January Growth Factor
Training Reference

Developed by KDE
Office of District Support Services

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Overview of Growth Factor Report

Source: Legislative Research Commission

Purpose: 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."

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

Focus Areas: The January Growth Factor Report includes the following information for the school month chosen with the most attendance days in January of the current school year: aggregate days attendance and absence; race and gender count; adjustments for less than full-time attendance (Partial Day); nonresident/non-contract students; and overage and underage students. All information is reported by school, grade level, and by transportation code.

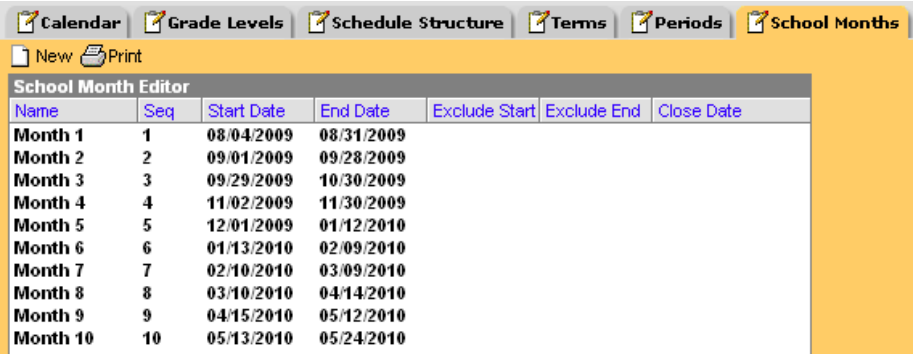
Due Date: The Growth Factor is due to KDE 5 days after the last day of the school month chosen with the most attendance days in January of the current school year.

Noteworthy:

- January Growth Report is not a requirement, it is an option.
- District Calendars must be up to date in Infinite Campus.
- District will submit a SAAR report to KDE with the records 5, 7, 9 and H attendance data.
- The same data cleanup rules apply as with a SAAR or a 2nd month Growth Factor submission.

Check calendar for month with the **<u>most attendance days in January</u>**

Path: System Admin | Calendar |Calendar |School Months



Name	Seq	Start Date	End Date	Exclude Start	Exclude End	Close Date
Month 1	1	08/04/2009	08/31/2009			
Month 2	2	09/01/2009	09/28/2009			
Month 3	3	09/29/2009	10/30/2009			
Month 4	4	11/02/2009	11/30/2009			
Month 5	5	12/01/2009	01/12/2010			
Month 6	6	01/13/2010	02/09/2010			
Month 7	7	02/10/2010	03/09/2010			
Month 8	8	03/10/2010	04/14/2010			
Month 9	9	04/15/2010	05/12/2010			
Month 10	10	05/13/2010	05/24/2010			

- Look at Month 5 and Month 6 dates.
- Compare the dates to the Calendar Report (shown below) in order to determine which month has the most **<u>Attendance</u>** days in January.

Path: System Admin | Calendar |Calendar |Days

- Select 'Print' and the Calendar Report will be generated.

Knox County 08/04/2009 through 06/14/2010	FLAT LICK ELEMENTARY 2009-2010 Calendar Year	Calendar Report 01/18/2010 // 12:44:27 PM

Legend

Non-instructional day

Non school day

Key Dates

Tu, Aug 4 ..... Non-instructional Day, Professional Day
We, Aug 5 ..... Non-instructional Day, Opening
Mo, Sep 7 ..... Non-instructional Day, Holiday
Th, Oct 8 ..... Non-instructional Day, Professional Day
Fr, Oct 9 ..... Non school Day, Other

July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

January

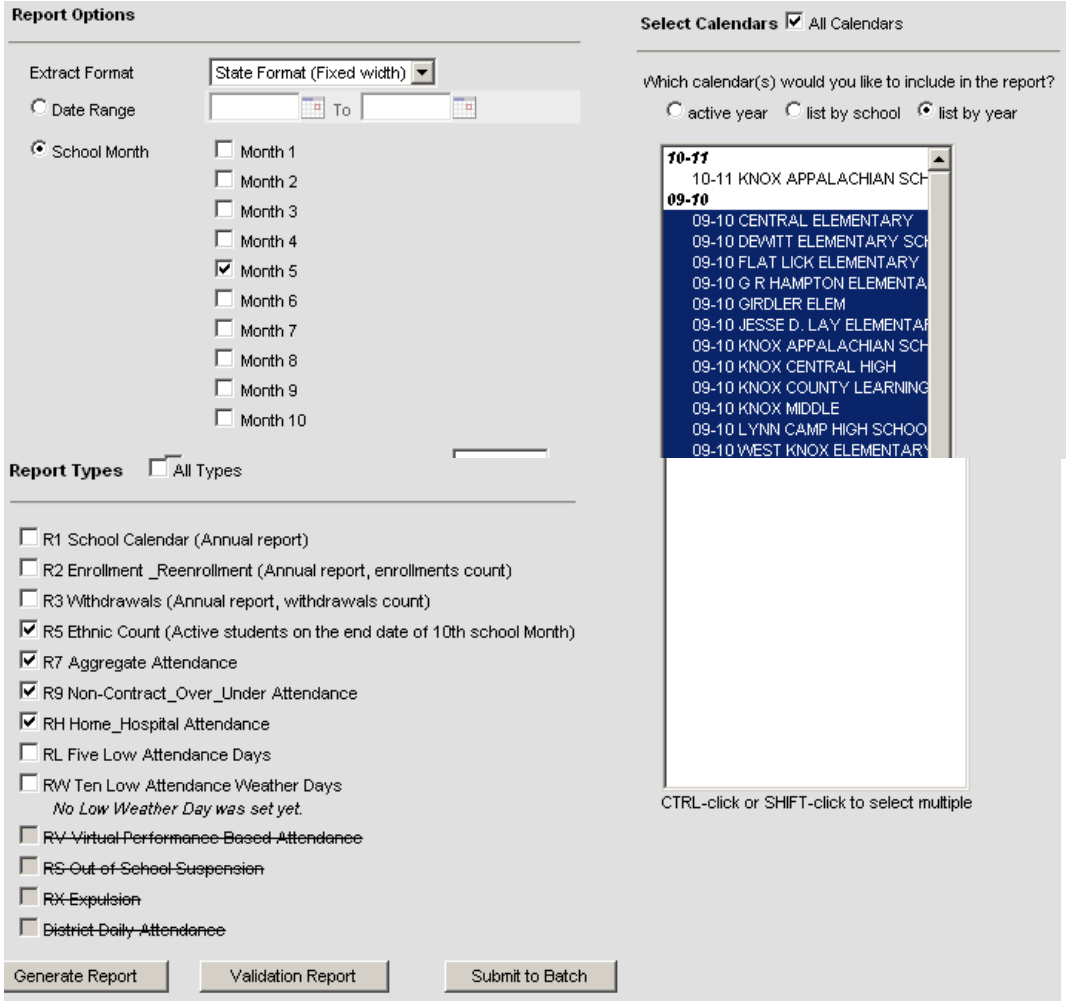
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

SAAR Records, Extract Format and File Saving

Path: KY State Reporting | SAAR Report

- The records to be selected are equivalent to the same records submitted on the 2nd month Growth Factor Report.



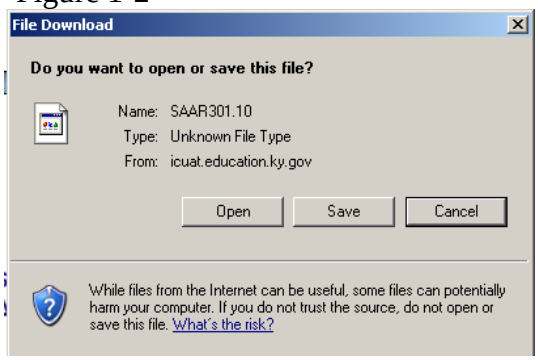
- Report Options:
  - Extract Format = State Format (Fixed width)
  - Date Range = Blank
  - School Month = 5 or 6 (whichever one has the **<u>most attendance days in January</u>**.)
  - Select Calendars = Check 'All Calendars'
  - List by year = 09-10
  - Report Types = R5, R7, R9, RH

- Select ‘Generate Report’

Figure 1-1

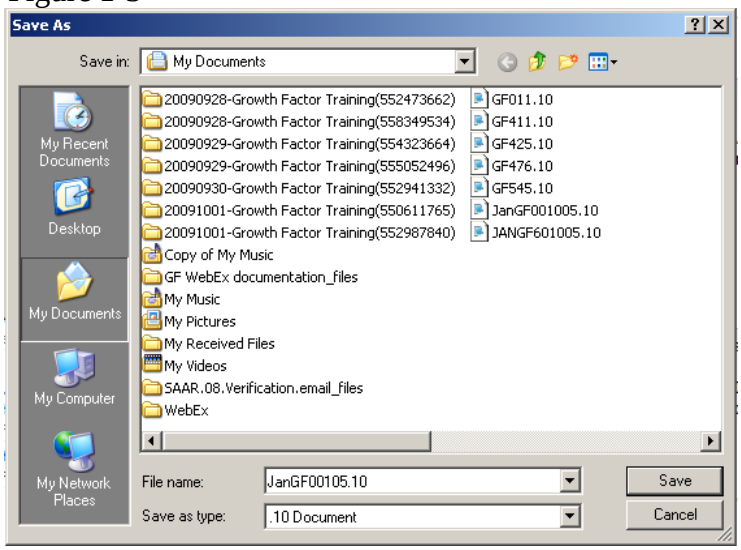
- Figure 1-1 will appear when file is generating.

Figure 1-2



- Figure 1-2 ‘File Download’ box will appear. Click Save.
- Note: After you have been prompted to save the file, figure 1-1 box can be closed because the file has been created. It may look like it is still generating, but if you get prompted with figure 1-2, then figure 1-1 can be closed.

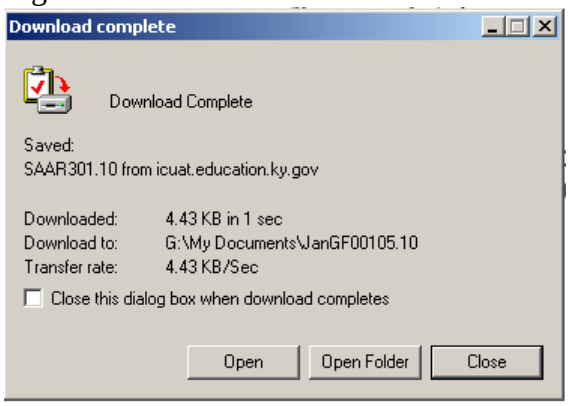
Figure 1-3



- Figure 1-3 'Save As' box will appear.
- File name should be entered as: jangfxxxxx.10
  (first three x's = 3-digit district number, last two x's = 2-digit school month)

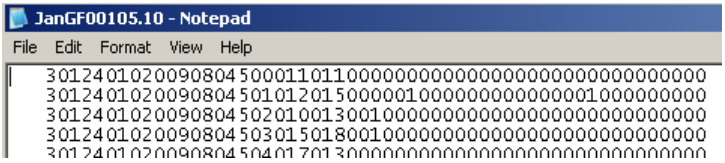
- Example= Adair County (001), School month 5 (05), School Year 2010 (.10) = jangf00105.10

Figure 1-4



- Figure 1-4 'Download complete' dialogue box may appear. Either 'close' the box or you can click 'open'.

- If you click 'open' the information below will be displayed. This is your 'text' file.



Submission to KDE

Website Submission Process

1. Each district January GF file is submitted via a Website link on the KDE homepage. This link can be located at: http://odss.education.ky.gov/jangrowthfactor/
2. Step by step instructions are shown below.
3. The file submitted goes through an error check and any errors present are listed on the page (See Appendix A)
4. Errors should be cleaned up before submission process is complete. In some instances, an error may be excusable or ignorable. District would consult with person at KDE processing the report.
5. Once errors are cleaned up, the submission can be completed by entering contact information such as; email, district number and comments.
6. Once file is submitted a series of events happen.
   - KDE Attendance Mailbox is notified
   - District who submitted receives a confirmation email
   - Text file submitted is loaded into KDEADA application

Growth Factor

Step 1: Locate the file

Press the "Browse" button and navigate to where your file is located. Only files named **GF[distict number].10** are accepted. The file you are submitting here is the 'State Format' (fixed width) from your student information system. Please **do not** send any PDF documents via this site.

Browse...

Step 2: Check your file

Press the "check file" button to send your file to be error checked and continue to Step 3. The error guide document on the left hand side of this page will show a list of all potential errors.

check file

Step 3: Review any errors

Below you will find any errors in your file. If there are errors, please correct them in your file and start over at Step 1. Steps 1 – 3 can be completed as many times as necessary. If no errors are present please continue to Step 4. If you complete step 4 your file will be locked and no new submissions can be made until KDE unlocks the file. If you need to resubmit, please email the KDE Attendance Mailbox. If you need assistance with an error please contact leigh.welch@education.ky.gov.

Errors in file: G:\My Documents\GF545.10

Distname	districtno	schno	grade	error_msg	lst_dt_upd	schyear
TAYLOR CO.	545	020	EL			10

Step 4: Submit your file

If everything is satisfactory, enter your email, district and any comments you want to send, then press the "submit file" button. Please put your phone number and the names of any additional people to be notified in the comments field. **REMINDER**: Once submitted, the file will have to be reset by KDE if a new submission is needed.

* your email

* your name

* your phone

* your district

comments

submit file

Thank you for your submission. KDE has been notified to review your data.

Step 5: Summary Reports

The submitted report will be reviewed and analyzed. KDE will generate your Growth Factor Summary Report and email your district a copy.

Step 6: Verification

Once you receive the Growth Factor Summary please review the contents carefully. If the summary report is satisfactory, **please reply via email KDE with an official statement of verification**. The Growth Factor will not be considered complete until KDE receives an official statement of verification.

Error Guide

On the Growth Factor file submission web page a Growth Factor Error Checks document is available (and also in Appendix A). Common errors for file submission are noted and districts should review this document prior to submitting their file.

Calculation of January Growth Factor

If the month selected for submission exceeds the 'prior year adjusted average daily attendance plus growth by at least 1%', then an adjustment in your district SEEK payments shall be proportional to the remaining days in the school year (subject to available funds).

- *First, you have to start with Prior Year AADA plus Growth*

Prior Year AADA plus Growth

Second month growth % is calculated as follows: (Current Year – Prior Year)/Prior Year

- Example numbers: (1153.975 – 1140.419)/1140.419 = a growth % of 1.1886

Growth Count generated. Growth % is multiplied by the Prior Year EOY AADA submitted on SAAR.

- Example SAAR AADA = 1121.519. So, 1121.519 x 1.1886 = a growth count of 13.33

Growth Count of 13.33 should be added to the Prior Year EOY AADA (SAAR) 1121.519 to generate Prior Year AADA Plus Growth of 1134.849. This is the AADA that your SEEK funding is based on.

- *Second, you determine if the JanGF exceeds the AADA plus growth by 1%*

Is January Growth Factor AADA greater than 1% of the Prior Year AADA plus Growth?

Prior Year adjusted average daily attendance plus growth = 1134.849

January Growth Factor % of growth is calculated as follows:

(Jan. GF AADA - Prior Year EOY plus Growth)/Prior Year EOY plus Growth

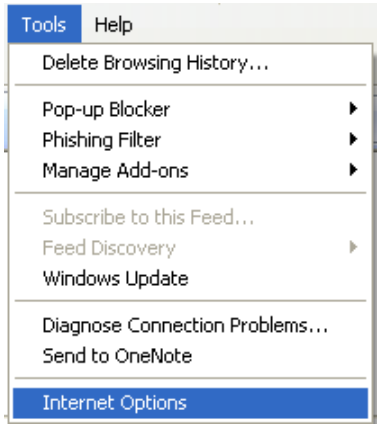
- Example January % of Growth (1154.825 - 1134.849)/ 1134.849)= .017

NOTE: If there was no growth during the Fall Growth Factor submission, then calculation of Prior Year EOY plus Growth would be equal to Prior Year EOY plus zero.

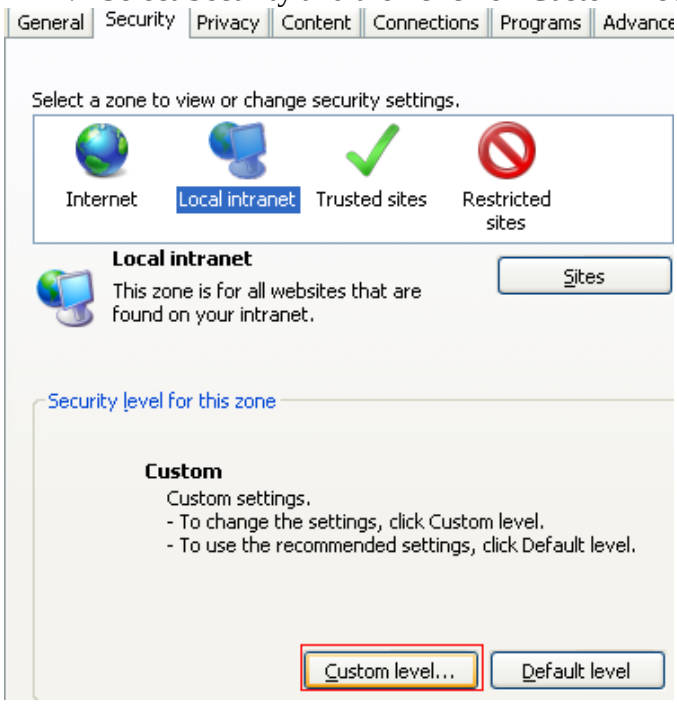
IE Settings

If your file will not download in Internet Explorer (i.e., IE sits and spins) then check your settings for file downloads.

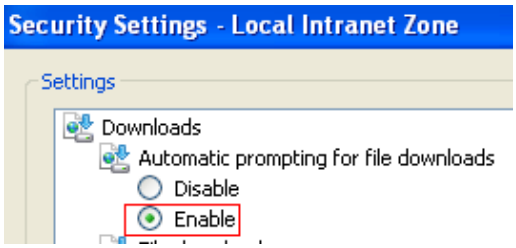
1. Go to Tools…Internet Options



2. Select Security and then click on Custom Level



3. Scroll down to Downloads. Ensure that 'Automatic prompting for file downloads' is set to 'Enable'.



APPENDIX A
January Growth Factor Potential Error Messages

Possible Errors from the January Growth Factor submission include, but are not limited to the following:

Record 5 - Invalid grade submitted-preschool

Record 7 - FFD, BD, or HD used for grade that is not EL (00)

Record 7 Attendance entered without days taught

Record 7 days taught entered without attendance (ignorable if virtual or performance based)

Record 9 - Non-Contract student count entered without attendance

Record 9 - Non-Contract attendance entered without student count

Record 9 Over/Underage student count entered without attendance

Record 9 Over/Underage attendance entered without student count

Record H Home Hospital attendance entered without students

Record H Home Hospital students entered without attendance

Record H attendance entered without days taught