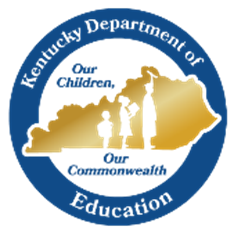
**January Growth Factor**

**Training Reference Documentation**

**2019-2020**



Kentucky Department of Education

Kevin C Brown, Interim Commissioner

**Kentucky Department of Education**

**KDE Contact**

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January 2020

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**Statutory Requirement**

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.”

Source: Legislative Research Commission (LRC)

**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.**

**January Growth Factor Report is not a requirement.**

**Information Included in the Report**

The report includes the following information for the school month chosen (month 5 or 6) with the most attendance days in January of the current school year:

* aggregate days attendance and absence
* race and gender count
* home and hospital
* adjustments for less than full-time attendance (Partial Day)
* nonresident/non-contract students
* overage and underage students

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

**Submission Deadline**

Five days after the last day of the school month chosen with the most attendance days in January of the current school year, but not later than February 20 of each school year.

# Facts

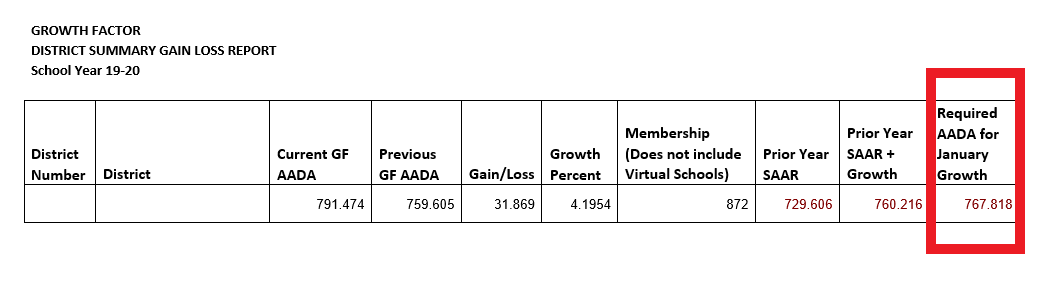
* January Growth Report is not a requirement, it is optional.
* District Calendars must be up to date in Infinite Campus prior to submission.
* T-codes must be up to date in Infinite Campus prior to submission.
* District will submit a SAAR report to KDE with the records 5, 7, 9 and H attendance data.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

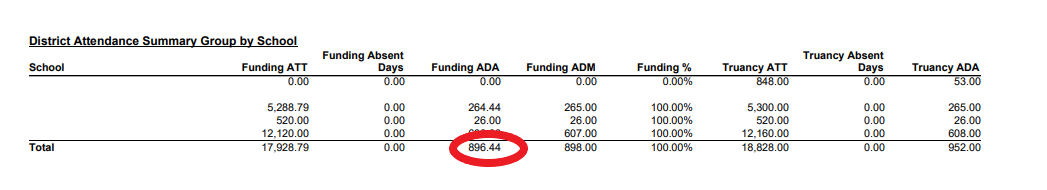
The first step for a district is to determine if they qualify for January Growth.

The Fall Growth Factor Report added a new column in the email to help districts determine eligibility for January Growth. The last column shows the required amount of AADA for January Growth. 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 767.818. If the ADM/ADA Detail Report shows that amount or higher, the district ***may*** qualify for January Growth. Use the funding ADM/ADA Report to see if your district qualifies after you choose the appropriate month, either school- month 5 or school-month 6, whichever has the most attendance days. 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.**

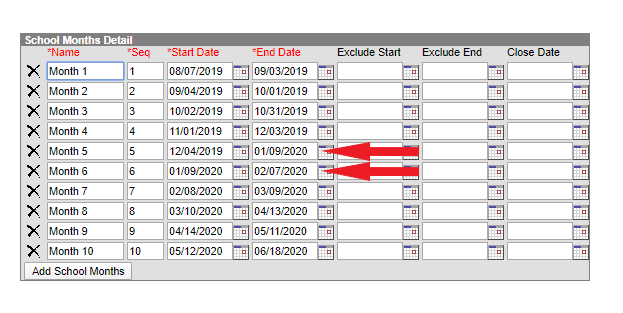


Month 5 ADM/ADA Report

# 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***

****

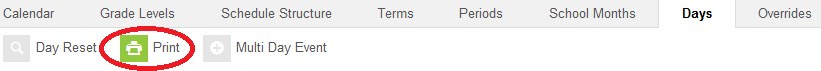
* Look at Month 5 and Month 6.

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

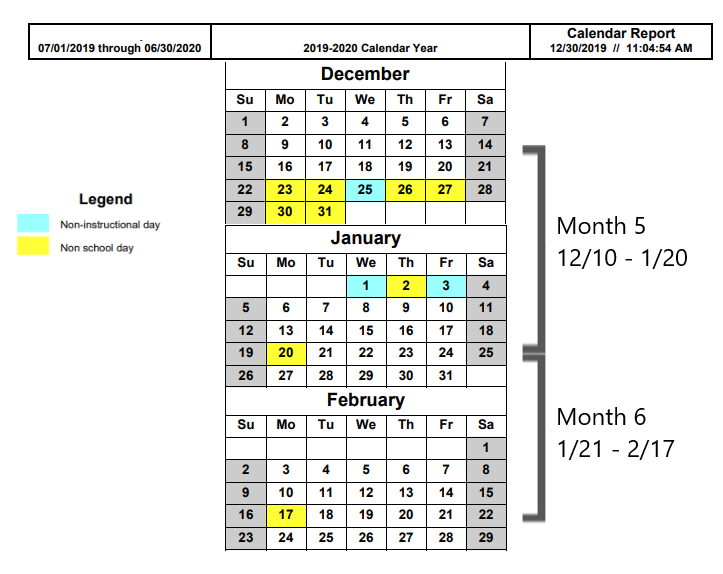
1. **Print the Calendar Report**

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

***Path: System Admin | Calendar | Calendar | Days***



* 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 in each month to determine which one has the most **Attendance** days in the **month of January**.

* In the example, Month 5 has 10 days and Month 6 has 9 days.

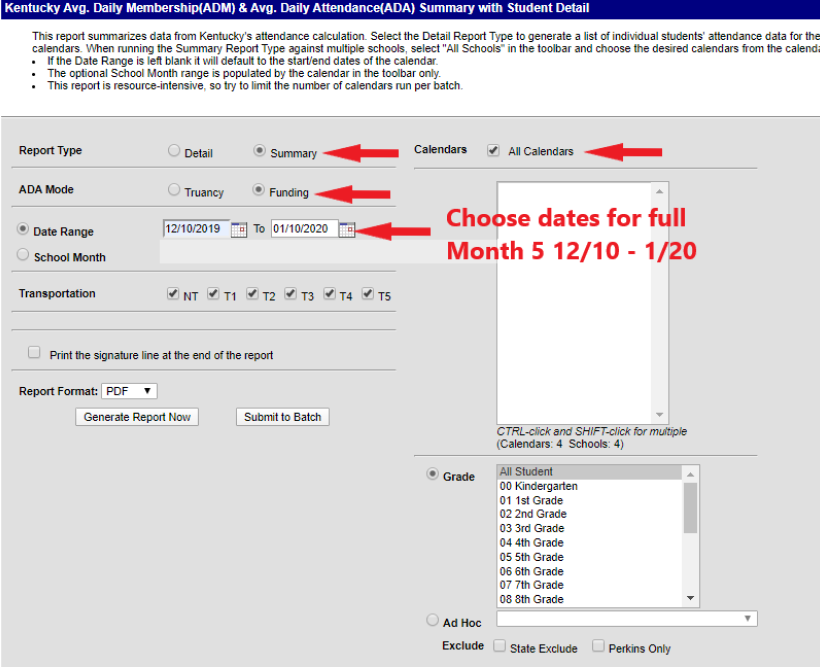
Note: If either month had a Non-Traditional Day, it is **NOT** an attendance day and not part of the count.

* 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.

1. **Run the ADM and ADA Detail Report**

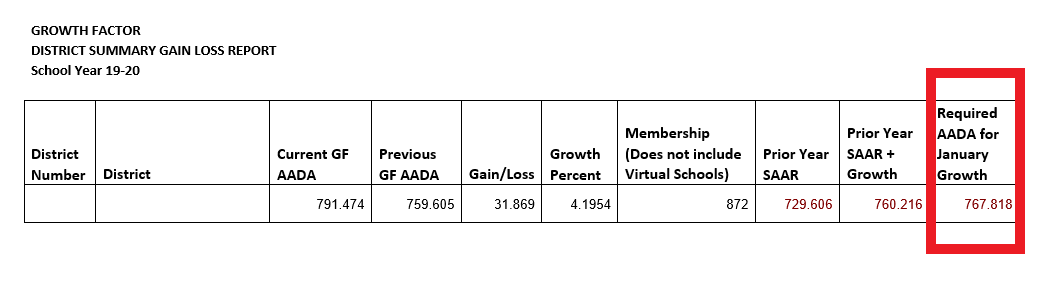
Once you have determined the month, check to see if you are eligible for January Growth.

***Path: Attendance > Reports > ADM and ADA Detail***



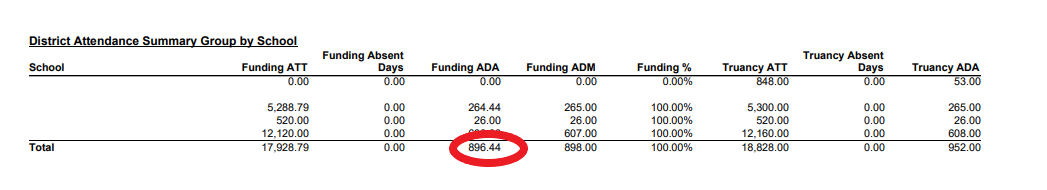
**Note: The ADM/ADA Detail Report does not include adjustments for non-contract, overage/underage and ½ day kindergarten.**

1. **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 767.818. This district should submit a January Growth Factor Report.

**Month 5**

**ADM/ADA Detail Report**



1. **Data Quality: Review and Assurance**
   * Prior to running your January Growth Factor be sure to use the following checklist to ensure your data is clean and error free.

Growth Factor Check List

Have you ran the following reports, checked your data, and fixed all discrepancies?

State Enrollment Overlap Report

Ethnicity/Missing Enrollment End Status 

Kindergarten Full-Day/Half-Day Indicator

Student Schedule Gap

Overlapping T-Codes/Missing T-Codes

Period Schedule Gaps

Non-Resident Students

Overage/Underage 

Suspension/Expulsion/Behavior Attendance Audit Report

Partial Day Students

Home Hospital Students


# 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’

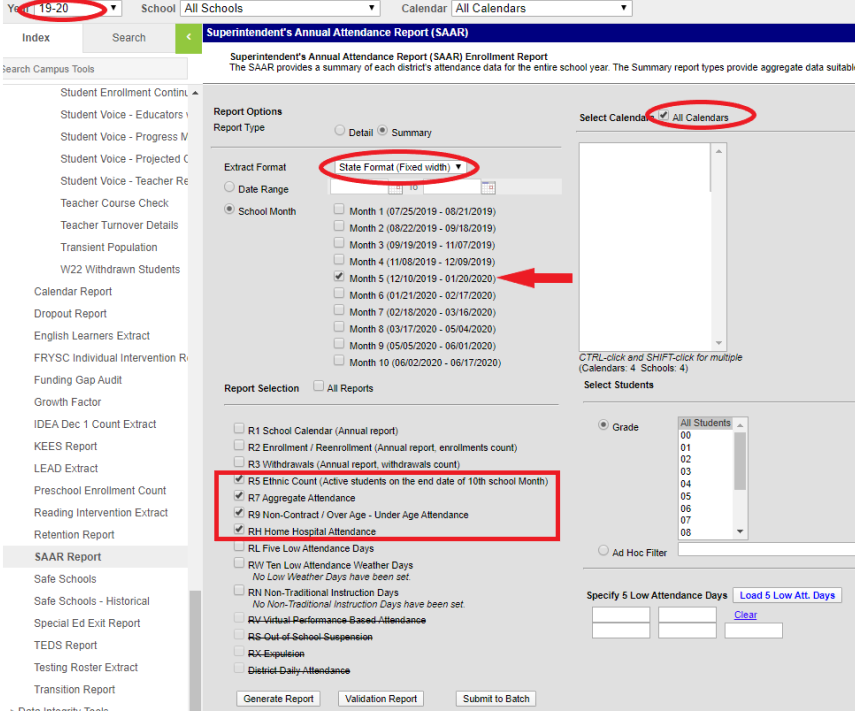


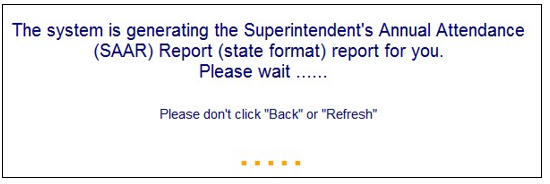
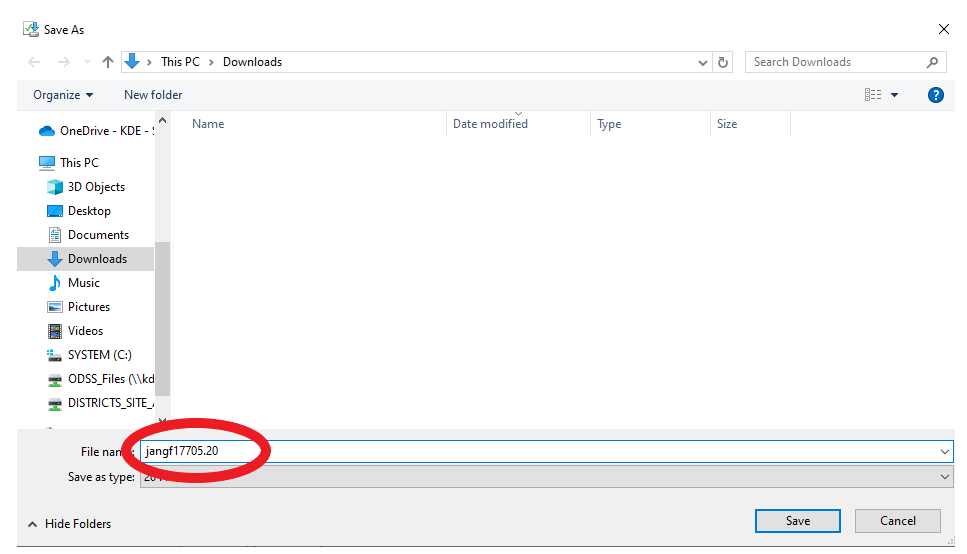
Figure 1-1 (will appear when file is generating) 

image is screen grab showing Save As option for SAAR report.

Figure 1-2 ‘File Download’ box will appear. Click Save options and select “**Save as**” in Figure 1-3.

Figure 1-3



* ‘**Save as**’ box will appear.
* File name should be entered as: jangfxxxxx.20

(First three x’s = 3-digit district number, last two x’s = 2-digit school month)

**Example: Frankfort Independent (177), School month 5 (05), School Year 2020 (.20) = jangf17705.20**

Figure 1-5

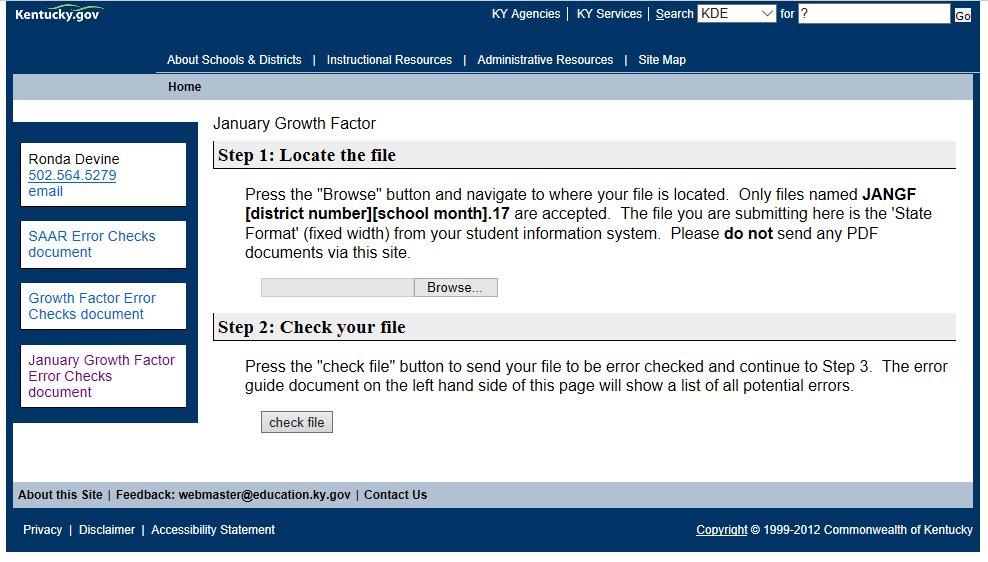
screenshot showing download complete

* ‘Download complete’ dialogue box may appear. ‘Close’ the box. You now have the report saved on your computer and named properly.
* Submit this file through the KDE submission process.
* Run a pdf copy after you run the fixed-width. Keep the pdf copy for your files.![Fixed Width, flat file
  ](data:image/png;base64,iVBORw0KGgoAAAANSUhEUgAAAAMAAAACCAIAAAASFvFNAAAAAXNSR0IArs4c6QAAAAlwSFlzAAAO1QAADr4BiHFOWQAAABNJREFUGFdj/P//PwMYMEEoIAAANgYDAUgoKF4AAAAASUVORK5CYII=)![Submission page to attach file
  ](data:image/png;base64,iVBORw0KGgoAAAANSUhEUgAAAAMAAAACCAIAAAASFvFNAAAAAXNSR0IArs4c6QAAAAlwSFlzAAAO1QAADr4BiHFOWQAAABNJREFUGFdj/P//PwMYMEEoIAAANgYDAUgoKF4AAAAASUVORK5CYII=)

1. **Submit January Growth Factor Report to KDE**

# Each district’s January GF file is submitted via a website link on the KDE homepage. This link can be located at: [Click here to submit January GF file](http://opsupport.education.ky.gov/saar/)

1. The file submitted goes through an error check and any errors presented are listed on the page 20 (See Appendix A)
2. 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.
3. Once errors are cleaned up, the submission can be completed by entering contact information such as; email, district number and comments.
4. Once the 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



# Error Guide

A January Growth Factor Error Checks document is available (and also in Appendix A on page 20) on the web page[here](http://opsupport.education.ky.gov/attendancereports/)[.](http://education.ky.gov/districts/enrol/Pages/January-Growth-Factor.aspx) Common errors that occur during file submission are listed. Districts should review this information prior to submitting their file.

# Submission file page where you add points of contact

* **Please list the names as they appear on the Global and do not use nicknames**
* **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[[1]](#footnote-1) plus Growth[[2]](#footnote-2)***

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.*

# Internet Settings

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

1. Go to Tools…Internet Options

Pop-up blocker 


1. Select Security and then click on Custom Level

Security Level


1. Scroll down to Downloads. Ensure that ‘Automatic prompting for file downloads’ is set to ‘Enable’.

Security Setting


**Data Quality and Review**

* **Ethnic Count Comparison**

Comparing Record 5 to Records 2 & 3

* Record 5 (Ethnicity Count)
* Record 2 (Enrollment + Reenrollment)
* Record 3 (Withdrawals)
  + *Formula: Entries + Re-entries – Withdrawals = Ethnicity Count*
* Steps to follow
* Run Records 1, 2, and 3 (PDF, All Calendars, Month 5 or Month 6 only)
* **Run Monthly Attendance Reports (by month and by school)**

1. Verify Register Report and get signoff
2. Verify ADA/ADM Truancy Mode and match to the Register Report
3. Verify ADA/ADM Funding Mode and match to Record 7 for month 5 or month 6

* **Missing T codes and Partial Day Students**

The Missing T Codes (shown below for Mary) lists attendance as 1.00 and the T Code as NT, which is the default transportation code for any student without a T code. Note that attendance credit will be given but the T code may be incorrect. Use the Missing T Code pass-through SQL query to locate these type students.

Missing T Code example
Missing

The Funding ADA percentage for partial day students should match the percent enrolled in the partial day attendance group. Partial day students enrolled in virtual/performance based courses will, of course, differ.

APPENDIX A - Possible 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

**KDE Contact Information**

**KDE is available for questions during the January Growth Factor submission process. Please contact Brad Kennedy at 502-564-5279, Extension 4417 or via email at brad.kennedy**[**@education.ky.gov**](mailto:ronda.devine@education.ky.gov) **for information and assistance.**

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)