

A collage of two images: the top left shows yellow school buses with 'SCHOOL BUS' written on them, and the bottom left shows a classroom with blue walls, desks, and colorful balloons.

# Growth Factor Submission

Office of Finance and Operations

Division of District Support

Laura Loman



Kentucky Department of  
**E D U C A T I O N**

# Growth Factor Basics

- 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**
- This report is mandatory for each district to complete and helps identify districts with growth to determine additional funding

# Qualifying for Growth Factor

- The average daily attendance for your district for the first 2 months must be greater than the average daily attendance from the previous school year to qualify for Growth Factor
- If your district does not have growth, there is no deduction in your funding
- If you qualify for Growth Factor, it will be calculated in final SEEK in March

# 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

# SAAR Application

- [SAAR Application](#)
- Login using your Microsoft credentials
- Once in the application, you will see your Home screen. The active report will be highlighted in green.

Superintendent's Annual Attendance Report (SAAR)

oxana.lopetegui-pineda@education.ky.gov (District User) Sign out

Home District Information Report Manager

District: 011 - Anderson County

Home

Growth Factor

Status: Pending Issues

Next Action: Waiting District to Resolve Issues

School Year: 2016 - 2017

Submitted On: 06/22/2021

Active Issues: 0

Resolved Issues: 1

Complete Submission

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

View Submission

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.

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# District Information Details Tab

- This district information was pulled in from SRIM when the system was created

Superintendent's Annual Attendance Report (SAAR) laura.loman@education.ky.gov (District Proxy) Sign out

Home **District Information** Report Manager ▼ Request New User At Risk District: 001 - Adair County

## District Details


### Information

001 - Adair County

**Details** Users - (8) Communication Activity - (4) Submissions - (26)

**Address:** 1204 Greensburg St.  
**City:** Columbia  
**County:** Adair  
**Phone:** (270) 384-2476  
**Fax:** (270) 384-5841  
**Zip:** 42728

☐ Independent  
☒ Active



# District Information Users Tab

- Please check the users tab yearly to confirm active users are correct

**Superintendent's Annual Attendance Report (SAAR)** Laura.Loman@education.ky.gov (District Proxy) Sign out

Home **District Information** Report Manager ▼ Request New User District: 001 - Adair County

### District Details

**Information**

001 - Adair County

Details **Users - (6)** Communication Activity - (4) Submissions - (23)

First Name ▼	Last Name ▼	Role ▼	Username ▼	Active ▼
Jaimie	Wisdom	Finance Officer	jaimie.wisdom@adair.kyschools.us	Yes
Robbie	Harmon	District User	robbie.harmon@adair.kyschools.us	Yes
Renae	Smith	Finance Officer	renae.smith@adair.kyschools.us	No
Morgan	Miniard	District User	morgan.miniard@adair.kyschools.us	No
Pamela	Stephens	Superintendent	pamela.stephens@adair.kyschools.us	Yes

# Request New User Tab

- Report Manager | Request New User
  - Submit will trigger an email notification to KDE to add the user
  - If you need to deactivate a user, you will need to reach out to Laura Loman via email

**Superintendent's Annual Attendance Report (SAAR)** Laura.Loman@education.ky.gov (District Proxy) Sign out

Home District Information **Report Manager ▼** Request New User District: 001 - Adair County

### Request New User

001 - Adair County

\*First Name:  ←

\*Last Name:  ←

\*Username (Email):  ←

\*Role:  ←



# 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

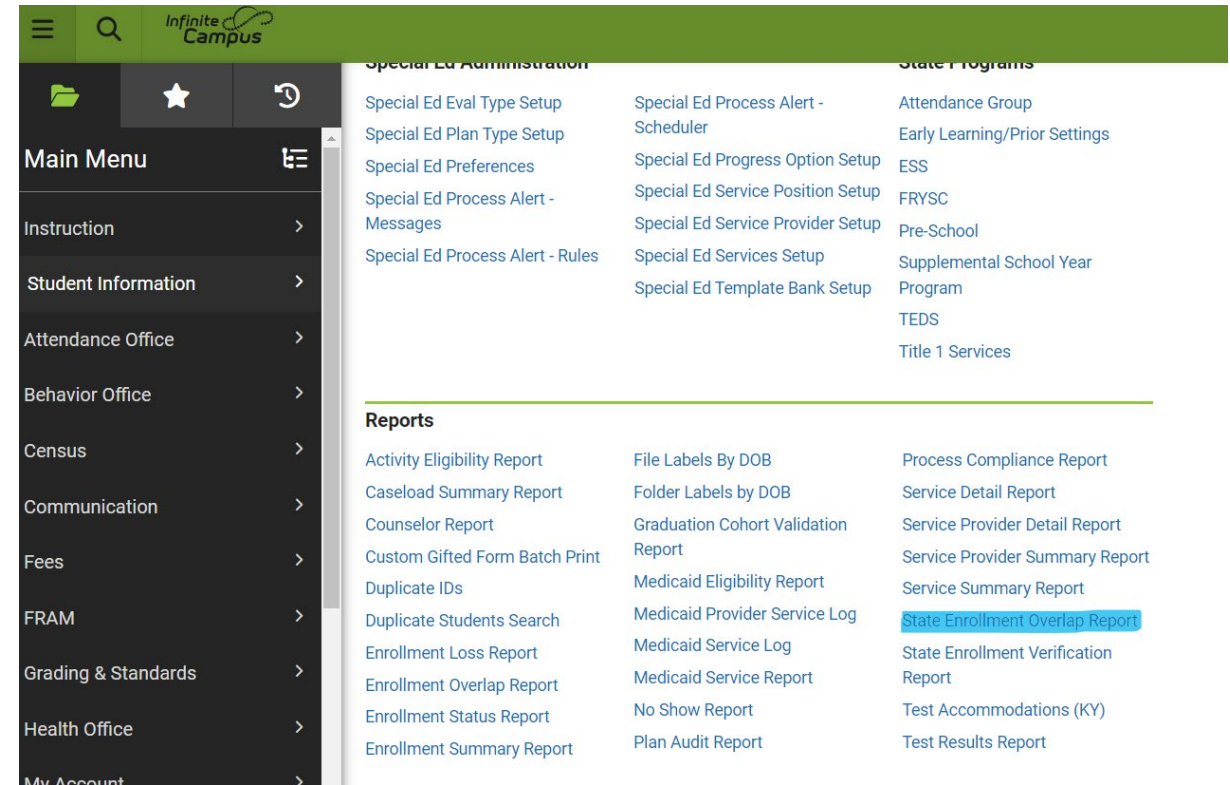
# State Enrollment Overlap

Old IC Path: Student Information | Reports | State Enrollment Overlap

New IC Path: Student Information | Reports | State Enrollment Overlap

Enrollment overlaps occur when the begin/end dates of one primary enrollment overlap with that of a second primary enrollment record for the same student

KDE will not process a district Growth Factor until all overlaps of more than one day are corrected

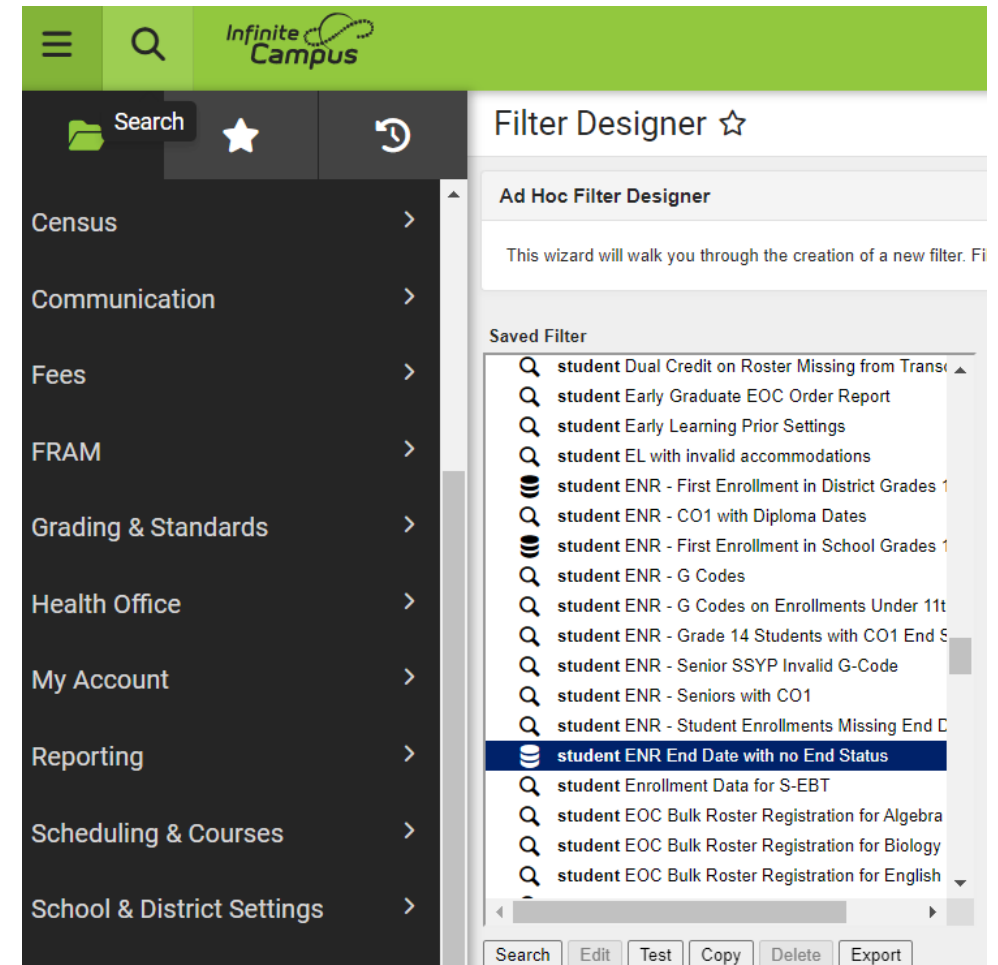


# Missing Enrollment End Status

*Old IC Path: Ad Hoc Reporting | Filter Designer | State Published | Student ENR End Date With No End Status*

*New IC Path: Reporting | Ad Hoc Reporting | Filter Designer | State Published | Student ENR End Date With No End Status*

- Identifies students who have an enrollment with an end date but no associated end status
- Causes a Record 1 error on GF/Record 5 error on the SAAR



# SAAR Detail Report

Old IC Path: [KY State Reporting](#) | [Edit Reports](#) | [SAAR report](#) | R9

New IC Path: [Reporting](#) | [KY State Reporting](#) | [SAAR report](#) | R9

- Several SAAR reports have detail reports that provide additional information.
- Detail reports can be run by selecting “detail” in the report type.
- Detail reports can be run for R9, RH, RV, RS and RX.

The screenshot shows the SAAR report configuration interface. The 'Report Options' section has 'Report Type' set to 'Detail' (circled in red). 'Extract Format' is set to 'PDF'. Under 'Date Range', a list of months from Month 1 to Month 10 is shown with checkboxes. The 'Report Selection' section has 'All Reports' checked, and a red box highlights a list of report types: R9 Over/Under Attendance, R9 Non-Contract Attendance, RH Home\_Hospital Attendance, RV Virtual Performance Based Attendance, RS Out of School Suspension, and RX Expulsion, all of which are checked. On the right, 'Select Calendars' is set to 'All Calendars'. Below that, 'Select Students' is set to 'Grade' with a list of grades from 00 to 08. At the bottom, there are buttons for 'Generate Report', 'Validation Report', and 'Submit to Batch', along with a 'Refresh' button and a date range filter for tasks submitted between 01/12/2021 and 01/19/2021.

# Overage/Underage

Old IC Path: KY State Reporting | Edit Reports | SAAR report | R9

New IC Path: Reporting | KY State Reporting | SAAR report | R9

- Identifies underage/overage students.
- Check for accuracy of Student DOB and that all students with waiver are correctly identified.

## SAAR Report ☆

### Superintendent's Annual Attendance Report (SAAR)

#### Superintendent's Annual Attendance Report (SAAR) Enrollment Report

The SAAR provides a summary of each district's attendance data for the entire school year. The Summary report types provide for verification, analysis and reference.

The screenshot displays the SAAR Report interface with the following sections:

- Report Options:** Report Type is set to **Detail** (highlighted with a red box).
- Extract Format:** Set to **PDF**.
- Date Range:** Selected with radio buttons. A date range is specified from 07/01/2024 to 05/30/2025, with a list of months and their corresponding date ranges.
- Report Selection:** **R9 Over/Under Attendance** is selected (highlighted with a red box). Other options include R9 Non-Contract Attendance, RH Home\_Hospital Attendance, RV Virtual Performance Based Attendance, RS Out of School Suspension, and RX Expulsion.
- Select Calendars:** A list of schools is shown, including 24-25 Corbin Educational Center, 24-25 Corbin Elementary School, 24-25 CORBIN HIGH SCHOOL, 24-25 CORBIN MIDDLE SCHOOL, 24-25 CORBIN PRESCHOOL, 24-25 CORBIN PRIMARY SCHOOL, 24-25 Corbin School of Innovat, 24-25 Elementary Homebound, and 24-25 High School Homebound. A note indicates that CTRL-click and SHIFT-click can be used for multiple selections.
- Select Students:** The **Grade** radio button is selected, and a list of grades from 00 to 08 is shown.

# Creating Your Growth Factor File

*Old IC Path: KY State Reporting | Growth Factor*

*New IC Path: Reporting | KY State Reporting | Growth Factor*

- Run the State Format Fixed Width for all Schools
- Leave the date range blank
- Select 'All Types' (R1,R2,R4,RH)
- Generate Report
- The file name should be saved as GFXXX.YY (XXX = District Number, YY= School Year)
- Example: GF011.24
- 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

The screenshot shows the 'Report Options' interface for the KY State Reporting Growth Factor. Several elements are highlighted with red circles:

- Extract Format:** A dropdown menu set to 'State Format (Fixed width)'.
- Report Types:** A section where 'All Types' is selected with a checked checkbox.
- Select Calendars:** A checkbox labeled 'All Calendars' is checked.
- Generate Report:** A button at the bottom of the report options section.

Other visible elements include:

- Date Range:** Radio buttons for 'Date Range' (selected) and 'School Month'. The 'Date Range' section has empty date pickers for 'From' and 'To'. The 'School Month' section has checkboxes for 'Month 1 (07/06/2020 - 08/18/2020)' and 'Month 2 (08/19/2020 - 09/22/2020)'.
- Report Types List:** A list of report types with checkboxes: 'R1 Ethnic Count (Active students at the end of the 2nd school month)', 'R2 Aggregate Attendance', 'R4 Non-Contract\_Over\_Under Attendance', and 'RH Home\_Hospital Attendance'. All are checked.
- Select Students:** A section with a radio button for 'Grade' (selected) and a list of grade levels from 00 to 08. Below this is an 'Ad Hoc Filter' section.
- Footer:** A 'Refresh' button, a 'Show top 50' dropdown, and a date range filter for 'tasks submitted between 01/14/2021 and 01/21/2021'.

# Submitting your Growth Factor File

- From the home screen, you will go to Growth Factor | Upload File
- From this tab you will see if you have any active issues and once those are resolved you will be able to select the “Complete Submission”

The screenshot shows the 'Superintendent's Annual Attendance Report (SAAR)' interface. At the top, a green header bar contains the title 'Superintendent's Annual Attendance Report (SAAR)', the user email 'oxana.lopetegui-pineda@education.ky.gov (District User)', and a 'Sign out' link. Below the header is a navigation bar with 'Home', 'District Information', and 'Report Manager' (with a dropdown arrow). The 'District: 011 - Anderson County' is displayed on the right. The main content area is titled 'Home' and features three panels: 'Growth Factor', 'January Growth Factor', and 'SAAR'. Each panel displays status, next action, school year, submitted on date, active issues, and resolved issues. The 'Growth Factor' panel has a 'Complete Submission' button and a 'Reports' button. The 'January Growth Factor' and 'SAAR' panels have 'View Submission' and 'Reports' buttons. A footer note explains that the SAAR report provides a summary of aggregate attendance data for funding determination and that school superintendents must submit it by June 30 each year. The bottom right corner shows the copyright '© 2021, Kentucky Department of Education' and a 'Contact Us' link.

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

Home District Information Report Manager ▼ District: 011 - Anderson County

### Home

#### Growth Factor

Status:	Pending Issues
Next Action:	Waiting District to Resolve Issues
School Year:	2016 - 2017
Submitted On:	06/22/2021
Active Issues:	0
Resolved Issues:	1

Complete SubmissionReports

#### 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

View SubmissionReports

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.

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# Details

- All data from your Infinite Campus file will be imported on these tabs

## Submission Details

**005 - Allen County**

<b>School Year</b> 2018 - 2019	<b>Report Type</b> Growth Factor	<b>Submitted On</b> 10/01/2019	<b>Status</b> Completed	<b>Completed On</b> TBD	<b>Verified By KDE On</b> 01/02/1900	<b>Verified By District On</b> 01/02/1900	<b>Active?</b> 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	Holic
No data was reported.									

◀

◀

0

▶

▶

Back to Home



# Viewing Growth Factor Reports

- View all three GF reports

Superintendent's Annual Attendance Report (SAAR)

[laura.loman@education.ky.gov \(District Proxy\)](#) [Sign out](#)

[Home](#) [District Information](#) [Report Manager ▼](#) [Request New User](#) [At Risk](#)

District: 011 - Anderson County

### Submission Details

011 - Anderson County

School Year	Report Type	Submitted On	Status	Completed On	Verified By KDE On	Verified By District On	Active?
2023 - 2024	Growth Factor	10/20/2023	Completed	10/23/2023	10/23/2023	10/23/2023	No

Issues - (1)

Details

Reports


Messages - (0)


Status●Tracking


School Summary

Attendance T-Code Comparison

Gain Loss Summary

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[Back to Home](#)



# Messages

- Communication between the district and KDE can be found here

## 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.			

⏮

⏪

0

⏩

⏭

Send Message

# Status Tracking

- This tab will show you where the submission is in the approval process

## 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

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 ▶ ▶

1 - 3 of 3 items

# Verification Process

- Once verified by KDE, the Superintendent will be able to verify or deny the file
- The superintendent will be notified via email at this time

**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

# Viewing Historical Reports

- The Report Manager's tab shows pdf reports
- You can toggle between other cycles and historical reports

**Superintendent's Annual Attendance Report (SAAR)**laura.loman@education.ky.gov (District Proxy)Sign out



[Home](#) [District Information](#) [Report Manager ▼](#) [Request New User](#) [At Risk](#)District: 011 - Anderson County



## Reports



**011 - Anderson County**

School Year: 2023 - 2024 ▼

[Growth Factor](#) [January Growth Factor](#) [SAAR](#)

School Summary  

Attendance T-Code Comparison  

Gain Loss Summary  

The background of the slide is a composite image. The top left portion shows a line of yellow school buses, with the front of one bus clearly visible, displaying 'SCHOOL BUS' and the number '32'. The bottom left portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. Several white student desks and black chairs are arranged in the room.

# GF and SAAR Reports Breakdown the Calculation

Office of Finance and Operations

Division of District Support

Ronda Devine



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# Growth Factor Reports and Calculation Breakdown

# Growth Factor Three Reports

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



# Growth Factor Calculation

Three GF Reports

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

❖ **Reports are broken into schools**

**Superintendent's Annual Attendance Report (SAAR)**

Home Administration **Report Manager** Data Extractions

**Reports**

**Submissions**

State Level **District Level**

District: County

School Year: 2024 - 2025

Growth Factor January Growth Factor SAAR

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

# Growth Factor – School Summary Report

Kentucky Department of Education  
Growth Factor - School Summary Report  
District: County  
School Year: 2023 - 2024

	A	B	C	D	E	F	G	Ha	Hb	Ia	Ib	J	
Grade	Grade 00 Reported	Grade 1-12 Reported	Total Before Adjustments	Over/Under Age	Non Contract	Adjusted Reported	Days Taught	Grade 00 Full Day AADA	Grade 1-12 Full Day AADA	Grade 00 Full Day Previous AADA	Grade 1-12 Full Day Previous AADA	Membership	T1 Transportation ADA
<b>180 - Temple Hill Elementary School</b>													
00	1,320.50	0.00	1,320.50	0.00	0.00	1,320.50	33	40.02	0.00	33.21	0.00	42	8.21
01	0.00	1,142.50	1,142.50	0.00	0.00	1,142.50	33	0.00	34.62	0.00	32.86	36	15.28
02	0.00	1,022.50	1,022.50	0.00	0.00	1,022.50	33	0.00	30.98	0.00	26.91	33	9.55
03	0.00	1,002.50	1,002.50	0.00	0.00	1,002.50	33	0.00	30.38	0.00	33.21	33	11.26
04	0.00	1,143.00	1,143.00	0.00	0.00	1,143.00	33	0.00	34.64	0.00	43.42	35	14.45
05	0.00	1,434.50	1,434.50	0.00	0.00	1,434.50	33	0.00	43.47	0.00	29.29	47	23.61
06	0.00	1,000.50	1,000.50	0.00	0.00	1,000.50	33	0.00	30.32	0.00	33.74	31	16.72
School Totals	1,320.50	6,745.50	8,066.00	0.00	0.00	8,066.00		40.02	204.41	33.21	199.44	257	99.08
District Totals	11,211.00	131,435.11	142,646.11	0.00	0.00	142,646.11		339.73	3,982.88	346.12	4,063.03	4,576	1,888.45

A = GF Record 2 Kindergarten District Total Reported Entry 11,211.00

B = GF Record 2 Grades 1 - 12 District Total Reported Entry 131,435.11

C = A + B Total Reported before Adjustments 142,646.11

D = GF Record 4 Overage/Underage 0

E = GF Record 4 Non-Contract 0

F = Adjusted Reported C - (D + E) 142,646.11 (0 + 0) = 142,646.11

G = Total Days Taught 33

Ha = F/G - Hb (Last Year's Full K AADA) (142,646.11 / 33) - 3,982.88 = 339.73

Hb = F/G - Ha (Last Year's Full 1 - 12 AADA) (142,646.11/33) - 339.73 = 3,982.88

Ia = Previous Kindergarten Full AADA

Ib = GF Previous Grades 1 -12

J = Membership = GF Record 1 Ethnic Count or SAAR Record 2 - Record 3

Transportation is the same calculation from Comparison Report divided by the number of days taught (33)



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# Growth Factor Gain/ Loss Summary Report

**Kentucky Department of Education**  
**Growth Factor - Gain/Loss Summary Report**  
**District: \_\_\_\_\_ County**  
**School Year: 2023 - 2024**

Current GF AADA	Previous GF AADA	Gain/Loss	Growth Percent	Membership (Includes Virtual Schools)	Prior Year SAAR	Prior Year SAAR + Growth	Required AADA for January Growth
4,322.61	4,409.15	-86.54	-1.96%	4,576	4,542.50	4,542.50	4,633.81
4,322.61	4,409.15	-86.54		4,576	4,542.50	4,542.50	4,633.81

Current AADA = Ha + Hb  
 339.73 + 3,982.88 = 4,322.61  
**Current AADA = 4,322.61**

Previous AADA = Ia + Ib  
 346.12 + 4,063.03 = 4,409.15  
**Previous AADA = 4,409.15**

Gain/Loss  
**4,322.61 - 4,409.15 = - 86.54**

Growth Percent = Gain/Loss/ Last Year's AADA  
 - 86.54 / 4,409.15 = - 1.96%  
**Growth Percent = -1.96%**

Prior Year SAAR + Growth Percent x .01 = AADA or higher to be eligible for January Growth  
**Required AADA for January Growth = 4,633.81 or higher**

Ha Grade 00 Full Day AADA	Hb Grade 1-12 Full Day AADA	Ia Grade 00 Full Day Previous AADA	Ib Grade 1-12 Full Day Previous AADA
40.02	0.00	33.21	0.00
0.00	34.62	0.00	32.86
0.00	30.98	0.00	26.91
0.00	30.38	0.00	33.21
0.00	34.64	0.00	43.42
0.00	43.47	0.00	29.29
0.00	30.32	0.00	33.74
40.02	204.41	33.21	199.44
339.73	3,982.88	346.12	4,063.03



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# Column Explanations AADA Summary Report

- A Kindergarten Reported: Record 2 00 For District Aggregate Days Present
- B Grade 1 – 12 Reported: Record 2 Grades 1 – 12 District Aggregate Days Present
- C Total Before Adjustments: Elementary Reported + Grades 1 – 12 Reported
- D Over/Under: Record 4 for IC for District Overage and Underage Aggregate Attendance Days Present
- E Non-Contract: Record 4 IC for District Non-Contract Aggregate Attendance Days Present
- F Adjusted Reported: Total Before Adjustments – (Over/Under Age + Non-Contract)
- G Days Taught: Record 1 Total Number of Days Taught
- Ha Kindergarten Full Day AADA: When Grade is Kindergarten (00) = Adjusted Reported/Days Taught otherwise zero.
- Hb Grade 1 – 12 Full Day AADA: When Grade is Grade 1 – 12 = Adjusted Reported/Days Taught otherwise zero.
- Ia Kindergarten Previous Full Day AADA: Refer to prior year's Growth Factor Summary
- Ib Grade 1 -12 Previous Full Day AADA: Refer to prior year's Growth Factor Summary
- J Membership (Record 2 Enrollment + Record 2 Re-Enrollment) – Record 3 Withdrawals.

# T-Code Comparison Growth Factor

Grade	T1			T2			T3			T4			T5			NT			Total		
	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.
150 Elementary School																					
00	480.50	488.00	-1.54%	33.00	98.00	-66.33%	164.50	92.50	77.84%	61.50	0.00	-	27.00	0.00	-	1,887.00	2,390.00	-21.05%	2,653.50	3,068.50	-13.52%
01	516.50	740.00	-30.20%	61.00	65.50	-6.87%	255.00	156.00	63.46%	33.00	0.00	-	0.00	0.00	0.00%	2,303.00	1,899.00	21.27%	3,168.50	2,860.50	10.77%
02	603.00	351.50	71.55%	0.00	0.00	0.00%	449.50	195.00	130.51%	0.00	0.00	0.00%	91.50	32.00	185.94%	1,669.50	1,685.00	-0.92%	2,813.50	2,263.50	24.30%
03	443.50	527.00	-15.84%	32.00	33.00	-3.03%	483.00	449.50	7.45%	65.00	0.00	-	62.50	33.00	89.39%	1,833.50	1,546.50	18.56%	2,919.50	2,589.00	12.77%
04	633.00	464.00	36.42%	0.00	95.00	-100.00%	701.50	227.50	208.35%	97.50	33.00	195.45%	57.00	0.00	-	1,180.00	1,388.50	-15.02%	2,669.00	2,208.00	20.88%
05	343.50	570.50	-39.79%	0.00	0.00	0.00%	352.00	389.50	-9.63%	130.00	66.00	96.97%	65.00	65.00	0.00%	1,620.50	1,471.00	10.16%	2,511.00	2,562.00	-1.99%
06	455.50	772.00	-41.00%	0.00	32.00	-100.00%	415.00	353.50	17.40%	33.00	0.00	-	95.00	64.00	48.44%	1,144.50	1,620.00	-29.35%	2,143.00	2,841.50	-24.58%
School Totals	3,475.50	3,913.00		126.00	323.50		2,820.50	1,863.50		420.00	99.00		398.00	194.00		11,638.00	12,000.00		18,878.00	18,393.00	

T1 + 1/2 T3  
 3,475.50 + 1,410.25  
 4,885.75  
 Divided by 33  
 T1 ADA = 148.05

T2 + 1/2 T4  
 126.00 + 210.00  
 336.00  
 Divided by 33  
 T2 ADA = 10.18

T5 is the number  
 Reported 398  
 Divided by 33  
 T5 ADA is 12.06

NT is the total reported,  
 plus half of T3, plus half  
 of T4  
 11,638.00 + 1,410.25 +  
 210.00 = 13,258.25  
 Divided by 33  
 NT ADA = 401.77

# SAAR Reports and Calculations



# SAAR Reports

- SAAR Attendance Summary Report
- SAAR Full Day Attendance Adjustment Report
- T-Code Comparison Report
- Transportation Summary Report



Kentucky Department of  
**EDUCATION**

# SAAR Calculations

## Four SAAR Reports

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

**Superintendent's Annual Attendance Report (SAAR)**

Home Administration **Report Manager** Data Extractions At Risk

### Reports









#### Submissions

State Level District Level

District: 001 - Adair County

School Year: 2024 - 2025

Growth Factor January Growth Factor **SAAR**

Attendance Summary	 
Attendance T-Code Comparison	 
Transportation Summary	 
Attendance Adjustments	 





# SAAR Full Day Summary Report

Kentucky Department of Education  
SAAR - Attendance Summary Report  
District: \_\_\_\_\_ County \_\_\_\_\_  
School Year: 2022 - 2023

School		A1 Grade 00 Reported	A2 Grade 1-12 Reported	B1 Grade 00 Adjustments	B2 Grade 1-12 Adjustments	C1 Grade 00 Substituted Days	C2 Grade 1-12 Substituted Days	D1 Grade 00 Adjusted Reported	D2 Grade 1-12 Adjusted Reported	E1 Grade 00 AADA	E2 Grade 1-12 AADA	F ADM	G Enrollment	H Membership	I Percent Attendance	J Home Hospital AADA	K Number of Days Reported
010	Elementary School	7,292.50	39,162.50	-614.00	-3,357.50	499.41	2,381.07	6,678.50	35,805.00	43.50	231.43	292.65	309	296	93.40%	0.00	170
011 -	Campus	0.00	6,181.00	0.00	-419.50	0.00	741.55	0.00	5,761.50	0.00	39.41	40.45	46	43	89.90%	0.12	170
012		1,269.00	4,087.00	-118.00	31,135.91	0.00	2,949.41	1,151.00	35,222.91	6.98	231.35	32.54	250	237	96.80%	0.00	170
014 -	Elementary	9,348.00	66,879.50	-750.00	-5,695.50	820.96	5,510.38	8,598.00	61,184.00	57.08	404.21	475.41	489	492	94.30%	0.35	170
027	High School	0.00	209,786.50	0.00	-17,523.50	0.00	15,510.20	0.00	192,263.00	0.00	1,259.23	1,341.20	1,427	1,351	92.00%	8.05	170
035 -	Elementary School	5,932.00	42,524.26	-478.00	-3,647.92	646.00	3,692.33	5,454.00	38,876.34	36.97	257.99	301.82	310	304	94.40%	0.15	170
050	Middle School	0.00	100,669.50	0.00	-8,406.00	0.00	9,627.38	0.00	92,263.50	0.00	617.52	636.65	671	644	93.00%	2.24	170
080 -	Elementary School	6,970.00	33,621.00	-585.50	-2,861.00	392.64	2,249.60	6,384.50	30,760.00	41.07	200.06	256.05	268	257	93.30%	0.07	170
130 -	Elementary School	7,504.00	45,117.00	-633.00	-3,743.50	639.11	4,123.42	6,871.00	41,373.50	45.52	275.74	334.62	367	340	92.50%	1.11	170
150 -	Elementary School	13,082.50	80,215.50	-1,108.00	-6,815.00	1,225.87	6,064.38	11,974.50	73,400.50	80.00	481.61	586.06	617	592	93.60%	0.85	170
180 -	Elementary School	5,529.00	33,001.50	-488.00	-2,866.50	484.54	2,756.96	5,041.00	30,135.00	33.40	199.35	240.69	256	247	94.20%	0.12	170
District Totals		56,927.00	661,245.26	-4,774.50	-24,200.01	4,708.52	55,606.67	52,152.50	637,045.25	344.61	4,197.89	4,538.140	5,010	4,803		13.05	

Last Year Full ADA	4,639.63
Weather Days	10
Non-Traditional Days	3
Health and Safety Days	0

$$A1 - B1 = D1 (56,927.00 - 4,774.50) = 52,152.50$$

$$A2 - B2 = D2 (661,245.26 - 21,200.01) = 637,045.25$$

$$D1 + C1 / K-5 = E1 (52,152.50 + 4,708.52 / 165) = 344.61$$

$$D2 + C2 / K-5 = E2 (637,045.25 + 55,606.67 / 165) = 4,197.89$$

$$B1 = W - (O + Q + S + U) \cdot 9 - (1,541.50 + 3,242.00 + 0 + 0) = -4,774.50$$

$$B2 = X - (P + R + T + V) \cdot 32,051.41 - (18,229.64 + 38,021.78 + 0 + 0) = -24,200.01$$

$$Y = \text{Substituted Days (Last Year's AADA x (Weather and NTI)) } 4,639.63 \times (10 + 3) = 60,315.19$$

$$344.61 + 4,197.89 = 4,542.50$$

$$\text{FULL AADA} = 4,542.50$$

$$C1 + C2 = Y (4,708.52 + 55,606.67) = 60,315.19$$



Kentucky Department of  
**EDUCATION**

# SAAR Full Day Attendance Adjustment Report

Kentucky Department of Education  
SAAR - Full Day Attendance Adjustment Report  
District: County  
School Year: 2022 - 2023

		O	P	Q	R	S	T	U	V	V/PB + SSP1 + SSP2		Y	Z
		Grade 00 Low 5	Grade 1-12 Low 5	Grade 00 Weather & Non- Traditional	Grade 1-12 Weather & Non- Traditional	Grade 00 Non Contract	Grade 1-12 Non Contract	Grade 00 Over/Under Age	Grade 1-12 Over/Under Age	*Grade 00 IC Adjustment	*Grade 1-12 IC Adjustment	Substituted Days Adjustment	Days
010 -	Elementary School	197.50	1,092.50	416.50	2,268.50	0.00	0.00	0.00	0.00	0.00	0.00	2,880.48	170
011 -	Campus	0.00	173.00	0.00	355.00	0.00	0.00	0.00	0.00	0.00	108.50	741.55	170
012 -		39.00	120.00	79.00	241.00	0.00	0.00	0.00	0.00	0.00	31,496.91	2,949.41	170
014 -	Elementary	236.00	1,855.00	514.00	3,848.00	0.00	0.00	0.00	0.00	0.00	7.50	6,331.34	170
027 -	High School	0.00	5,777.50	0.00	11,989.00	0.00	0.00	0.00	0.00	0.00	243.00	15,510.20	170
035 -	Elementary School	155.00	1,184.64	323.00	2,468.28	0.00	0.00	0.00	0.00	0.00	5.00	4,338.32	170
050 -	Middle School	0.00	2,692.00	0.00	5,788.00	0.00	0.00	0.00	0.00	0.00	74.00	9,627.38	170
080 -	Elementary School	194.50	922.50	392.00	1,949.50	0.00	0.00	0.00	0.00	1.00	11.00	2,642.24	170
130 -	Elementary School	205.00	1,231.00	431.50	2,561.00	0.00	0.00	0.00	0.00	3.50	48.50	4,762.52	170
150 -	Elementary School	355.50	2,234.00	754.00	4,623.50	0.00	0.00	0.00	0.00	1.50	42.50	7,290.26	170
180 -	Elementary School	159.00	947.50	332.00	1,930.00	0.00	0.00	0.00	0.00	3.00	11.00	3,241.50	170
District Totals		1,541.50	18,229.64	3,242.00	38,021.78	0.00	0.00	0.00	0.00	9.00	32,051.41	60,315.19	

$$B1 = W - (O + Q + S + U) \quad 9 - (1,541.50 + 3,242.00) = 4,774.50$$

$$B2 = X - (P + R + T + V) \quad 32,051.41 - (18,229.64 + 38,021.78) = -24,200.01$$

$$Y = C1 + C2 \quad (4,708.52 + 55,606.67) = 60,315.19$$

Y = Last Year's AADA multiplied by weather plus non-traditional days

$$4,639.63 \times (10 + 3) = 60,315.19$$

These adjustments are seen on the Attendance Summary Report. Columns O through V are subtracted. Columns W and X are added in and are the Virtual/Performance, suspension and expulsion.

# Columns A1 and A2 Attendance Summary

Page 12 of 13

Record Format: 7 - Aggregate Attendance cont.

22-23 School Year

Generate on 08/23/2023 11:59:59 AM

Whole School Year Calendars: 11 Schools: 11 Grades Count: 14

You will  
find the  
total  
Aggregate  
Day  
Present for  
K and 1-12  
in Record 7

District							
DISTRICT BASE Aggregate Days - PRESENT TOTAL							
Grade	T1	T2	T3	T4	T5	NT	Total
00	15,545.50	1,194.50	4,302.50	517.00	669.50	34,698.00	56,927.00
01	16,367.00	1,554.00	7,062.50	325.00	58.50	37,377.00	62,744.00
02	14,636.00	1,065.00	6,855.00	488.50	1,083.76	32,489.50	56,617.76
03	16,971.50	1,630.00	7,762.00	945.50	632.00	31,308.50	59,249.50
04	18,630.50	1,148.50	8,935.50	814.50	431.50	29,905.50	59,866.00
05	15,919.00	1,723.50	8,194.50	788.00	341.00	25,406.50	52,372.50
06	16,493.50	1,464.50	10,601.00	325.50	631.00	24,719.50	54,235.00
07	29,016.50	656.50	6,824.00	131.50	310.50	13,596.50	50,535.50
08	24,929.00	627.00	8,271.00	156.50	510.50	17,127.00	51,621.00
09	27,954.00	462.00	9,483.50	.00	206.50	20,412.50	58,518.50
10	24,067.00	1,059.00	6,748.00	.00	515.00	22,200.00	54,589.00
11	16,071.50	325.50	3,554.00	.00	381.50	30,434.00	50,766.50
12	7,327.00	9.00	1,012.00	.00	387.50	41,277.00	50,012.50
14	116.00	.00	.00	.00	.00	.00	116.00
Total	244,044.00	12,919.00	89,605.50	4,492.00	6,158.76	360,951.50	718,170.76

A1 = K (56,927.00)

A2 = Grades 1 - 12 (718,170.76 - 56,927.00 = 661,245.26)

A1	A2
Grade 00 Reported	Grade 1-12 Reported
7,292.50	39,162.50
0.00	6,181.00
1,269.00	4,087.00
9,348.00	66,879.50
0.00	209,786.50
5,932.00	42,524.26
0.00	100,669.50
6,970.00	33,621.00
7,504.00	45,117.00
13,082.50	80,215.50
5,529.00	33,001.50
56,927.00	661,245.26



Kentucky Department of  
**EDUCATION**

# B1 Adjustment Calculation

- B1 Kindergarten
- $(V/PB + SSP1 + SSP2) - (Grade\ 00\ Low\ 5 + Grade\ 00\ Weather\ and\ Non-Traditional + Grade\ 00\ Non-Contract + Grade\ 00\ overage/underage)$ 
  - SAAR Report Sections
    - Record V = Virtual/Performance Based
    - Record S = Suspensions
    - Record X = Expulsions
    - SAAR Record 9 = non-contract/overage and underage
    - SAAR Record L = 5 Low Days
    - SAAR Record W = Weather Days
    - SAAR Record N = Non-Traditional Days

B1
Grade 00 Adjustments
-614.00
0.00
-118.00
-750.00
0.00
-478.00
0.00
-585.50
-633.00
-1,108.00
-488.00
-4,774.50



# B2 Adjustment Calculation

- B2 Grades 1-12
- $(V/PB + SSP1 + SSP2) - (Grades\ 1-12\ Low\ 5 + Grades\ 1-12\ Weather\ and\ Non-Traditional + Grades\ 1-12\ Non-Contract + Grades\ 1-12\ overage/underage)$ 
  - SAAR Report Sections
    - Record V = Virtual/Performance Based
    - Record S = Suspensions
    - Record X = Expulsions
    - SAAR Record 9 = non-contract/overage and underage
    - SAAR Record L = 5 Low Days
    - SAAR Record W = Weather Days
    - SAAR Record N = Non-Traditional Days

B2
Grade 1-12 Adjustments
-3,357.50
-419.50
31,135.91
-5,695.50
-17,523.50
-3,647.92
-8,406.00
-2,861.00
-3,743.50
-6,815.00
-2,866.50
-24,200.01



# B1 and B2 Adjustment Calculation

- $B1 = (W) - (O + Q + S + U)$  Total Adjustments
- $B1 = 9.00 - (1,541.50 + 3,242.00 + 0 + 0)$
- **-4774.50**
- $B2 = (X) - (P + R + T + U)$  Total Adjustments
- $B2 = 32051.41 - (18,229.64 + 38,021.78 + 0 + 0)$
- **-24,200.01**

B1	B2
Grade 00 Adjustments	Grade 1-12 Adjustments
-614.00	-3,357.50
0.00	-419.50
-118.00	31,135.91
-750.00	-5,695.50
0.00	-17,523.50
-478.00	-3,647.92
0.00	-8,406.00
-585.50	-2,861.00
-633.00	-3,743.50
-1,108.00	-6,815.00
-488.00	-2,866.50
-4,774.50	-24,200.01



# Look Back at Last Year's SAAR

Last Year's  
Attendance  
Summary Report  
Full K AADA and  
Full 1-12 AADA  
to figure out  
Columns C1 and  
C2 Alternative  
Days  
(W+NTI) x Last  
Year's AADA =

Superintendent's Annual Attendance Report (SAAR)			
Home	Administration ▼	Report Manager ▼	Data Extraction
Reports			
Submissions			
State Level		District Level	
District:		County	
School Year:		2021 - 2022	
Growth Factor	January Growth Factor	SAAR	
Attendance Summary		↓	
Attendance T Code Comparison		↓	
Transportation Summary		↓	
Attendance Adjustments		↓	
		3,241.50	
		60,315.19	

Last Year Full ADA	4,639.63
Weather Days	10
Non-Traditional Days	3
Health and Safety Days	0

$$4,639.93 \times (10+3) = 60,315.19$$



# C1 Alternative Days K Calculation

- C1 K Alternative Days= Number of Low Attendance Weather Days selected + Number of Non-Traditional Days \* Last Year's

Full SAAR Adjustments  
AADA (by school and grade level 00)

- $(10 + 3) \times 362.19 = 4,708.47$

Kentucky Department of Education  
SAAR - Attendance Summary Report  
District: \_\_\_\_\_  
School Year: 2021 - 2022

Grade 00	Grade 1-12 Substituted Days	Grade 00 Adjusted Reported	Grade 1-12 Adjusted Reported	Grade 00 AADA	Grade 1-12 AADA	Adjusted AADA Grade 00
0.59	2,166.19	5,978.00	28,055.00	38.42	183.16	
0.00	679.22	0.00	8,732.74	0.00	57.04	
0.00	0.00	0.00	38,569.25	0.00	226.88	
1.88	5,177.44	9,678.00	64,762.00	63.15	423.88	
0.00	14,234.08	0.00	182,626.04	0.00	1,193.09	
6.18	3,453.68	7,663.00	43,410.50	49.69	284.03	
0.00	8,484.66	0.00	113,709.00	0.00	740.57	
6.98	2,203.56	4,646.50	26,349.00	30.20	173.05	
1.26	3,869.76	7,590.50	48,466.00	49.16	317.19	
2.59	5,814.49	14,526.50	71,156.50	94.30	466.49	
6.44	2,606.26	5,723.50	32,386.00	37.27	212.07	
5.92	48,689.34	55,806.00	658,222.03	362.19	4,277.44	

C1 Grade 00 Substituted Days
499.41
0.00
0.00
820.96
0.00
646.00
0.00
392.64
639.11
1,225.87
484.54
4,708.52



# C2 Alternative Days Grades 1-12 Calculation

- C2 Grades 1-12 Alternative Days = Number of Low Attendance Weather Days selected + Number of Non-Traditional Days \* Last Year's Full SAAR Adjustments AADA (by school and grade level 00)
- $(10 + 3) \times 4,277.44 = 55,606.72$

Kentucky Department of Education  
SAAR - Attendance Summary Report  
District:  
School Year: 2021 - 2022

Grade 00	Grade 1-12 Substituted Days	Grade 00 Adjusted Reported	Grade 1-12 Adjusted Reported	Grade 00 AADA	Grade 1-12 AADA	Adjusted Grade 00 AADA	C2 Grade 1-12 Substituted Days
0.59	2,166.19	5,978.00	28,055.00	38.42	183.16		2,381.07
0.00	679.22	0.00	8,732.74	0.00	57.04		741.55
0.00	0.00	0.00	38,569.25	0.00	226.88		2,949.41
1.88	5,177.44	9,678.00	64,762.00	63.15	423.88		5,510.38
0.00	14,234.08	0.00	182,626.04	0.00	1,193.09		15,510.20
6.18	3,453.68	7,663.00	43,410.50	49.69	284.03		3,692.33
0.00	8,484.66	0.00	113,709.00	0.00	740.57		9,627.38
6.98	2,203.56	4,646.50	26,349.00	30.20	173.05		2,249.60
1.26	3,869.76	7,590.50	48,466.00	49.16	317.19		4,123.42
2.59	5,814.49	14,526.50	71,156.50	94.30	466.49		6,064.38
6.44	2,606.26	5,723.50	32,386.00	37.27	212.07		2,756.96
5.92	48,689.34	55,806.00	658,222.03	362.19	4,277.44		55,606.67

# D1 and D2 Adjusted Reported Calculation

- Reported – Adjustments + Substituted Days = Adjusted Reported

- $D1 = A1 - B1$

- $D1 = A1 (56,927.00) - B1 (-4,774.50) =$

- **52,152.50**

- $D2 = A2 - B2$

- $D2 = A2 (661,245.26) - B2 (-24,200.01) =$

- **637,045.25**

D1 Grade 00 Adjusted Reported	D2 Grade 1-12 Adjusted Reported
6,678.50	35,805.00
0.00	5,761.50
1,151.00	35,222.91
8,598.00	61,184.00
0.00	192,263.00
5,454.00	38,876.34
0.00	92,263.50
6,384.50	30,760.00
6,871.00	41,373.50
11,974.50	73,400.50
5,041.00	30,135.00
52,152.50	637,045.25



# E1 and E2 Total AADA Calculation

- Substituted Days + Adjusted Reported / (Number of Days Reported – 5)
- $E1 = C1 + D1 / (L-5)$
- $E1 = C1 (4,708.52) + (52,152.50) / (170-5) =$
- **344.61**
- $E2 = C2 + D2 / (L-5)$
- $E2 = C2 (55,606.67) + (637,045.25) / (170-5) =$
- **4,197.89**

**FULL AADA (344.61 + 4,197.89) = 4,542.50**

E1	E2
Grade 00 AADA	Grade 1-12 AADA
43.50	231.43
0.00	39.41
6.98	231.35
57.08	404.21
0.00	1,259.23
36.97	257.99
0.00	617.52
41.07	200.06
45.52	275.74
80.00	481.61
33.49	199.35
344.61	4,197.89



# Explanation of Full Day AADA Summary Attendance Report

A1	K Reported	= Record 7 IC PDF Grade 00: 'District Aggregate Days Present'
A2	Reported 1-12	= Record 7 IC PDF Grades 1-12: 'District Aggregate Days Present'
	Total Before Adjustments	= A1 + A2 or Record 7 IC PDF School Total 'District Aggregate Days Present'
B1	K Adjustments	= Data Calculated from the 'Full Day Attendance Adjustment Report': Total Adjustments = (X) – (P + R + T + V) Total Adjustments = (K IC Adjustment) – (K five low + K Weather Days + K Non-Traditional + K Non-Contract + K Overage/Underage)
B2	1-12 Adjustments	= Data Calculated from the 'Full Day Attendance Adjustment Report': Total Adjustments = (Y) – (Q + S + U + W) Total Adjustments = (1-12 IC Adjustment) – (1-12 five low + 1-12 Weather Days + 1-12 Non-Traditional + 1-12 Non-Contract + 1-12 Overage/Underage)
C1	K Substituted Days	= Number of Low Attendance Weather Days selected + Number of Non-Traditional Days * Last Year's Full SAAR Adjustments AADA (by school and grade level 00)
C2	1-12 Substituted Days	= Number of Low Attendance Weather Days selected + Number of Non-Traditional Days * Last Year's Full SAAR Adjustments AADA (by school and grades 1-12)
D1	K Adjusted Reported	= A1 – C1 (subtract 'C1' as a positive number)
D2	1-12 Adjusted Reported	= A2 – C2 (subtract 'C2' as a positive number)
E1	K AADA	= D1 + E1 divided by (L – 5) K Substituted Days + K Adjusted Reported / (Number of Days Reported – 5)
E2	1 -12 AADA	= D2 + E2 divided by (L – 5) 1-12 Substituted Days + 1-12 Adjusted Reported / (Number of Days Reported – 5)
F	ADM	= Record 7 IC PDF: District 'Base Aggregate Days Present' Plus District 'Base Aggregate Days Absent' divided by Number of Days Taught
G	Enrollment	= Record 2 IC PDF: District Total for E1's + E2's + E3's

# SAAR Summary Second Page Continued

H	Membership	= Record 5 IC PDF: District Total of Students by Ethnic Count or IC SAAR PDF Record 2 – Record 3 = Record 5
I	% of Attendance	= Record 7 IC PDF: 'District Aggregate Days Present' divided by ('District Aggregate Days Present' + 'District Aggregate Days Absent')
J	HH AADA	= Record H IC PDF: 'District Aggregate Days Home & Hospital Present Total' divided by Number of Days Taught
K	Number of Days	= Total Number of Days Taught
	Last Year's Full AADA	= Last Year's SAAR AADA (SAAR AADA will be reflected with Full Kindergarten)
	Weather Days	= Number of Low Weather Days Selected
	Non-Traditional Days	= Number of Non-Traditional Days Selected
	Health and Safety Days	= DO NOT USE

# Explanation - Full Day Attendance Adjustment

O	K Low Five	= Record L IC PDF Grade 00: 'District Aggregate Low Attendance Days Present'
P	1-12 Low Five	= Record L IC PDF Grades 1-12: 'District Aggregate Low Attendance Days Present'
Q	K Weather and Non-Traditional Days	= Record W & N IC PDF Grade 00: 'District Aggregate Weather and NTI Attendance Days Present'
R	1-12 Weather and Non-Traditional Days	= Record W & N IC PDF Grades 1-12: 'District Aggregate Weather and NTI Attendance Days Present'
S	K Non Contract	= Record 9 IC PDF Grade 00: 'District Non-Contract Aggregate Attendance Days Present'
T	1-12 Non Contract	= Record 9 IC PDF Grades 1-12: 'District Non-Contract Aggregate Attendance Days Present'
U	K Overage/Underage	= Record 9 IC PDF Grade 00: 'District Overage/Underage Aggregate Attendance Present Days'
V	1-12 Overage/Underage	= Record 9 IC PDF Grades 1-12: 'District Overage/Underage Aggregate Attendance Present Days'
W	K IC Adjustment	= Record 7 IC PDF Grade 00: 'District Adjustment Aggregate Days Present' (NOTE: IC ADJUSTMENT = Virtual/Performance Based Proficient, Eligible Suspension and Eligible Expulsions)
X	1-12 IC Adjustment	= Record 7 IC PDF Grades 1-12: 'District Adjustment Aggregate Days Present' (NOTE: IC ADJUSTMENT = Virtual/Performance Based Proficient, Eligible Suspension and Eligible Expulsions)
Y	Substituted Days	= (Number of Weather Days + Non-Traditional Days) x Prior Year AADA
Z	Days Reported	= Total number of days taught

# T-Code Attendance Comparison Report

Example is one School on the district report

T1 = 16,975.50  
1/2 T3 = 6,873.75  
T1 Reported = 23,849.25

T2 = 704.50  
1/2 T4 = 987.50  
T2 Reported = 1,692.00

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SAAR - T-Code Attendance Comparison Report  
District:  
School Year: 2022 - 2023  
T-5 = 2,138.00

NT = NT Total + 1/2 T3 + 1/2 T4  
57,757.50 + 6,873.75 + 987.50  
NT Reported = 65,618.75

Grade	T1			T2			T3			T4			T5			NT			Total		
	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.
150 - Elementary School																					
00	2,440.00	3,487.50	-30.04%	236.50	0.00	-	806.00	1,222.00	-34.04%	205.50	0.00	-	233.50	0.00	-	9,161.00	11,359.50	-19.35%	13,082.50	16,069.00	-18.59%
01	2,214.50	2,146.50	3.17%	308.00	0.00	-	1,039.50	1,107.50	-6.14%	164.00	0.00	-	58.50	211.50	-72.34%	11,451.00	8,967.50	27.69%	15,235.50	12,433.00	22.54%
02	3,070.50	1,998.00	53.68%	0.00	0.00	0.00%	2,130.00	2,315.00	-7.99%	0.00	0.00	0.00%	444.00	324.00	37.04%	8,203.00	7,926.00	3.49%	13,847.50	12,563.00	10.22%
03	2,171.50	2,590.50	-16.17%	160.00	477.00	-66.46%	2,534.50	1,399.50	81.10%	325.50	168.00	93.75%	322.00	1.00	32,100.00%	9,067.50	6,892.00	31.57%	14,581.00	11,528.00	26.48%
04	3,168.00	2,783.50	13.81%	0.00	0.00	0.00%	3,437.50	1,948.00	76.46%	492.50	332.50	48.12%	283.50	98.50	187.82%	5,864.00	7,908.00	-25.85%	13,245.50	13,070.50	1.34%
05	1,628.50	3,489.50	-53.33%	0.00	0.00	0.00%	1,817.00	1,770.00	2.66%	625.00	0.00	-	316.00	408.50	-22.64%	8,195.50	8,889.00	-7.80%	12,582.00	14,557.00	-13.57%
06	2,282.50	3,467.00	-34.16%	0.00	0.00	0.00%	1,983.00	1,808.00	9.68%	162.50	160.00	1.56%	480.50	569.50	-15.63%	5,815.50	8,654.00	-32.80%	10,724.00	14,658.50	-26.84%
School Totals	16,975.50	19,962.50		704.50	477.00		13,747.50	11,570.00		1,975.00	660.50		2,138.00	1,613.00		57,757.50	60,596.00		93,298.00	94,879.00	

T1 Reported T1 + 1/2 T3  
T1 = 16,975.50  
T3 = 13,747.50  
1/2 T3 = 6,873.75  
T1 = 23,849.25  
Divided by # of Days (170)  
T1 ADA = 140.29

T2 Reported T2 + 1/2 T4  
T2 = 704.50  
T4 = 1,975.00  
1/2 T4 = 987.50  
T2 = 1,692.00  
Divided by # of days (170)  
T2 ADA = 9.95

T5 = T5 Reported  
Divided by # of Days  
2,138.00 / 170 = 12.58  
T5 ADA = 12.58

NT = NT Total + 1/2 T3 + 1/2 T4  
NT = 57,757.50 + 6,873.75 + 987.50  
NT Reported = 65,618.75  
Divided by # of days (170)  
NT ADA = 385.99



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# Transportation Summary Report

T1 Reported =  
 $T1 + \frac{1}{2} T3$   
 $23,849.25 / 170$   
**140.29 T1 ADA**

T2 Reported =  
 $T2 + \frac{1}{2} T4$   
 $1,692.00 / 170$   
**9.95 T2 ADA**

T5 Reported =  
 $2,138.00$   
**12.58 T5 ADA**

NT Reported =  
 $NT + \frac{1}{2} T3 + \frac{1}{2} T4$   
 $65,618.75 / 170$   
**385.99 NT ADA**

**170 = Total Days Transported**

School	T1 Reported	T2 Reported	T5 Reported	NT Reported	Attendance Recorded	T1 ADA	T2 ADA	T5 ADA	NT ADA
010 - Elementary School	21,372.00	245.50	721.00	* 24,116.50	170.00	125.72	1.44	4.24	141.86
Non Traditional Day Adjustment	0.00	0.00	0.00	0.00					
011 - Campus	2,480.00	428.00	167.00	* 3,106.00	170.00	14.59	2.52	0.98	18.27
Non Traditional Day Adjustment	0.00	0.00	0.00	0.00					
012 -	0.00	0.00	0.00	* 5,356.00	170.00	0.00	0.00	0.00	31.51
Non Traditional Day Adjustment	0.00	0.00	0.00	0.00					
014 - Elementary	15,730.50	1,931.50	321.00	* 58,244.50	170.00	92.53	11.36	1.89	342.61
Non Traditional Day Adjustment	0.00	0.00	0.00	0.00					
027 - High School	84,180.25	1,494.50	1,374.00	* 122,737.75	170.00	495.18	8.79	8.08	721.99
Non Traditional Day Adjustment	0.00	0.00	0.00	0.00					
035 - Elementary School	22,100.50	1,460.50	65.76	* 24,829.50	170.00	130.00	8.59	0.39	146.06
Non Traditional Day Adjustment	0.00	0.00	0.00	0.00					
050 - Middle School	60,769.50	1,360.50	770.50	* 37,769.00	170.00	357.47	8.00	4.53	222.17
Non Traditional Day Adjustment	0.00	0.00	0.00	0.00					
080 - Elementary School	15,262.25	699.50	0.00	* 24,629.25	170.00	89.78	4.11	0.00	144.88
Non Traditional Day Adjustment	0.00	0.00	0.00	0.00					
130 - Elementary School	23,461.25	3,730.75	454.00	* 24,975.00	170.00	138.01	21.95	2.67	146.91
Non Traditional Day Adjustment	0.00	0.00	0.00	0.00					
150 - Elementary School	23,849.25	1,692.00	2,138.00	* 65,618.75	170.00	140.29	9.95	12.58	385.99
Non Traditional Day Adjustment	0.00	0.00	0.00	0.00					
180 - Elementary School	19,640.75	2,122.25	147.50	* 16,620.00	170.00	115.53	12.48	0.87	97.76
Non Traditional Day Adjustment	0.00	0.00	0.00	0.00					
District Total AADA						1,699.10	89.21	36.23	2,400.01

\*50% of T3 is added to T1 and 50% is added to NT. 50% of T4 is added to T2 and 50% is added to NT for the Transportation ADA Calculations.  
 \*\* Adjustments do not apply for Transportation ADA Calculations.  
 Columns 'T1 Reported', 'T2 Reported', 'T5 Reported' and 'NT Reported' are divided by 'No of Days' to equal corresponding T-code ADA



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