

New SAAR Application

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Student Tracking Data Branch

SAAR Application Submission

- [SAAR Application Link](#)
- [SAAR Application Guidance Document \(SAAR/Growth Factor/Jan GF\)](#)
- New SAAR Application is a one stop shop:
 - SAAR
 - Growth Factor
 - January Growth Factor

SAAR Application Dashboard

- Home –Reports (SAAR/GF/JanGF)
- District Information
- Report Manager (SAAR/GF/JanGF)
- Request New User

Home Tab

Home

Growth Factor

Status: Verified by KDE
Next Action: Waiting District Review
School Year: 2018 - 2019
Submitted On: 06/21/2021
Active Issues: 0
Resolved Issues: 0

View Submission

Reports

January Growth Factor

Status: Not Submitted
Next Action: Waiting District to Submit
School Year: 2018 - 2019

SAAR

Status: Denied ⓘ
Next Action: Waiting District to Submit
School Year: 2018 - 2019
Submitted On: 05/06/2021
Active Issues: 0
Resolved Issues: 0

View Submission

Reports

District Information Tab

District Details

Information

001 - Adair County

Details

Users - (3)

Communication Activity - (14)

Submissions - (20)

Address: 1204 Greensburg St.

City: Columbia

County: Adair

Phone: (270) 384-2476

Fax: (270) 384-5841

Zip: 42728

Independent

Active



Report Manager Tab

- Reports for all three types of Submissions– SAAR/GF/JanGF
- Historical Reports Submitted by School Year

Superintendent's Annual Attendance Report (SAAR)

Home | District Information | **Report Manager** ▼ | Request New User

Reports

001 - Adair County

School Year: 2018 - 2019

Growth Factor | January Growth Factor | **SAAR**

Attendance Summary	 ↓
Attendance T-Code Comparison	 ↓
Transportation Summary	 ↓
Attendance Adjustments	 ↓



Request New User Tab

- Names have been loaded from prior distribution list
- Use this to request a new user

Superintendent's Annual Attendance Report (SAAR) ronda.devine@education.ky.gov (District User)

Home District Information Report Manager **Request New User** District: 001 - Ada

Request New User

001 - Adair County

*First Name: ←

*Last Name: ←

*Username (Email): ←

*Role: ←

Growth Factor Basics

Due Date: 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.**

Documentation: Please refer to the checklist [here](#).

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 Basics

Growth Factor is a subset of SAAR.

GF Record #		Record Name		SAAR Record #
GF Record 1	=	Ethnic Count	=	SAAR Record 5
GF Record 2	=	Aggregate Attendance and Absence	=	SAAR Record 7
GF Record 4	=	Non-Contract/Overage/Underage	=	SAAR Record 9
GF Record H	=	Home Hospital	=	SAAR Record H

Data Cleanup

- Ethnic Count Manual Verification
- State Enrollment Overlap Report
- Missing Enrollment End Status
- Kindergarten Full-Day/Half-Day Indicator
- ADA/ADM Report – Full Year
- Student Schedule Gap
- Overlapping T-Codes
- Missing T-Codes
- Period Schedule Gaps
- Non-Resident-Out of State Students
- Overage/Underage
- Expulsion Attendance
- Partial Day Students
- Home Hospital Students
- Funding Gap Audit Report
- District Daily Attendance Report

Creating Your Growth Factor File

Path: KY State Reporting > Growth Factor Report

- Run the State Format Fixed Width for all Schools
- Leave the date range blank
- Select 'All Types' (R1, R2, R4, RH)
- Select 'All Calendars' *
- Generate Report
- The file name should be saved as GFXXX.YY (XXX = District Number, YY= School Year)
- Example: GF011.23
- Submit the file to [SAAR Application](#)
- Be sure to run and save the "PDF" versions of the same files under the Extract Format field for comparison.

Report Options

Extract Format: State Format (Fixed width)

Date Range: Date Range To To

School Month: School Month

Month 1 (07/06/2020 - 08/18/2020)

Month 2 (08/19/2020 - 09/22/2020)

Report Types: All Types

R1 Ethnic Count (Active students at the end of the 2nd school month)

R2 Aggregate Attendance

R4 Non-Contract_Over_Under Attendance

RH Home_Hospital Attendance

Generate Report Submit to Batch

Select Calendars All Calendars

CTRL-click and SHIFT-click for multiple (Calendars: 110 Schools: 75)

Select Students

Grade All Students

00

01

02

03

04

05

06

07

08

Ad Hoc Filter

Refresh Show top 50 tasks submitted between 01/14/2021 and 01/21/2021

*You will select all calendars, unless you have a calendar covered by other districts or a place holder calendar (such as a home school calendar)

New SAAR Application

- Access the new SAAR system by using the link found on the KDE Website: [SAAR Application](#)
- Log in; this will be the same login credentials used to access your Microsoft Outlook

Superintendent's Annual Attendance Report (SAAR) maria.lopezlegal-pineda@education.ky.gov (District User) Sign out

Home District Information Report Manager Request New User District: 026 - Beechwood Independent

Home

Growth Factor	
Status:	Denied ⓘ
Next Action:	Waiting District to Submit
School Year:	2016 - 2017
Submitted On:	10/01/2017
Active Issues:	0
Resolved Issues:	0
<input type="button" value="Upload File"/>	
<input type="button" value="View Submission"/>	
<input type="button" value="Reports"/>	

January Growth Factor	
Status:	Not Submitted
Next Action:	Waiting District to Submit
School Year:	2016 - 2017

SAAR	
Status:	Completed
Next Action:	None
School Year:	2016 - 2017
Submitted On:	04/10/2018
Active Issues:	0
Resolved Issues:	0
<input type="button" value="View Submission"/>	
<input type="button" value="Reports"/>	

The Superintendent's Annual Attendance (SAAR) Report provides a summary of each district's aggregate attendance data for the entire school year used to determine funding based on attendance. School superintendents in Kentucky must submit an annual report of student attendance to the Commissioner of Education by June 30 each year.

Active Report highlighted in Green

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Submission Details Tabs

Submission Details

001 - Adair County							
School Year	Report Type	Submitted On	Status	Complete On	Verified By KDE On	Verified By District On	Active?
2018 - 2019	Growth Factor	06/21/2021	Verified by KDE	TBD	08/16/2021	TBD	Yes
<div style="border: 1px solid red; padding: 2px;">Issues - (0) Details Reports Messages - (0) Status Tracking</div>							
Created	Record Type	Validation Type	Response	Resolved			
No issues were reported.							

Details

Submission Details

001 - Adair County

School Year 2018 - 2019	Report Type Growth Factor	Submitted On 06/21/2021	Status Verified by KDE	Complete On TBD	Verified By KDE On 08/16/2021	Verified By District On TBD	Active? Yes
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Issues - (0) | **Details** | Reports | Messages - (0) | Status Tracking

Calendar Days | District Aggregate Counts | Enrollments | Withdrawals | Ethnicity | Non-Contract/Over & Under Age | Home & Hospital Days | Non-Traditional Instruction Days

Weather Days | Low 5 Days | Health & Safety Days

School	Calendar ID	Grade	Attendance D...	Year Begin	Year End	Professional ...	Opening Days	Closing Days	Holiday
No data was reported.									

Reports

Submission Details

001 - Adair County

School Year	Report Type	Submitted On	Status	Complete On	Verified By KDE On	Verified By District On	Active?
2018 - 2019	Growth Factor	06/21/2021	Verified by KDE	TBD	08/16/2021	TBD	Yes

Issues - (0) Details **Reports** Messages - (0) Status Tracking

- School Summary  ↓
- Attendance T-Code Comparison  ↓
- Gain Loss Summary  ↓

Messages

Submission Details

001 - Adair County

School Year 2018 - 2019	Report Type Growth Factor	Submitted On 06/21/2021	Status Verified by KDE	Complete On TBD	Verified By KDE On 08/16/2021	Verified By District On TBD	Active? Yes
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Issues - (0) Details Reports Messages - (0) Status Tracking

Created	User	Role	Comment
No messages have been posted.			



Send Message

Status Tracking

Submission Details

001 - Adair County							
School Year	Report Type	Submitted On	Status	Complete On	Verified By KDE On	Verified By District On	Active?
2018 - 2019	Growth Factor	06/21/2021	Verified by KDE	TBD	08/16/2021	TBD	Yes

Issues - (0)	Details	Reports	Messages - (0)	Status Tracking
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Status Changed	Date	User Changed	Role
Verified by KDE	08/16/2021	Brad Kennedy (Brad.Kennedy@education.ky.gov)	KDE Administrator
In Process	06/21/2021	Oxana Lopetegui-Pineda (oxana.lopetegui-pineda@education.ky.gov)	KDE Administrator
Submitted	06/21/2021	Oxana Lopetegui-Pineda (oxana.lopetegui-pineda@education.ky.gov)	KDE Administrator

1 - 3 of 3 items

Things to Remember Submitting File

- 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
- 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)

File Upload

January Growth Factor

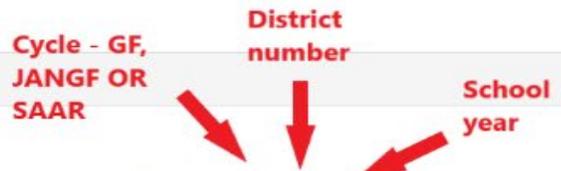
Please select the January Growth Factor file for upload

File must be fixed width and named with Report Type, 3-digit District Number, and the last two digits of School Year. (Example - JANGF005.19)

Select File...

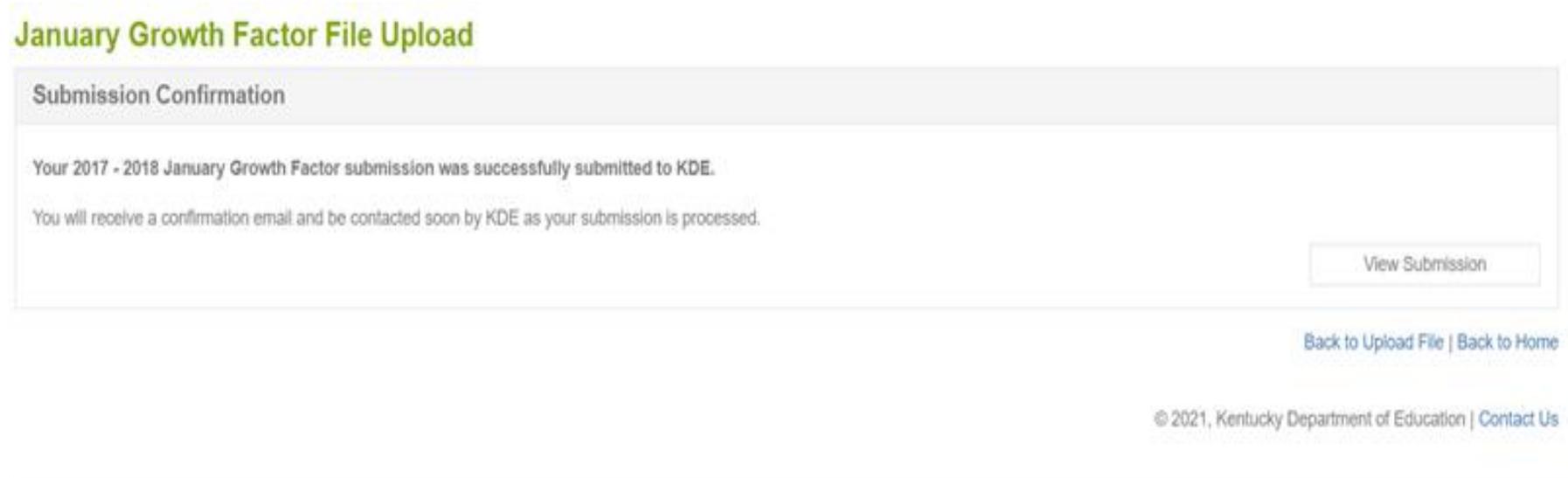
[Back to Home](#)

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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.



January Growth Factor File Upload

Submission Confirmation

Your 2017 - 2018 January Growth Factor submission was successfully submitted to KDE.

You will receive a confirmation email and be contacted soon by KDE as your submission is processed.

[View Submission](#)

[Back to Upload File](#) | [Back to Home](#)

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Submitting File

SAAR File Upload

Submission Issues

Your submission has been successfully submitted but still requires action from the District before the Department of Education can review it. Each issue listed below will require input by the district.

- (Entries + Re-entries - Withdrawals) not equal to total of Ethnic membership in Record 5. Please validate Ethnic counts in Record 5.
- Home Hospital student count entered without attendance

[Withdraw Submission](#) [Complete Submission](#)

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

[Back to Home](#)

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.

Submitting File

- When a file is uploaded with warnings, school districts will need to explain what is causing the warning by selecting 'Resolve'

School Year	Report Type	Submitted On	Status	Complete On	Verified By KDE On	Verified By District On	Active?
2018 - 2019	SAAR	05/17/2021	Pending Issues	TBD	TBD	TBD	Yes

Created	Record Type	Validation Type	Response	Resolved
05/17/2021	Home Hospital	Home Hospital student count entered witho...		Resolve...
05/17/2021	Enrollments	(Entries + Re-entries - Withdrawals) not equ...		Resolve...

1 - 2 of 2 items

This submission is currently awaiting issue(s) resolution.

[Withdraw Submission](#) [Submit](#)

Submitting File

- 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.

Resolve Issue

Enter your response:

Explanation of why error message occurs

40 / 500

OK Cancel

School Year	Report Type	Submitted On	Status	Complete On	Verified By KDE On	Verified By District On	Active?
2018 - 2019	SAAR	05/17/2021	Pending Issues	TBD	TBD	TBD	Yes

Your issue response has been saved.

Created	Record Type	Validation Type	Response	Resolved	
05/17/2021	Home Hospital	Home Hospital student count entered witho...	Explanation of why error message occurs	05/17/2021	Edit...
05/17/2021	Enrollments	(Entries + Re-entries - Withdrawals) not equ...	test	05/17/2021	Edit...

1 - 2 of 2 items

This submission is currently awaiting issue(s) resolution.

Withdraw Submission Submit

Back to Home

Submission Process

- 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.

Home

Growth Factor		January Growth Factor		SAAR	
Status:	Denied ⓘ	Status:	Verified by KDE	Status:	Completed
Next Action:	Waiting District to Submit	Next Action:	Waiting District Review	Next Action:	None
School Year:	2018 - 2019	School Year:	2018 - 2019	School Year:	2018 - 2019
Submitted On:	10/01/2019	Submitted On:	05/19/2021	Submitted On:	12/30/2020
Active Issues:	0	Active Issues:	0	Active Issues:	0
Resolved Issues:	0	Resolved Issues:	0	Resolved Issues:	0
View Submission		Verify Submission		View Submission	
Reports		Reports		Reports	

The Superintendent's Annual Attendance (SAAR) Report provides a summary of each district's aggregate attendance data for the entire school year used to determine funding based on attendance. School superintendents in Kentucky must submit an annual report of student attendance to the Commissioner of Education by June 30 each year.

Department of

Verification Process

- 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.

Verify Submission

545 - Taylor County

School Year	Report Type	Submitted On	Status	Complete On	Verified By KDE On	Verified By District On	Active?
2018 - 2019	January Growth Factor	05/19/2021	Verified by KDE	TBD	05/19/2021	TBD	Yes

Issues - (0) | Details | Reports | Messages - (0) | Status Tracking

Created	Record Type	Validation Type	Response	Resolved
No issues were reported.				

Verify Deny

ky Department of

After a file is submitted

- For reports already submitted, the View Submission button will be available.

Submission Details

005 - Allen County

School Year	Report Type	Submitted On	Status	Completed On	Verified By KDE On	Verified By District On	Active?
2018 - 2019	Growth Factor	10/01/2019	Completed	TBD	01/02/1900	01/02/1900	Yes

Issues - (0) Details Reports Messages - (0) Status Tracking

Calendar Days District Aggregate Counts Enrollments Withdrawals Ethnicity Non-Contract/Over & Under Age Home & Hospital Days Non-Traditional Instruction Days

Weather Days Low 5 Days Health & Safety Days

School	Calendar ID	Grade	Attendance D...	Year Begin	Year End	Professional ...	Opening Days	Closing Days	Holic
No data was reported.									

◀ 0 ▶

[Back to Home](#)

Resources

- [SAAR Application Link](#)
- [SAAR Application Guidance Document \(SAAR/Growth Factor/Jan GF\)](#)
- [Superintendent's Annual Attendance Report \(SAAR\) - Kentucky Department of Education](#)

Contact Info

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