

Growth Factor & SAAR Application

Laura Loman

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.

<i>GF Record #</i>	<i>Record Name</i>	<i>SAAR Record #</i>
GF Record 1	Ethnic County	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

Request New User Tab

- Please check the users in your district each year and confirm they are correct.
- 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: ←

District Information Tab

The screenshot displays the SAAR interface. At the top, a green header contains the text "Superintendent's Annual Attendance Report (SAAR)" on the left, the user email "oxana.lopetegui-pineda@education.ky.gov (District User)" and a "Sign out" link on the right. Below the header is a navigation bar with three buttons: "Home", "District Information" (highlighted with a red box), and "Report Manager" with a dropdown arrow. To the right of the navigation bar, it says "District: 011 - Anderson County".

Below the navigation bar is the "District Details" section. Under the "Information" heading, there is a sub-heading "011 - Anderson County" and a row of four tabs: "Details" (highlighted with a red box), "Users - (2)", "Communication Activity - (5)", and "Submissions - (12)".

The "Details" tab is active and shows the following information:

- Address: 1160 By-pass North
- City: Lawrenceburg
- County: Anderson
- Phone: (502) 839-3406
- Fax: (502) 839-2501
- Zip: 40342
- Independent
- Active

To the right of the text is a map showing the location of "1160 Bypass N" in Lawrenceburg, KY. The map includes labels for "Emma B Ward Elementary School", "Bella Vista Equestrian Center", and "Lawrenceburg Bed & Breakfast". A "View larger map" link is visible above the map. At the bottom right of the map area, there is a "Back to Home" link.

- The Details tab provides basic district information that is pulled in from SRIM.
- The Users tab will be a list of all users and the roles these users fill.
 - Superintendent – needed to verify final reports
 - Finance Officer – can view only
 - District User – access to upload, edit files. This would include DPP and any other staff who needs access.

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
- 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

- 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: GF011.23
- 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.

The screenshot shows the 'Report Options' interface for generating a Growth Factor File. Several key settings are highlighted with red circles:

- Extract Format:** A dropdown menu is set to 'State Format (Fixed width)'.
- Report Types:** The 'All Types' radio button is selected.
- Select Calendars:** The 'All Calendars' checkbox is checked.
- Buttons:** The 'Generate Report' button is highlighted.

Other visible settings include:

- Date Range:** 'Date Range' is selected, with empty start and end date fields.
- School Month:** 'Month 1 (07/06/2020 - 08/18/2020)' and 'Month 2 (08/19/2020 - 09/22/2020)' are unselected.
- Report Types List:** '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' are all checked.
- Select Students:** 'Grade' is selected, with a dropdown menu showing 'All Students' and a list of grades from 00 to 08.
- Ad Hoc Filter:** An empty filter field is present.
- 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' are visible.

SAAR Application

- [SAAR Application](#)
- You will then be asked to log in 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.

© 2021, Kentucky Department of Education | [Contact Us](#)

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

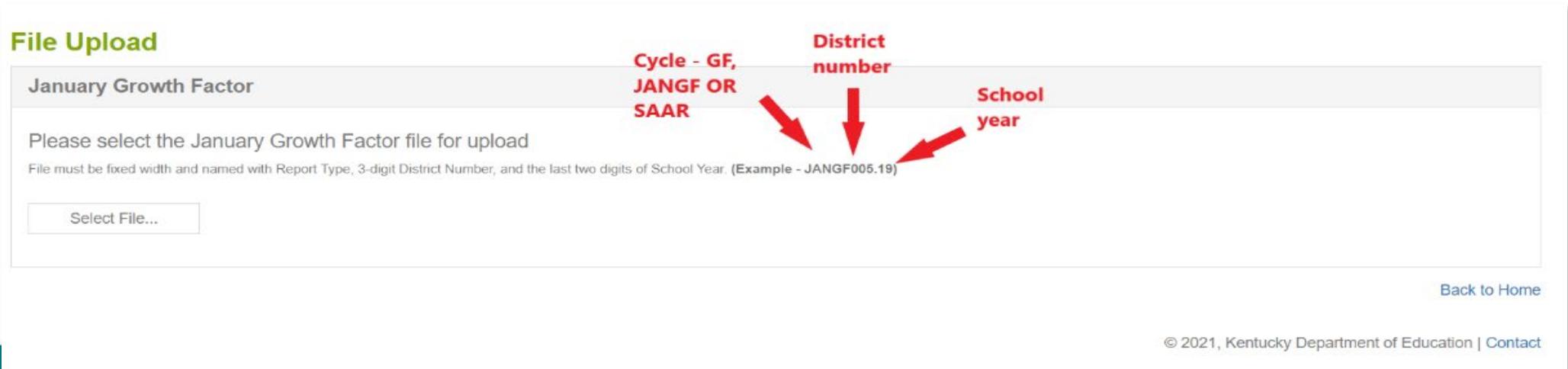
Please select the January Growth Factor file for upload

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](#)

© 2021, Kentucky Department of Education | [Contact](#)

A screenshot of a web application's file upload interface. The page has a white background with a light green header. The main content area is a white box with a light gray border. At the top left of this box is the text 'File Upload' in green. Below it is a section titled 'January Growth Factor' in a light gray bar. Underneath, there is a prompt 'Please select the January Growth Factor file for upload' and a smaller line of text: '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)'. A 'Select File...' button is located below the text. In the bottom right corner of the white box is a 'Back to Home' link. Below the white box, there is a copyright notice '© 2021, Kentucky Department of Education | Contact' and a logo for the Kentucky Department of Education. Three red arrows point from the example file name 'JANGF005.19' to the labels 'Cycle - GF, JANGF OR SAAR', 'District number', and 'School year'.

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.									

Navigation: [Previous] [0] [Next]

[Back to Home](#)

View Reports

- The Report Manager's tab shows pdf reports. From here, it can also toggle into other cycles and years.

The screenshot shows the 'Superintendent's Annual Attendance Report (SAAR)' interface. At the top, there is a green header with the title and user information: 'Brad.Kennedy@education.ky.gov (District User) Sign out'. Below the header, there are navigation tabs: 'Home', 'District Information', and 'Reports'. The current district is '005 - Allen County'. The main section is titled 'Reports' and shows the '005 - Allen County' data. A red box highlights the 'School Year: 2018 - 2019' dropdown menu, with a red arrow pointing to it and the text 'toggle school year here'. Another red box highlights the 'Growth Factor', 'January Growth Factor', and 'SAAR' tabs, with a red arrow pointing to it and the text 'toggle cycle here'. Below the tabs, there are three report items: 'School Summary', 'Attendance T-Code Comparison', and 'Gain Loss Summary', each with a red PDF icon and a plus sign. A red arrow points to these items with the text 'downloadable reports for the selected year and cycle'. At the bottom right, there is a 'Back to Home' link and a copyright notice: '© 2021, Kentucky Department of Education | Contact'.

Resources

- [Recording of the Growth Factor process/using the application](#)
- [Guidance Document for GF/SAAR](#)
- [Growth Factor webpage](#)

Contact Info

- Laura Loman- laura.loman@education.ky.gov
502-564-5279 ext. 4485

- Ronda Devine- ronda.devine@education.ky.gov
502-564-5279 ext.4444