

January Growth Factor

Training Reference Documentation

2019-2020



Kentucky Department of Education
Jason Glass, Commissioner

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KDE Contact

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Table of Contents

Overview of January Growth Factor Report.....4

Choose the school month **most attendance days in January**.....6

SAAR Records, Extract Format and File Saving.....12

Submission to KDE.....14

Calculation of January Growth Factor.....17

Internet Settings.....16

Data Quality Review.....18

Appendix A.....20

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.**

GROWTH FACTOR
DISTRICT SUMMARY GAIN LOSS REPORT
School Year 19-20

District Number	District	Current GF AADA	Previous GF AADA	Gain/Loss	Growth Percent	Membership (Does not include Virtual Schools)	Prior Year SAAR	Prior Year SAAR + Growth	Required AADA for January Growth
		791.474	759.605	31.869	4.1954	872	729.606	760.216	767.818

Month 5 ADM/ADA Report

District Attendance Summary Group by School

School	Funding ATT	Funding Absent Days	Funding ADA	Funding ADM	Funding %	Truancy ATT	Truancy Absent Days	Truancy ADA
	0.00	0.00	0.00	0.00	0.00%	848.00	0.00	53.00
	5,288.79	0.00	264.44	265.00	100.00%	5,300.00	0.00	265.00
	520.00	0.00	26.00	26.00	100.00%	520.00	0.00	26.00
	12,120.00	0.00	896.44	607.00	100.00%	12,160.00	0.00	608.00
Total	17,928.79	0.00	896.44	898.00	100.00%	18,828.00	0.00	952.00

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

School Months Detail								
	*Name	*Seq	*Start Date	*End Date	Exclude Start	Exclude End	Close Date	
✕	Month 1	1	08/07/2019	09/03/2019				
✕	Month 2	2	09/04/2019	10/01/2019				
✕	Month 3	3	10/02/2019	10/31/2019				
✕	Month 4	4	11/01/2019	12/03/2019				
✕	Month 5	5	12/04/2019	01/09/2020				
✕	Month 6	6	01/09/2020	02/07/2020				
✕	Month 7	7	02/08/2020	03/09/2020				
✕	Month 8	8	03/10/2020	04/13/2020				
✕	Month 9	9	04/14/2020	05/11/2020				
✕	Month 10	10	05/12/2020	06/18/2020				

Add 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.

2. 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.

07/01/2019 through 06/30/2020	2019-2020 Calendar Year	Calendar Report 12/30/2019 // 11:04:54 AM				
December						
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				
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	
February						
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

Legend

- Non-instructional day
- Non school day

Month 5
12/10 - 1/20

Month 6
1/21 - 2/17

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.

3. 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*

Kentucky Avg. Daily Membership(ADM) & Avg. Daily Attendance(ADA) Summary with Student Detail

This report summarizes data from Kentucky's attendance calculation. Select the Detail Report Type to generate a list of individual students' attendance data for the calendars. When running the Summary Report Type against multiple schools, select "All Schools" in the toolbar and choose the desired calendars from the calendar list.

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

The screenshot shows a web-based report generation interface. At the top, there's a title bar. Below it, a text box explains the report's purpose and provides instructions. The main form area contains several sections:

- Report Type:** Radio buttons for 'Detail' and 'Summary'. A red arrow points to 'Summary'.
- Calendars:** A checkbox for 'All Calendars'. A red arrow points to it.
- ADA Mode:** Radio buttons for 'Truancy' and 'Funding'. A red arrow points to 'Funding'.
- Date Range:** Two date pickers showing '12/10/2019' and '01/10/2020'. A red arrow points to the 'To' date. A red text box next to it says 'Choose dates for full Month 5 12/10 - 1/20'.
- School Month:** A radio button that is currently unselected.
- Transportation:** Checkboxes for 'NT', 'T1', 'T2', 'T3', 'T4', and 'T5', all of which are checked.
- Print the signature line at the end of the report:** An unchecked checkbox.
- Report Format:** A dropdown menu set to 'PDF'.
- Buttons:** 'Generate Report Now' and 'Submit to Batch'.
- Grade:** A radio button for 'Grade' and a list box containing 'All Student', '00 Kindergarten', '01 1st Grade', '02 2nd Grade', '03 3rd Grade', '04 4th Grade', '05 5th Grade', '06 6th Grade', '07 7th Grade', and '08 8th Grade'. 'All Student' is selected.
- Ad Hoc:** A radio button for 'Ad Hoc' and a dropdown menu.
- Exclude:** Checkboxes for 'State Exclude' and 'Perkins Only', both unchecked.

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

4. 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.

GROWTH FACTOR
DISTRICT SUMMARY GAIN LOSS REPORT
School Year 19-20

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Month 5

ADM/ADA Detail Report

District Attendance Summary Group by School

School	Funding ATT	Funding Absent Days	Funding ADA	Funding ADM	Funding %	Truancy ATT	Truancy Absent Days	Truancy ADA
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	5,288.79	0.00	264.44	265.00	100.00%	5,300.00	0.00	265.00
	520.00	0.00	26.00	26.00	100.00%	520.00	0.00	26.00
	12,120.00	0.00	607.00	607.00	100.00%	12,160.00	0.00	608.00
Total	17,928.79	0.00	896.44	898.00	100.00%	18,828.00	0.00	952.00

5. 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.

Data Quality: Review and Assurance



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

6. Generate January Growth Factor

Path: KY State Reporting | SAAR Report

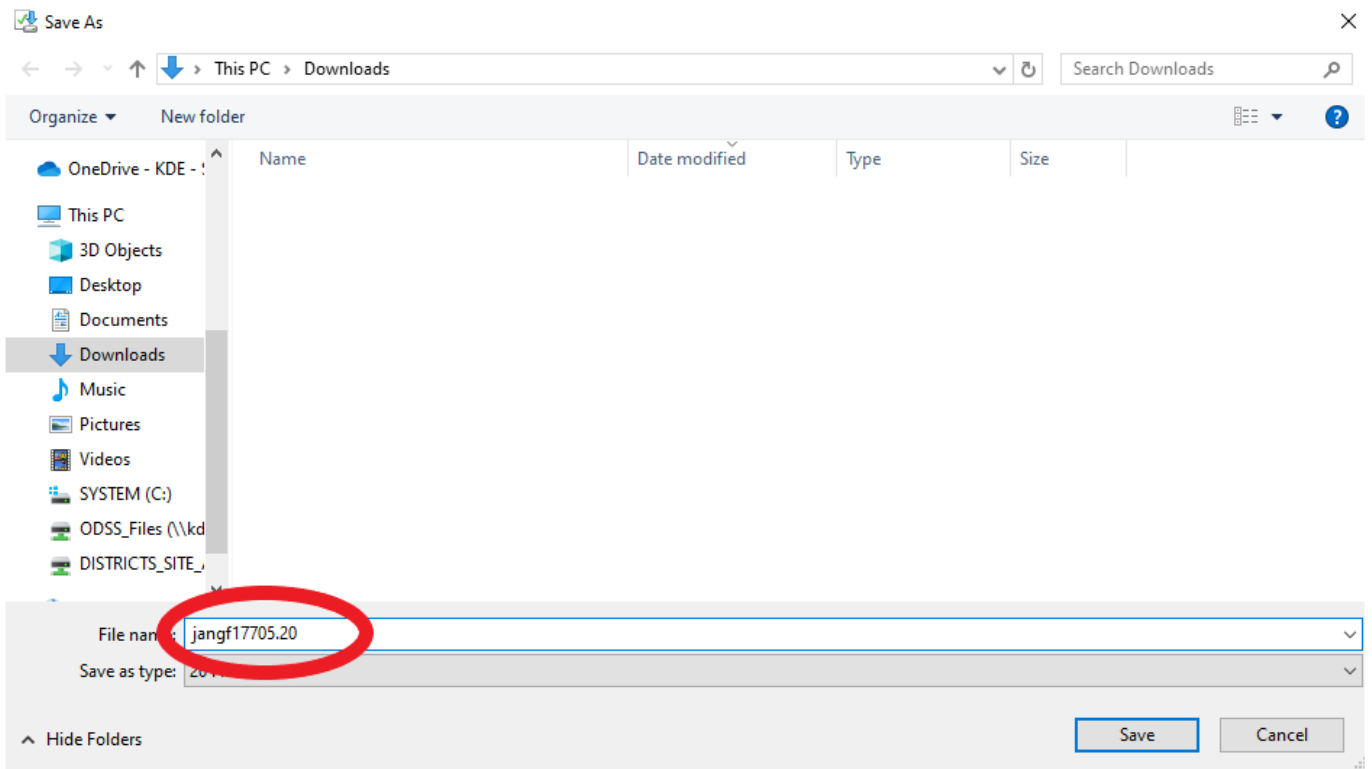
- The January Growth Factor is done by submitting a SAAR Report following the Report Options:
 - Extract Format = State Format (Fixed width)
 - Date Range = Blank
 - School Month = 5 or 6 (whichever one has the **most attendance days in January.**)
 - Select Calendars = Check ‘All Calendars’
 - Year = 19-20
 - Report Types = R5, R7, R9, RH
 - Select ‘Generate Report’

The screenshot displays the 'Superintendent's Annual Attendance Report (SAAR) Enrollment Report' interface. At the top, the 'Year' is set to '19-20', 'School' is 'All Schools', and 'Calendar' is 'All Calendars'. The 'Report Options' section shows 'Report Type' as 'Summary', 'Extract Format' as 'State Format (Fixed width)', and 'School Month' as 'Month 5 (12/10/2019 - 01/20/2020)'. A red arrow points to this selection. The 'Report Selection' section has a red box around the following checked items: 'R5 Ethnic Count (Active students on the end date of 10th school Month)', 'R7 Aggregate Attendance', 'R9 Non-Contract / Over Age - Under Age Attendance', and 'RH Home Hospital Attendance'. The 'Select Calendars' section has 'All Calendars' selected. The 'Select Students' section has 'All Students' selected. At the bottom, there are buttons for 'Generate Report', 'Validation Report', and 'Submit to Batch'.



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



- ‘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.

7. 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](#)**
 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

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January Growth Factor

Step 1: Locate the file

Press the "Browse" button and navigate to where your file is located. Only files named **JANGF [district number][school month].17** 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.

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.

Ronda Devine
502.564.5279
email

SAAR Error Checks
document

Growth Factor Error
Checks document

January Growth Factor
Error Checks
document

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Error Guide

A January Growth Factor Error Checks document is available (and also in Appendix A on page 20) on the web page [here](#). Common errors that occur during file submission are listed. Districts should review this information prior to submitting their file.

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

* your Superintendent's name

* your DPP's name

* your Finance Officer's name

comments

submit file

✓ 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 AADA¹ plus Growth²***

Prior Year AADA plus Growth

Second month growth % is calculated as follows: $(\text{Current Year} - \text{Prior Year}) / \text{Prior Year}$

- 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, $1121.519 \times 1.1886 =$ 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:

$(\text{Jan. GF AADA} - \text{Prior Year EOY plus Growth}) / \text{Prior Year EOY plus Growth}$

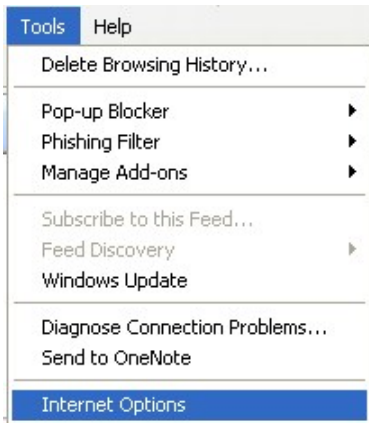
- Example January % of Growth $(1154.825 - 1134.849) / 1134.849 = .017$

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.

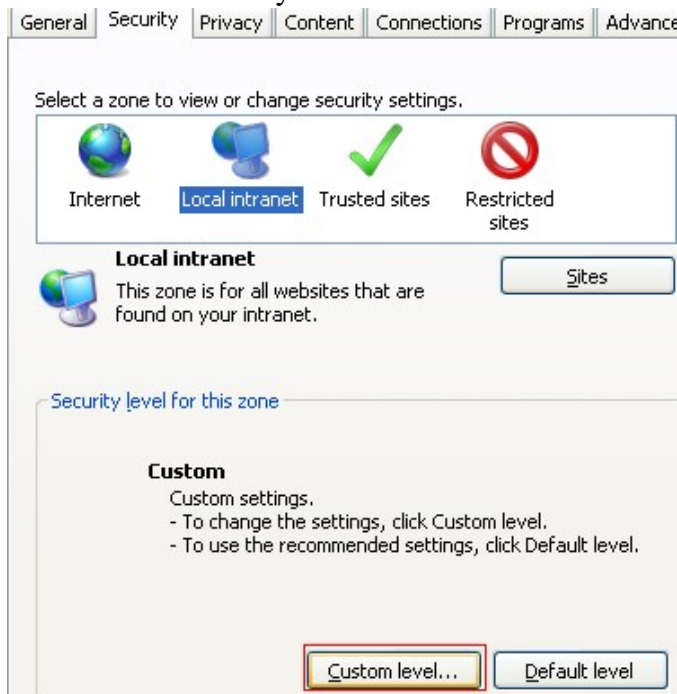
Internet Settings

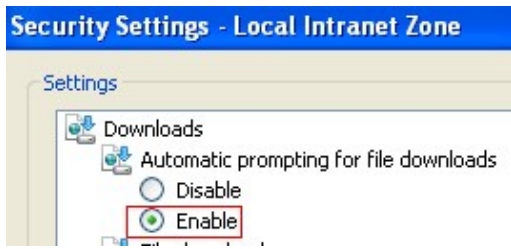
If your file will not download in Internet Explorer (i.e., IE sits and spins) then check your IE settings for file downloads.

1. Go to Tools...Internet Options



2. Select Security and then click on Custom Level





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.

08-09 KDE High School 100 N KY 830, CORBIN, KY 40701 Generate on 10/05/2009 02:55:09 PM Page 1 of 1	KY ADM ADA Detail Report for Grade 12 ADA: Truancy School Month: 4 Transportation: NT, T1, T2, T3, T4, T5 Adhoc Filter: PartialDay, Peter and MissingTCodes, Mary Exclude: State Exclude Sort by Grade Students: 2
---	--

Grade Student Enrollment	T-Code	ATT	ADA	ADM	Tardy		Attendance State Code						Funding ADA			
					E	U	E	U	AFD	EHO	EDN	EPN		S	O	
12 MissingTCodes, Mary #4460 (08/06/2008 [E01])	NT	18.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
12 PartialDay, Peter #3106 (08/06/2008 [R02])	T1	18.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.64

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 Laura Loman at 502-564-5279, Extension 4485 or via email at laura.loman@education.ky.gov for information and assistance.