Behavior Attendance Audit

18. District Daily Attendance Report

19. Approved Amended Calendar (SAAR cycle only) – **Your amended calendar must be submitted and approved via Web Calendar Application**.

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1. **Ethnic Count Manual Verification** (Active students/last day of the 10th month of school)

   Path: KY State Reporting > SAAR Report > Check box R2 and R3 and select extract format of PDF, All Calendars, and leave the date range blank.

   o Run Record 2 and Record 3 of the SAAR Report, making sure the totals add correctly.

   ✓ R2 (Enrollment + Reenrollment) – R3 (Withdrawals) = R5 (Ethnic Count)

   ✓ This verification can be run by each school as well as at the district level.

   Note: Ethnicity codes may not match if a withdrawal code was left off or if students were enrolled and their ethnicity was **not** entered in during enrollment. These are the first two places to check if codes do not match correctly.

The following screenshots show this process. 7153 (R2 total) – 985 (R3 total) = 6168 (R5 total)

District

Grade	E01	E02	E03	R01	R02	R06	R20	R21	E98	Total
00	513	10	0	1	11	1	0	48	0	584
01	387	7	0	0	18	0	2	27	0	441
02	468	11	0	0	19	1	2	36	1	538
03	494	6	0	0	18	1	1	36	0	556
04	490	5	0	0	20	1	2	36	0	554
05	507	6	0	1	15	1	1	38	0	569
06	512	13	0	0	8	0	2	38	0	573
07	508	7	0	0	13	0	4	31	0	563
08	457	10	0	2	15	0	2	41	0	527
09	611	3	0	1	19	4	1	56	0	695
10	491	4	0	9	19	3	1	46	0	573
11	420	4	0	14	20	2	2	17	0	479
12	403	3	0	50	15	4	1	21	0	497
14	4	0	0	0	0	0	0	0	0	4
Total	6,265	89	0	78	210	18	21	471	1	**7,153**

District

Withdrawal Codes

Grade	W01	W02	W07	W08	W09	W12	W17	W20	W21	W22	W23	W24	W25	W26	W27	W28	W29	W30	G01	G02	G03	G04	Total
00	1	9	0	0	0	0	1	5	0	32	0	0	0	0	0	0	15	0	0	0	0	0	63
01	0	17	0	0	0	0	0	2	0	21	0	0	0	0	0	0	12	0	0	0	0	0	52
02	0	14	0	0	0	0	0	2	0	33	0	1	0	0	0	0	16	0	0	0	0	0	66
03	0	15	0	0	0	0	0	1	1	26	0	2	0	0	0	0	8	0	0	0	0	1	54
04	1	17	0	1	0	0	0	1	1	33	0	1	0	0	0	0	9	0	0	0	0	0	64
05	0	16	0	0	0	0	0	2	0	30	0	4	0	0	0	0	10	0	0	0	0	0	62
06	1	8	0	0	0	0	0	6	1	27	0	1	0	0	0	0	5	0	0	0	0	0	49
07	3	14	0	0	0	2	0	9	2	23	0	4	0	0	0	0	7	0	0	0	0	0	64
08	0	15	0	0	0	0	0	11	0	31	0	1	0	0	0	0	10	0	0	0	0	0	68
09	11	16	0	1	0	12	0	15	2	43	0	9	0	1	0	0	5	1	0	0	0	0	116
10	15	21	0	0	0	10	0	12	0	41	0	9	0	0	0	0	4	0	1	0	0	0	113
11	41	27	0	0	0	2	0	5	1	17	1	5	3	0	0	0	6	0	4	3	0	0	115
12	0	13	0	0	0	2	0	5	0	13	0	4	0	0	0	0	2	0	14	38	7	0	98
14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Total	73	202	0	2	0	28	1	76	8	370	1	41	3	1	0	1	109	1	19	41	7	1	**985**

	White		Black		Hispanic		Asian		Hawaiian/Pacific Islander		American Indian/Alaskan		2 or More		Total		
Grade	**Male**	**Female**	**Male**	**Female**	**Male**	**Female**	**Male**	**Female**	**Male**	**Female**	**Male**	**Female**	**Male**	**Female**	**Male**	**Female**	**Total**
00	185	174	26	21	23	26	6	8	0	1	2	1	22	26	264	257	521
01	116	149	21	32	19	5	6	2	0	0	2	2	14	21	178	211	389
02	192	141	20	21	20	19	6	5	0	0	1	0	22	25	261	211	472
03	170	181	22	30	26	32	6	9	0	0	1	0	16	9	241	261	502
04	190	156	26	30	18	19	4	6	0	0	1	0	25	15	264	226	490
05	192	164	41	26	18	18	4	5	0	0	1	2	15	21	271	236	507
06	208	187	23	22	24	19	2	4	0	0	0	0	18	17	275	249	524
07	197	180	19	22	19	13	3	9	0	0	0	1	23	13	261	238	499
08	155	182	19	23	21	14	3	4	0	1	0	0	22	15	220	239	459
09	220	200	35	22	25	19	13	3	0	0	1	1	18	22	312	267	579
10	177	170	28	20	22	10	3	15	0	0	0	0	8	7	238	222	460
11	118	161	17	11	17	16	5	6	0	0	0	1	6	6	163	201	364
12	160	139	16	21	15	15	5	6	0	0	0	0	8	14	204	195	399
14	2	0	0	1	0	0	0	0	0	0	0	0	0	0	2	1	3
Total: 14	**2,282**	**2,184**	**313**	**302**	**267**	**225**	**66**	**82**	**0**	**2**	**9**	**8**	**217**	**211**	**3,154**	**3,014**	**6,168**

2. State Enrollment Overlap

Path: Student Information > Reports > State Enrollment Overlap

Enrollment overlaps occur when the beginning/end dates of one primary enrollment overlap with a second primary enrollment record for the same student. **KDE will __not__ process a district SAAR until all *primary* (see "TYPE P" in the graphic below) overlaps more than one day are correct.**

o *Review Step*: The State Enrollment Overlap report will identify these overlapping records, which should be corrected by working with the other district involved.

Note - One-day overlaps are allowed and should remain within Infinite Campus except for a one-day overlap in the same district. Be very careful which enrollment record gets end-dated as attendance and grades are tied to enrollment.

All Districts

Student (#)	District	School	Year	Grade	Start/End Date	Type	Percent	Overlap Days
(#_____)	Franklin County	FRANKLIN COUNTY HIGH SCHOOL	20-21	09	08/26/2020-06/30/2	21 P		
	Fayette County	Lafayette High School	20-21	09	01/15/2021-06/30/2	21 P		167

3. **Missing Enrollment End Status Report**

   Path: KY State Reporting > Edit Reports > Missing Enrollment End Status Report

   This report identifies students who have an enrollment with an end date but no associated end status.

4. **Kindergarten Full-Day/Half-Day Indicator**

   Path: System Administration > Calendar > Calendar > Grade Level

   o Districts may have full or half-day Kindergarten classes or a combination of both. The state of Kentucky provides funding for 50% (half) of Kindergarten ADA even if a school district chooses a full day of Kindergarten. This funding adjustment is made after the Submission of the SAAR to KDE. The appropriate Kindergarten code is selected from the Kindergarten Code dropdown menu:

   - ✓ **BDK:** Full and Half Day Kindergarten

   - ✓ **FDK:** Full Day Kindergarten

   - ✓ **HDK:** Half Day Kindergarten

5. **ADA/ADM Report – Full Year**

   Path: Attendance > Reports > ADM and ADA Report

   The ADM and ADA Report summarizes data from Kentucky's attendance calculation. Select the 'Detail Report Type' to generate a list of individual students' attendance data for the calendar selected in the toolbar. Select the 'Summary Report Type' to generate an overview of school-wide attendance data for one or more calendars. When running the 'Summary Report Type' against multiple schools, select 'All Schools' in the toolbar and choose the desired calendars from the calendar picker.

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

6. **Student Schedule Gaps**

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

   This tool is used to locate student schedule gaps. The report shows days the student has schedule gaps, from the enrollment date to the withdrawal date (if applicable).

   - *Review Step*: Correct any schedule gaps for any dates shown on this report. Perform this for any withdrawn students as well, since they do affect the attendance reports.

7. **Overlapping T Codes**

   OVERLAPPING

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

   Students with overlapping transportation codes need to be corrected. Run this query for each school.

   Note - If the Year is set to the current school year, then the search function for this ad hoc will only find students active within the current year with a T-code overlap. The overlap could be within any school year.

   o *Review Step*: Correct any overlapping transportation records.

8. **Missing T Codes**

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

   All students should have a T code associated with their school enrollment record. Run the Missing T Code filter for each school.

   o *Review Step*: Assign a transportation code and enter a date segment for students. Transportation segments are school-specific. An enrollment record at each school should have a transportation record associated with it.
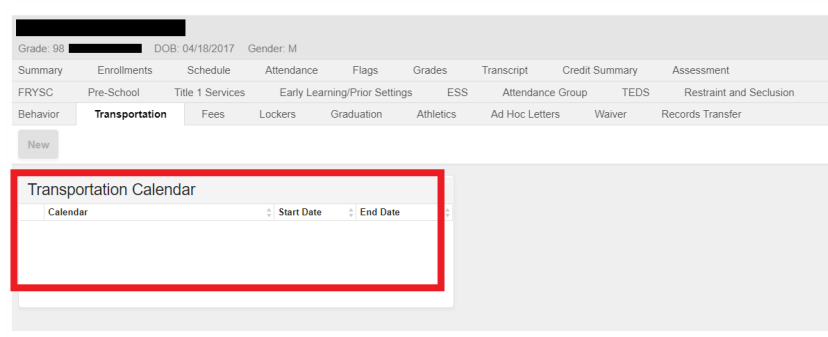
9. Audit End Dated T Codes

Path: Ad Hoc Reporting > Data Export > State Published > Student Audit End-dated T-Code Record

This ad hoc will identify students with transportation codes that have been end dated prior to the end of their enrollment record.

- o *Review Step*: Locate Students who were enrolled, listed with t-codes and was a 'no show' or left and then came back for part of the year.
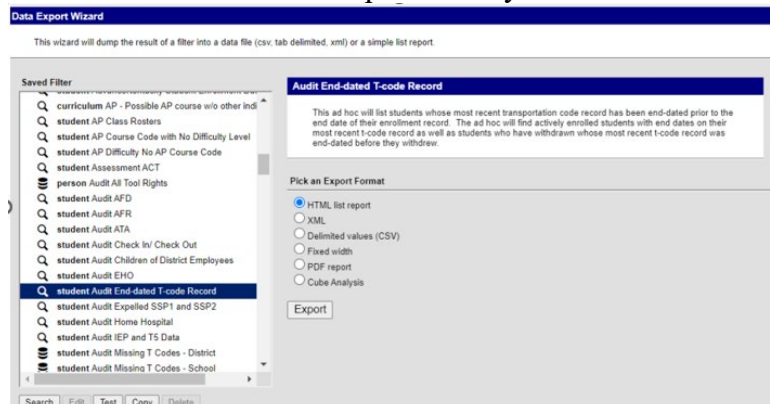
10. Period Schedule Gaps

Path: System Administration > Calendar > Calendar > Periods Tab

- o *Review Step*: Ensure no time gap from period end to period start. Include passing the time, lunchtime, and recess within periods.

11. Non-Resident Non-Contract-Out of State Students

Path: Ad Hoc Reporting > Filter Designer > State Published > Audit Non-Resident Non-Contracts-Out of State

Student Audit Non-Resident Non-Contract ad hoc identifies students who are non-residents-out of state and **do not** have a contract agreement.

Note - The district should maintain the 'Resident District' value to indicate the resident district of any student who does not reside in the district.

o *Review Step:* Verify that these students reside out of state and you do not have a contract with that district.

Below is the proper setup for a Non-Contract student-Out of State

Path: Student Information > General > Attendance Group Tab

12. <u>Non-Resident Contract Students</u>

Path: Ad Hoc Reporting > Filter Designer > State Published > Audit Nonresident Contract

The Student Audit Non-Resident Contract ad hoc identifies students who are non-resident and **<u>do</u>** have a contract agreement or are the child of a district employee.

o *Review Step*: Verify that non-resident students have a contract on file.

Note: The district should maintain the district's 'Resident District' value to indicate the resident district of any student who does not reside in the district. If students on this ad hoc do not reside outside of your district, remove the resident district from their enrollment.

The path shown below is the proper setup for a contract student

Path: Student Information > General > Enrollments

13. **Overage/Underage**

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

This report identifies underage/overage students for further review. Check the list for accuracy of student DOB or that all students with a waiver are correctly identified.

- o *Review Step*: Run this report for "All Schools, All Calendars."

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

  - ✓ Grade 14 may only be selected for Special Education Students participating in Alternate Assessment, as determined by the student's Admissions and Release Committee and documented on his or her IEP. This student must turn 17 years of age on or before October 1st of the current school year and have progressed through a grade 12 assessment.

  - ✓ State Grade Level 20: Post-Secondary should only be selected for those persons taking adult classes. Adult education students enrolled in this grade

level should be marked state exclude and scheduled into a calendar marked Exclude

> ➢ State Grade Level 20 should not be used for a student under 21 that has not received their diploma.

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

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

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

Note An underage student will not receive funding for the entire year unless they qualify for a waiver and the waiver checkbox is marked on the enrollment tab. This is indicated on the waiver checkbox on the Enrollment tab under State Reporting Fields.

Path: Student Information > General > Enrollments

14. Expulsion Attendance

Path: KY State Reporting>Edit Reports>Expulsion Attendance Report

This report identifies students expelled with state code SSP2 and has invalid data due to the attendance data not being appropriately entered to match the start date and/or end date/time for the behavior resolution.

- o The state Expulsion code SSP2 for *Expulsion Not Receiving Services* requires that a student have a standard attendance event for Absent / Unexcused that matches precisely the start and end date at the time of resolution.

o If a student is expelled with or without services and the event happened during the prior year, an exempt absent code must be used to receive funding. For example, the code, CEX – Carryover Expulsion Excused and CEU – Carryover Expulsion Unexcused (mapped to Status "Absent," Excuse "Exempt")

15. **Partial Day Attendance Group**

Path: Ad Hoc Reporting > Filter Designer > State Published > Audit Partial Day

This ad hoc can be used to identify students with a partial day attendance group.

o *Review Step*: Ensure that the setup is correct for partial day students.

Verify start date, start time, and end time match the student's IEP (as applicable). Further information on partial day setup is available through the Attendance Group (KY).pdf document downloaded from Campus Community with Infinite Campus (user ID and password required). You can also click on the hyperlink below for further details.

16. **State Attendance Groups – Home and Hospital**

Path: Ad Hoc Reporting > Filter Designer > State Published > Audit Home Hospital
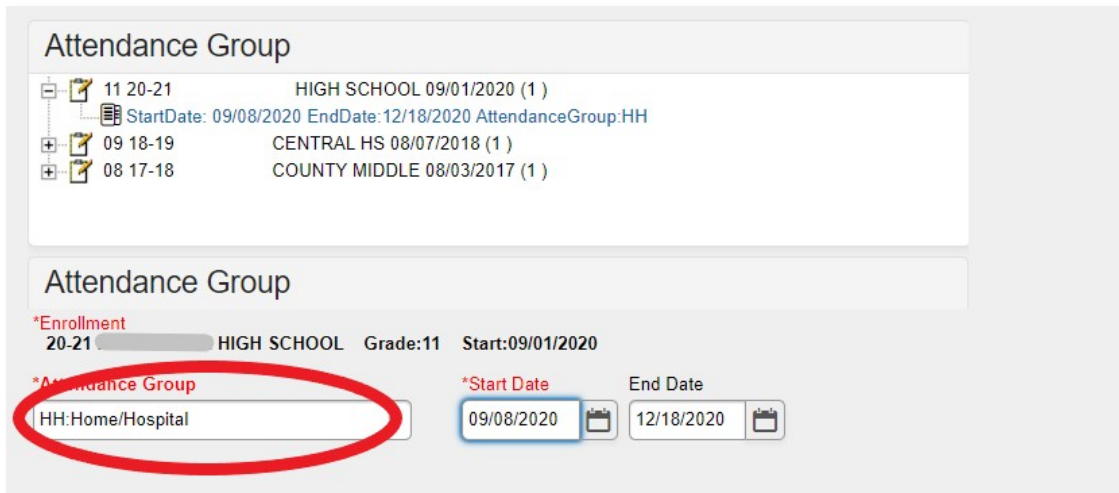
This report identifies students in any of the attendance groups

o *Review Step*: Ensure the attendance is appropriately marked for the HH students

Note: Use the IC Attendance Wizard to mark the student's attendance as HH from the initial entry date into the HH program until the end of the school year. (This prevents teachers from taking attendance for a student who is in the HH attendance group). When the student returns to school, remove the HH attendance code using the Attendance Wizard. The student's HH attendance group record should be end-dated upon the student's return to the regular school program via the Attendance Group tab.

- o Any student eligible for HH must be put in the HH attendance group to receive total funding through the SEEK.

Note: Districts with a separate HH-only school (*i.e.,* 998, 999 schools) must enroll every student in the HH attendance group.

Example Ad hoc report:

17. **Funding Gap Audit Report**

   KY State Reporting > Funding Gap Audit

   - o This report is to how much seat time the student will earn and how much performance/virtual attendance credit they will earn if they pass.

   - o The report is designed to look at a student's schedule and display the percentage of attendance used to calculate funding for seat time attending classes and virtual/performance-based classes. You should see approximately 96% total since lunch and passing time are omitted.

- o 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

		Seat	V/PB	Funding Gap	Funding Gap	Partial	Active	V/PB Period	Check Funding
Student Name	Grade	Time %	%	Start Date	End Date	Day	SpEd	Length	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	

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Funding Gap Audit
18-19   ABC High School

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.

Note: You can run your ADA/ADM Report and your SAAR, Detail Record V, and compare it to the Funding Gap Audit Report totals. These reports will not be exact since the Funding Gap Audit report was not designed to give exact percentages but should give an idea of attendance possibly earned for students taking performance/virtual-based classes.

18. Suspension Attendance

Path: Ky State Reporting>KDE Reports>Safe Schools

This report identifies those students who were suspended and have invalid data. The attendance data was not entered correctly to match a behavior resolution, or the behavior resolution doesn't match attendance data for a state-coded suspension.

- o The state suspension code SSP3 – Out of School Suspension - requires the proper associated state attendance code of 'S,' and the suspension must match the exact date and time of the resolution.

- o There is the possibility a user could input the Suspension attendance entry date without having the associated behavior resolution.

- o Ensure errors and warnings involving SSP3: Out of School Suspension Resolutions and S: Suspension Attendance are resolved before submitting SAAR

Note: Sometimes, this report shows errors when days are shortened, but they are not actually errors.

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19. District Daily Attendance Report

Path: KY State Reporting > SAAR Report > District Daily Attendance

The *District Daily Attendance Report* should be used to determine low attendance weather days. A district can claim up to ten low weather days. Last year's AADA will be used on the days chosen.

- o This report will show all of the days above last year's AADA to help determine eligible days.

- o Follow the steps below to determine low weather days for your district.

  Note: This is not mandatory. A district does not have to claim weather days.

Begin the process by finding last year's AADA. This can be found on your SAAR Attendance Summary in the SAAR system, under historical reports. Use the AADA without kindergarten adjustment. You will add Grade 00 AADA and Grade 1-12 AADA to get your previous year AADA. The example shown is from the school year 2021-22. That is the number you will need for this report. We must go back one year before finding the previous year's AADA.

Previous year AADA = 2433.89

Grade 00 AADA	Grade 1-12 AADA
0.00	739.20
0.00	28.41
0.00	569.19
0.00	587.63
179.08	330.37
179.08	2,254.81

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Instructions for Infinite Campus

- Type in "Last Year's Full SAAR ADA" found on the prior year attendance summary report

- Click the "Load 5 Low Att. Days" button, which will automatically fill in the five low attendance days

- Check the "District Daily Attendance" box

- Generate Report

Superintendent's Annual Attendance (SAAR) Report
District Daily Attendance
County: Hopkins   Phone: (270)797-3811   Fax: (270)797-5201   Whole School Year   08/15/2018 - 05/24/2019
Generate on 03/18/2019 01:40:53 PM   Page 1 of 2   Days: 175   Shorten Days: 0   Students: 610   Absent Rate: .8%

Date		Present	Absent	Total	%	Type	Date		Present	Absent	Total	%	Type
05/24/2019 L	F	319.00	.00	319.00			11/08/2018	Th	595.00	.00	595.00		
10/15/2018 L	M	558.50	35.50	594.00	6.0%		11/09/2018	F	595.00	.00	595.00		
08/27/2018 L	M	559.00	36.00	595.00	6.1%		11/12/2018	M	595.00	.00	595.00		
09/10/2018 L	M	559.50	30.50	590.00	5.2%		11/13/2018	Tu	595.00	.00	595.00		
08/28/2018 L	Tu	561.50	32.50	594.00	5.5%		11/14/2018	W	595.00	.00	595.00		
09/24/2018	M	561.50	30.50	592.00	5.2%		11/15/2018	Th	595.00	.00	595.00		
09/17/2018	M	561.50	27.50	589.00	4.7%		11/16/2018	F	595.00	.00	595.00		
09/18/2018	Tu	565.50	23.50	589.00	4.0%		11/19/2018	M	595.00	.00	595.00		
09/04/2018	Tu	566.00	26.00	592.00	4.4%		11/20/2018	Tu	595.00	.00	595.00		
09/05/2018	W	566.00	25.00	591.00	4.2%		11/26/2018	M	595.00	.00	595.00		
10/17/2018	W	566.50	28.50	595.00	4.8%		11/27/2018	Tu	595.00	.00	595.00		
10/16/2018	Tu	568.50	26.50	595.00	4.5%		11/28/2018	W	595.00	.00	595.00		
10/05/2018	F	568.50	25.50	594.00	4.3%		11/29/2018	Th	595.00	.00	595.00		
09/06/2018	Th	568.50	22.50	591.00	3.8%		11/30/2018	F	595.00	.00	595.00		
08/31/2018	F	569.50	24.50	594.00	4.1%		12/03/2018	M	595.00	.00	595.00		
10/01/2018	M	569.50	24.50	594.00	4.1%		12/04/2018	Tu	595.00	.00	595.00		
09/25/2018	Tu	569.50	22.50	592.00	3.8%		12/05/2018	W	595.00	.00	595.00		
09/27/2018	Th	570.00	24.00	594.00	4.0%		12/06/2018	Th	595.00	.00	595.00		
09/13/2018	Th	570.00	19.00	589.00	3.2%		12/07/2018	F	595.00	.00	595.00		
09/19/2018	W	571.00	18.00	589.00	3.1%		12/10/2018	M	595.00	.00	595.00		
09/28/2018	F	571.50	22.50	594.00	3.8%		12/11/2018	Tu	595.00	.00	595.00		
09/12/2018	W	571.50	18.50	590.00	3.1%		12/12/2018	W	595.00	.00	595.00		
09/14/2018	F	571.50	17.50	589.00	3.0%		12/13/2018	Th	595.00	.00	595.00		
09/11/2018	Tu	572.00	18.00	590.00	3.1%		12/14/2018	F	595.00	.00	595.00		
10/02/2018	Tu	572.50	21.50	594.00	3.6%		12/17/2018	M	595.00	.00	595.00		
10/04/2018	Th	573.00	21.00	594.00	3.5%		12/18/2018	Tu	595.00	.00	595.00		
10/03/2018	W	573.50	19.50	593.00	3.3%		12/19/2018	W	595.00	.00	595.00		
09/21/2018	F	573.50	18.50	592.00	3.1%		01/03/2019	Th	595.00	.00	595.00		
08/24/2018	F	577.00	20.00	597.00	3.4%		01/04/2019	F	595.00	.00	595.00		
08/29/2018	W	577.00	17.00	594.00	2.9%		01/07/2019	M	595.00	.00	595.00		
08/30/2018	Th	577.00	17.00	594.00	2.9%		01/08/2019	Tu	595.00	.00	595.00		
09/20/2018	Th	578.00	14.00	592.00	2.4%		01/09/2019	W	595.00	.00	595.00		
09/26/2018	W	579.00	15.00	594.00	2.5%		01/10/2019	Th	595.00	.00	595.00		
09/07/2018	F	579.50	11.50	591.00	1.9%		01/11/2019	F	595.00	.00	595.00		
08/20/2018	M	581.50	17.50	599.00	2.9%		01/14/2019	M	595.00	.00	595.00		
08/21/2018	Tu	583.00	16.00	599.00	2.7%		01/15/2019	Tu	595.00	.00	595.00		
08/23/2018	Th	583.00	15.00	598.00	2.5%		01/16/2019	W	595.00	.00	595.00		
08/22/2018	W	584.50	14.50	599.00	2.4%		01/17/2019	Th	595.00	.00	595.00		
08/17/2018	F	587.50	12.50	600.00	2.1%		01/18/2019	F	595.00	.00	595.00		
Last Year ADA		**593.50**					01/22/2019	Tu	595.00	.00	595.00		
10/18/2018	Th	595.00	.00	595.00			01/23/2019	W	595.00	.00	595.00		
10/19/2018	F	595.00	.00	595.00			01/24/2019	Th	595.00	.00	595.00		
10/22/2018	M	595.00	.00	595.00			01/25/2019	F	595.00	.00	595.00		
							01/28/2019	M	595.00	.00	595.00		

Once the report is generated, last year's ADA is shown in red, and the days below last year's AADA are above it in black. The report also shows the five automatic low attendance days automatically removed by putting a small 'L' out to the side.

After the five (5) lowest attendance days are automatically deducted, a district may request an adjustment for up to ten (10) additional days when district attendance was low due to weather-related conditions <mark>if all schools were in session.</mark> The district average daily attendance on these dates must be lower than the prior-year "Full" average daily attendance ADA for the adjustment to be approved.

District Attendance – L Days (Low Weather)

Path: System Administration > Calendar > Calendar > Days

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

* Event on this Day

Day Detail
Date 10/11/2018   Day # 40
Period Schedule
School Day ✔   Instruction ✔   Attendance ✔
Start Time   End Time   Duration 0
The duration field will be calculated automatically
Comments

Day Event
Type: L: Low Attn Weather (SAAR) ▼   Duration w/in Minutes

This only needs to be done on 1 calendar per district

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A district must keep documentation in the central office supporting the weather-related conditions that impacted attendance. If the district's request is approved, the aggregate attendance for each day is deducted and replaced with the prior year's average daily attendance (ADA) before calculating the district's ADA. See the example showing 1/12/16, 1/19/16, 2/8/16, 2/11/16, 3/18/16, 1/15/16, 3/1/16, 2/25/16, 2/16/16, and 1/21/16 as low weather days.

Once the changes have been made on the calendar, run the District Daily Attendance Report again and visibly see the weather days selected.

District Daily Attendance Report

This is what the report will look like after you've selected your low weather days. When you run the report, there will be a 'W' next to the chosen days.

The weather days will appear on the SAAR Enrollment Report.

Note: The records below will not be available when the 'state format fixed width' (text file) is run. It will be populated on R7 under the column 'Adjusted Aggregate Days.' All are additions to the base.

Record N – Non-Traditional Days (NTI)

Path>System Administration>Calendar>Calendar> Days

Non-Traditional Instruction Days (NTI) can be used when school facilities are closed due to weather or health/safety-related issue. KDE must approve a Non-Traditional yearly plan prior to the new school year. NTI days are considered a school day with instruction. During the 2019-20 and 2020-21 school years, additional NTI days were granted due to

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COVID-19. **NTI day procedures will revert to their original intended use beginning in the 2021-22 school year.** For more information regarding NTI days, click the following link: Non-Traditional Days

Note: No transportation is calculated for N Days.

- o You no longer need to wait for the Commissioner to approve the NTI Day. Mark it as NTI from the start. If it is <u>not</u> approved, KDE will contact the district.

- o *Review step*: Make sure you are approved for non-traditional days. Follow the path and select "Non-traditional Instruction" day. Check both the 'School Day' and 'Instruction' boxes. Choose 'N' for the event type.

You will see the N Day on the SAAR Report.

Record N showed the amount of attendance that was incorrectly saved in Infinite Campus. Before 2017-18, the attendance from Non-Traditional Days was included in Record 7. That was corrected this year, so Record N now shows all zeros since there is no attendance on NTI Days.

Grade	District Aggregate Non-Traditional Instruction Days - ABSENT TOTAL							Attendance Days
	T1	T2	T3	T4	T5	NT	Total	
00	.00	.00	.00	.00	.00	.00	.00	0
01	.00	.00	.00	.00	.00	.00	.00	0
02	.00	.00	.00	.00	.00	.00	.00	0
03	.00	.00	.00	.00	.00	.00	.00	0
04	.00	.00	.00	.00	.00	.00	.00	0
05	.00	.00	.00	.00	.00	.00	.00	0
06	.00	.00	.00	.00	.00	.00	.00	0
07	.00	.00	.00	.00	.00	.00	.00	0
08	.00	.00	.00	.00	.00	.00	.00	0
09	.00	.00	.00	.00	.00	.00	.00	0
10	.00	.00	.00	.00	.00	.00	.00	0
11	.00	.00	.00	.00	.00	.00	.00	0
12	.00	.00	.00	.00	.00	.00	.00	0
14	.00	.00	.00	.00	.00	.00	.00	0
Total	.00	.00	.00	.00	.00	.00	.00	0

Dates Selected	Attendance Day
Date 1	01/30/2019
Date 2	01/31/2019
Date 3	02/01/2019
Date 4	03/08/2019

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Submitting Growth Factor:

1) Complete the data mentioned above cleanup

2) Run the State Format Fixed Width for all Schools

3) Leave the date range blank

4) Select 'All Types' (R1, R2, R4, RH)

5) Generate Report

6) The file name should be saved as GFXXX.YY (XXX = District Number, YY= School Year)

   Example: GF011.19

7) Submit the file to KDE Submit via SAAR Application here

8) Also, be sure to run and save the "PDF" versions of the same files under the Extract Format field for comparison.

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Submitting January Growth Factor

The first step for a district is to determine if they qualify for January Growth. To do this, you will refer to your fall Growth Factor report via the SAAR application. Please note, this information used to be sent via email but is now provided for you in the Growth Factor reports tab.

The Gain Loss Summary is a new report to show the district the Required AADA to qualify for January Growth. In the example above, you can see the Required AADA to qualify for January Growth highlighted in red. The district can use this number and compare the AADA from the fifth or sixth month on the ADM/ADA Detail Report to see if they qualify.

The below example shows the Growth Factor email spreadsheet that was sent in the fall. The required AADA for the below example is 750.18. If the ADM/ADA Detail Report shows that amount or higher, the district *may* qualify for January Growth. Use the January Growth Calculator to see if your district qualifies. If your district has the required growth, submit a January Growth Factor Report.

Note: The ADM/ADA Detail Report does not include adjustments for non-contract, overage/underage, and ½ day kindergarten.

---

1. **Choosing the School Month**

   Check the calendar for the month (month 5 or 6) with the **most attendance days in January.**

   Path: System Administration > Calendar > Calendar > School Months

   ✓ Look at Month 5 and Month 6.

   This will show the dates in month 5 and month 6. Notice part of Month 5 falls in December and part in January. Month 6 falls in January and the month of February. These dates are necessary to determine which month has the most attendance days that fall only in January.

   1. **Print the Calendar Report**
      o Compare the dates to the Calendar Report (shown below) to determine which month has the most **Attendance** days in January.

      Path: System Admin | Calendar | Calendar | Days

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o Select 'Print,' and the Calendar Report will be visible.

Look at Month 5 and Month 6 on the Calendar Report and count the attendance days each month to determine which one has the most **Attendance** days in **January**.

- o In the example, Month 5 has 10 days, and Month 6 has 9 days.
- o **Note**: If either month had a Non-Traditional Day, it is **NOT** an attendance day and not part of the count.
- o This will determine which month to use for the January Growth Factor Report. In this example, Month 5 has 11 days and Month 6 only has 9, so for this example, we will choose Month 5.
- o Run the ADM and ADA Detail Report. Once you have determined the month, check to see if you are eligible for January Growth.

   Path: Attendance > Reports > ADM and ADA Detail

Note: The ADM/ADA Detail Report does not include adjustments for non-contract, overage/underage, and ½ day kindergarten.

- o **Compare the ADM/ADA District Summary Report to the Fall Growth Factor spreadsheet.**
    - ✓ In this example, the district may be eligible for January Growth. The funding ADA is 896.44, which is higher than the required growth AADA of 750.18. This district should submit a January Growth Factor Report.

Choose dates for the entire Month 5

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o **Generate January Growth Factor**

Path: KY State Reporting | SAAR Report

The January Growth Factor is done by submitting a SAAR Report following the Report Options:

- ✓ Extract Format = State Format (Fixed width)
- ✓ Date Range = Blank
- ✓ School Month = 5 or 6 (whichever one has the **most attendance days in January**.)
- ✓ Select Calendars = Check 'All Calendars'
- ✓ Year = 19-20
- ✓ Report Types = R5, R7, R9, RH
- ✓ Select 'Generate Report'
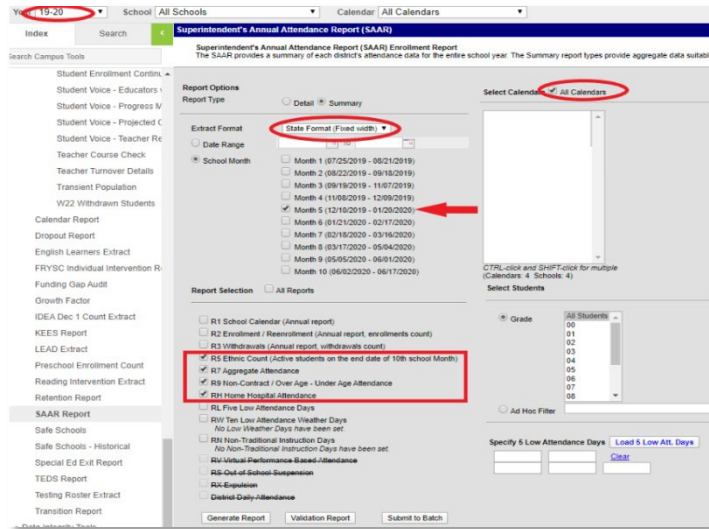
Submitting SAAR

Creating the SAAR State Format Fixed Width
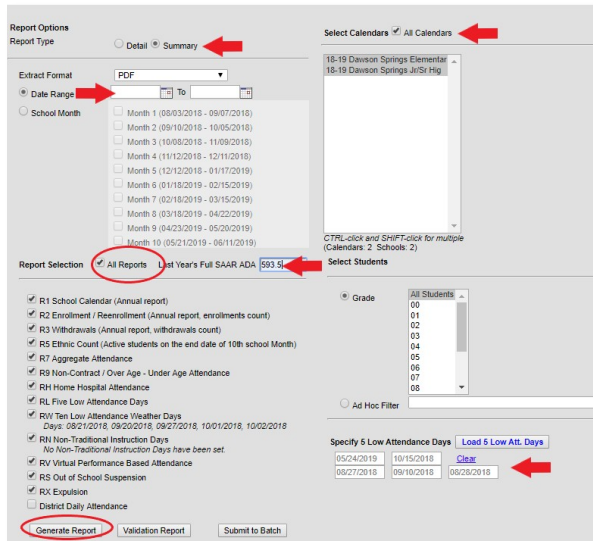
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Steps:

1. Extract Format should be set to State Format (Fixed width)

2. Select Date Range and leave the date range blank

3. Report Selection should be marked as All Reports

4. Enter in last year's Full SAAR AADA (relative for low attendance weather days)

5. Select Calendars should be marked as All Calendars

6. "Last Year's SAAR ADA" should be entered a last year's FULL AADA.

7. Generate Report

8. The file name should be saved as SAARXXX.YY (XXX = District Number, YY= School Year) Example: SAAR011.18

9. Submit the file to KDE.

The exact process as listed above should also be completed to generate the SAAR PDF for verification purposes. The SAAR PDF should be generated immediately following the SAAR State Format report. If the SAAR PDF is completed later, the information on the two reports may not match. Select the *Extract Format as PDF* with no other changes and generate the reports. Save these reports in the event they are needed for comparison purposes.

Additional SAAR

PDF AADA Report

The Calculation of SAAR AADA is as follows:

(Base Aggregate Days Present (R7) + Adjustment Aggregate Days Present (R7) + (Last Year's SAAR AADA * Sum of Weather Days and NTI days) – Low Attendance Weather (RW) NTI Days, Aggregate Low Attendance Days Present (RL), Aggregate Days Present (R9)) divided by Number of Days Taught minus 5

$$R7 + R7\ adjustment + AADA\ (W + N) - W - N - RL - R9$$

$$Instructional\ Days - 5$$

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SAAR Detail Reports

Several SAAR reports have detail reports that provide additional information. The reports use the same selection criteria, attendance calculation, and business logic as the primary records but provide additional information at the student level to aid in troubleshooting and analysis. The detailed reports provide school-level listings of individual students who appear on the corresponding SAAR records.

Detail reports can be run by selecting the "Detail" option in the extract editor for any of the following records: RV, RS, RX, R9, and RH. (For detail-level information on R7, refer to the ADA/ADM Detail report.)

Detail reports respond in the same manner as their primary records of SAAR for all extract editor features: ad hoc, grade, calendar select, school month selection, and date range.

R9 Overage/Underage Detail

Students appear on the R9 detail report when they meet the criteria for the Over Age/Under Age sections of Record 9 (Non-Contract Over/Under Attendance).

R9 Noncontract Detail

Students appear on the R9 Non Contract detail report when they meet the criteria for the Non Contract sections of Record 9 (Non-Contract Over/Under Attendance).

RH Detail

Students appear on the RH detail report when they meet the criteria for Record H (Home-Hospital Attendance). The detailed report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record H.

RV Detail

Students appear on the RV Detail report when they meet the criteria for Record V (Virtual/Performance). The detailed report provides a list of proficient students.

RS Detail

Students appear on the RS Detail report when they meet the criteria for Record S (Suspension Aggregate Attendance). The detailed report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record S.

RX Detail

Students appear on the RX Detail report when they meet the criteria for Record X (Expulsion Aggregate Attendance). The detailed report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record X.

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How to submit via new SAAR Application:

School district users will access the new SAAR system by using the following link: SAAR Application. You will then be asked to log in; this will be the same login credentials used to access your Microsoft Outlook. Once in the application, you will see your Home screen. Below is an example of your new Home screen.

A couple of quick notes regarding what you see on the HOME tab:

- o in the top right corner, you will see your basic info: your login, your school district

- o KDE contact info in the bottom right corner

- o Home, District Info, and Report Manager's tabs (more in-depth later in a guidance document)

Main Function of Home screen

Blocks for the three cycles of SAAR – Growth Factor, January GF, and SAAR

- o The three cycles will reflect the *current* year

- o The tab that is highlighted in green is currently open

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Block content definition:

- o **Status**: the status that the Infinite Campus file is in. Below you will find the different status categories:

    - ✓ Not Submitted – the district has not submitted a file yet.

    - ✓ Waiting KDE Review – Infinite Campus file submitted by the district, waiting for KDE review

    - ✓ Waiting District Review – has already been reviewed by KDE, no errors, now awaiting verification by the Superintendent

    - ✓ Waiting KDE to Complete – has been verified by Superintendent, now simply waiting on KDE to finalize

    - ✓ Complete – submission final, approved by all parties

    - ✓ Denied – the submission can be denied by the district superintendent or KDE at any point during the submission.

    - ✓ Withdrawn – The district has withdrawn submission

- o Next Action – Next action to be taken in the submission process

- o School Year – Current / open school year

- o Submitted On – Date Infinite Campus file was submitted

- o Active Issues – Errors related to the current submission

- o Resolved issues – Displays any issues that have been resolved

Buttons - Within the highlighted, open window, there are two buttons. In the example above, the top one says **Upload File** (if a file has already been submitted, it would say **View Submission**). The second button takes you reports that are already complete.
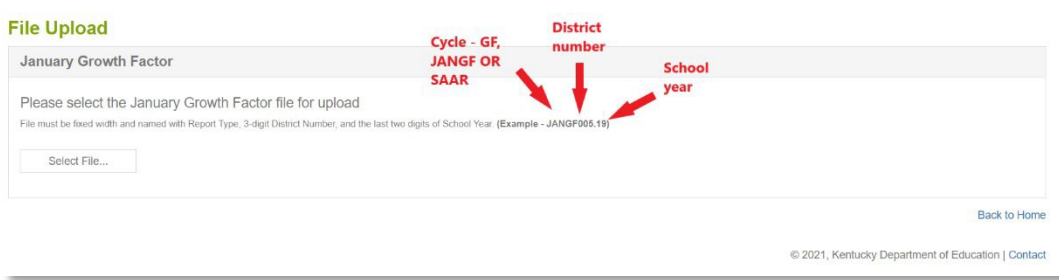
UPLOADING FILE

- o Your GF, Jan GF, and SAAR files will now be uploaded through this SAAR system instead of the KDE page you have used in years past
- o You will still format the file name the same as in years past; the file name should be saved as CYCLENAMEXXX.YY (XXX = District Number, YY= School Year) Example: SAAR011.18; JANGF005.19
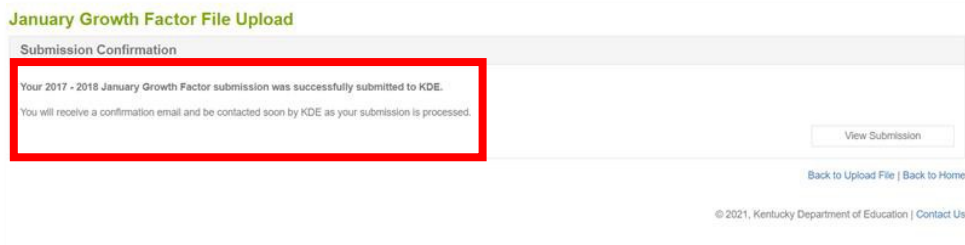
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SUBMITTING FILE

- If the file presents NO errors or warnings, it will submit without any additional steps, and the district user will see the screenshot below. From this screen, the District User and the Finance Officer roles can View submission. More details on the View Submission on page 45 below. The Superintendent role will be able to Verify the file (page 44) after KDE approves.
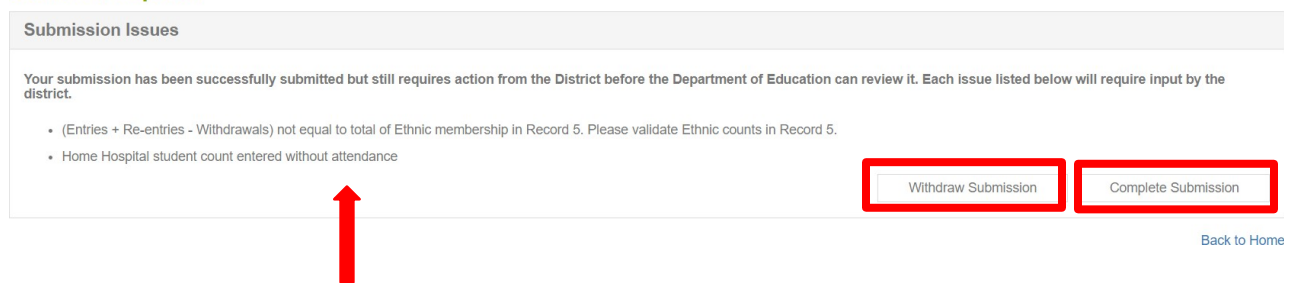

Click here for the full SAAR application workflow graphic:

SAAR application workflow graphic

- If the file presents NO errors or warnings, the district user has two choices:

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Note - The SAAR application will show what are the errors or warnings as seen above.

- ✓ **Withdraw submission** – this button will allow the KDE user to withdraw the submission to make any adjustments.

Note – the Withdraw submission button will ONLY be available for files presenting any errors or warnings. Some files present hard stops, which means the district users will need to generate the file from Infinite Campus to correct the errors and resubmit the file in the SAAR application.

- ✓ **Complete Submission** – This button allows you to move the file forward for the District User to resolve the issues before submitting the file. See below.

- ✓ **Resolving issues** – all issues must be resolved before submitting a file. To resolve the issues, the District User must click "Resolve" and type the warning reason. See below.

Note – the "Submit" button will not become active until all issue(s) are resolved.
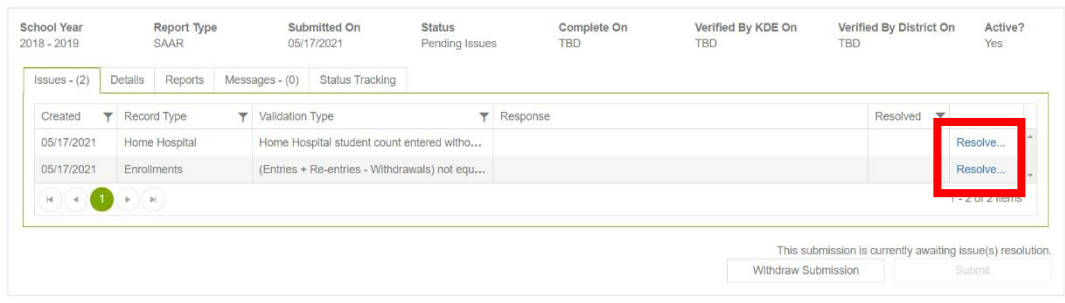
- ✓ **Cont. Resolving issues** – type the explanation for the error or warning (as shown below), then click Ok. After all the issues are resolved, the Submit button becomes active, and the District User can proceed with the file submission process by clicking on the "Submit" button.
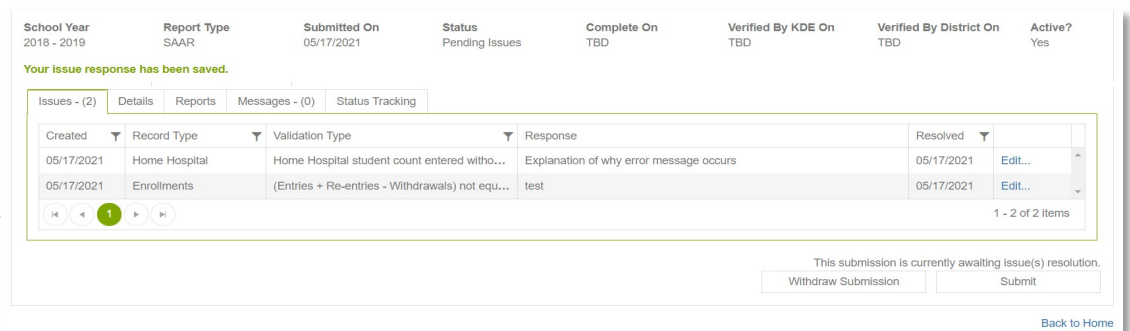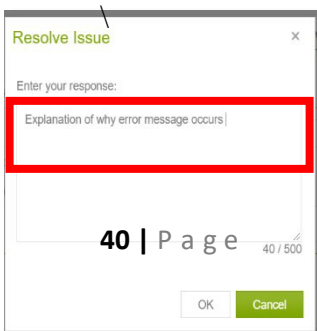
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SUPERINTENDENT APPROVES THE FILE

o   After the district submits the file, KDE reviews the submission and will "Approve" or "Deny" the file based on its validity.

> **If KDE denies the file** – the file status changes to "Denied," and a response with a Deny explanation will be sent to the District User role.

> **If KDE approves the file** – the file status changes to "Verified by KDE" and the Next Action for the district to be taken by the Superintendent.

o   For the Superintendent to Verify the file, they need to click on the Verify Submission button, as shown below.

o   At this point, the Superintendent can Deny or Approve the file based on its validity.

> **If the Superintendent denies the file** – the file status changes to "Denied," and a response with a Deny explanation will be sent to the District User role and KDE submission group.
> **If the Superintendent approves the file** – the file status changes to "Verified by the District," which will complete all activities the district needs to perform during a file submission in the SAAR application.
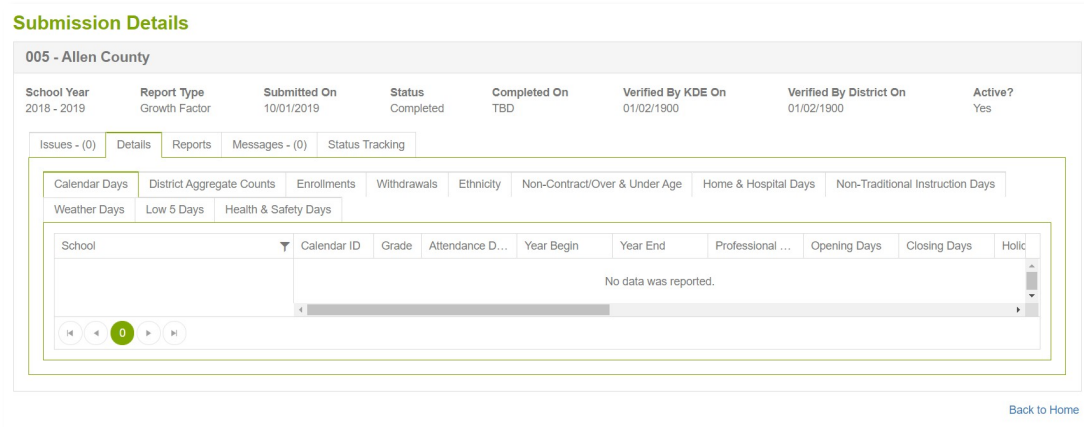
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VIEW SUBMISSION

o For reports already submitted, the View Submission button will be available. After file upload, the

o Issues – show any errors

o Details – will show detailed reports for all records submitted

  ✓ Note – not all records are submitted for each cycle

o Reports – downloadable PDF copies of cycle reports. Always accessible, no longer sent via email

o Messages – shows messages between KDE representative and district representative

o Status Tracking – shows submission, any resubmissions, etc

VIEW REPORTS

The Report Manager's tab shows pdf reports. From here, it can also toggle into other cycles and years. This is also the same functionality as the Report Manager's tab at the top of the page.
  o Please note, district-level reports will have a "DRAFT" watermark until final approval is complete from KDE. If a cycle is denied after completion, the watermark will show again until Final Approval from KDE.
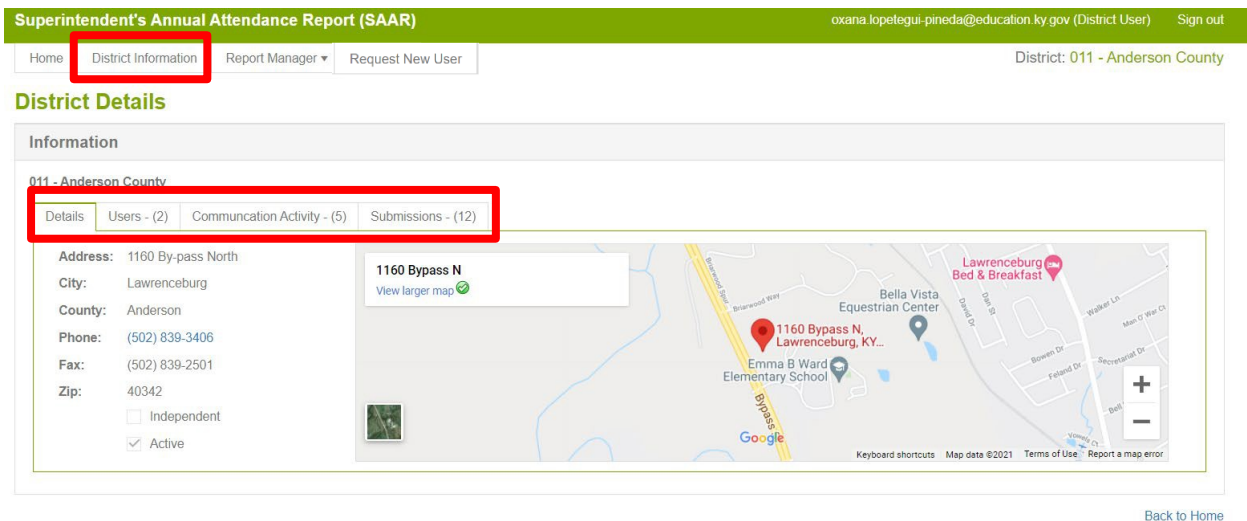
SAAR Application User Guide
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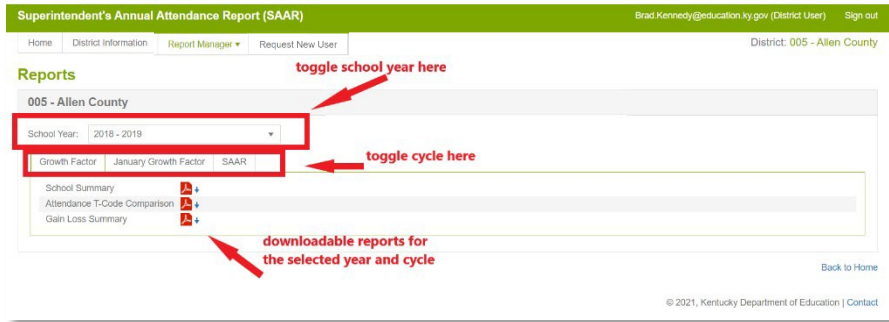
VIEW DISTRICT INFORMATION

Next to the Home tab, you will see the District Information tab. Within the District Information tab, you will also see four additional tabs.

- o The Details tab provides basic district information that is pulled in from SRIM.

- o The Users tab will be a list of all users and the roles these users fill.

  - ✓ Superintendent – needed to verify final reports

  - ✓ Finance Officer – can view only

  - ✓ District User – access to upload, edit files. This would include DPP and any other staff who needs access.

- o The Communication Activity tab provides an account of messages sent through the SAAR application and KDE.

- o The Submissions tab provides information on previous SAAR application submissions.

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There is also a Report Manager's tab at the top of the screen with the Home and District Information tabs. Using this tab will allow you to view all previously submitted reports for a given school year and cycle.

This information can also be accessed from the main Home screen dashboard by clicking View Reports, as noted on page 39.

REQUEST A NEW USER

Request new user access by clicking on the "Request New User" tab. Enter the following information:

- o First Name
- o Last Name
- o Email Address
- o Role

Click submit, which will trigger an email notification for KDE to add the person. Once the person is added, they will receive an email stating that they have been added to the SAAR application and can now log in using the Microsoft credentials.

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CONTACT KDE USING THE SAAR APPLICATION

The Contact Us tab allows district users to message KDE for SAAR questions. KDE receives the message via outlook and replies to the district via email.

- o Enter the message subject.
- o Type the message, and click "Send."

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Appendix:

Additional Information on Reports:

Growth Factor – 3 Reports

- School Summary
  - ✓ Legend included on the report
- Attendance T-Code Comparison
  - ✓ T1 – rides the bus over one mile twice daily
  - ✓ T2 – rides the bus under one mile twice daily
  - ✓ T3 – rides the bus over one mile once daily
  - ✓ T4 – rides the bus under one mile once daily
  - ✓ T5 – requires special transportation (IEP only)
  - ✓ NT – does not ride the bus
- Gain Loss Summary
  - ✓ This is the report created to take the place of the email that used to contain the same information – the key being the AADA required to qualify for January Growth.

January GF – 2 Reports

- Gain Loss Summary
- Attendance Summary

SAAR – 4 Reports

- Attendance Summary
  - ✓ Legend included on the report
- Attendance T Code Comparison
  - ✓ T1 – rides the bus over one mile twice daily
  - ✓ T2 – rides the bus under one mile twice daily
  - ✓ T3 – rides the bus over one mile once daily
  - ✓ T4 – rides the bus under one mile once daily

- ✓ T5 – requires special transportation (IEP only)

- ✓ NT – does not ride the bus

  o Transportation Summary

    - ✓ Legend included on the report

  o Attendance Adjustments

    - ✓ Legend included on the report

KSIS Data Standards

Data Standard Attendance (ky.gov) - This page provides guidance to help school districts with data standardization and data quality in the Kentucky Student Information System (KSIS)/Infinite Campus.