# Growth Factor Submission

Office of Finance and Operations Division of District Support Laura Loman



Laura Loman

## **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
- Growth Factor from 2022-2023 school year did not generate funding and will serve as a baseline to resume funding this school year (2023-2024)

## **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
- SAAR Detail Reports

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## **SAAR Detail Reports**

### Path: KY State Reporting> SAAR Report >Detail

#### 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 schoo verification, analysis and reference.

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## **SAAR Application**

- <u>SAAR Application</u>
- 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 (SAA	oxana lopetegui-pineda@education.ky.gov (District User) Sign o					
Home District	Information Report Manager •				District: 011 - Anderson County		
Home							
Growth Facto	r	January Grov	vth Factor	SAAR			
Status Next Action: School Year Submitted On: Active Issues: Resolved Issues	Pending issues Waiting District to Resolve issues 2016 - 2017 06/22/2021 0 1	Status Next Action School Year	Not Submitted Waiting District to Submit 2016 - 2017	Status Next Action: School Year: Submitted On: Active Issues: Resolved Issues:	Completed None 2016 - 2017 04/10/2018 0 0		
	Complete Submission				View Submission		
	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.

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## **District Information Tab**

uperintendent's Ar	nnual At	ttendance Repo	ort (SAAR)			Laura.Loman@educati	Laura.Loman@education.ky.gov (District Proxy)				
Home District Inform	nation	Report Manager 🔻	Request New User				District:	001 - Ada	air Cou		
strict Details											
nformation											
01 - Adair County	_										
Details Users - (6)	Comn	nuncation Activity - (4	) Submissions - (23)								
First Name	Ŧ	Last Name	T	Role	T	Username	T	Active	<b>T</b>		
				Finance Officer		@adair.kyschools.us		Yes	*		
				District User		@adair.kyschools.us		Yes			
				Finance Officer		adair.kyschools.us		No			
				District User		d@adair.kyschools.us		No			

- The Details tab provides basic district information that is pulled in from SRIM
- Please check the users tab yearly to confirm active users are correct



## **Request New User Tab**

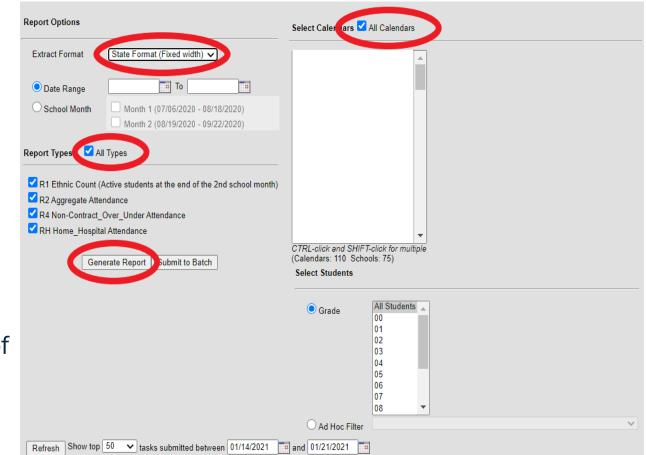
- Report Manager > Request New User
  - Submit will trigger an email notification to KDE to add the user
  - If you need to deactivate a user, you will need to reach out to Laura Loman via email

Superintendent's	Annual Attendance Repor	t (SAAR)	Laura.Loman@education.ky.gov (District P	roxy) Sign ou
Home District Info	ormation Report Manager •	Request New User	District: 001	- Adair County
Request New	User			
001 - Adair Cour	nty			
*First Name:				
*Last Name:				
*Username (Email):				
*Role:	Select One	▼ ← ■		
			Sub	mit
			📝 Kentuc	ky Dep
			Kentuc EDL	ΙΟΔ

## **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



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## **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"

Superintendent	s Annual Attendance Report (SA	oxana lopetegui-pineda@education.ky.gov (District User) Sign o				
Home District I	nformation Report Manager •				District: 011 - Anderson Count	
lome						
Growth Factor	i -	January Grov	vth Factor	SAAR		
Status: Next Action: School Year Submitted On: Active Issues: Resolved Issues:	Pending Issues Waiting District to Resolve Issues 2016 - 2017 06/22/2021 0 1	Status: Next Action: School Year:	Not Submitted Waiting District to Submit 2016 - 2017	Status Next Action: School Year Submitted On: Active Issues. Resolved Issues.	Completed None 2016 - 2017 04/10/2018 0 0	
	Complete Submission				View Submission	
	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.

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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.

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
	© 2021, Kentucky Department of Education   Cont



## **Submitting File**

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

<b>chool Year</b> 018 - 2019	Report TypeSubmitted OnSAAR05/17/2021		Status         Complete On           Pending Issues         TBD		Verified By KDE On TBD							
Issues - (2)	De	etails	Reports	Mess	ages - (0)	Status Tracking						
Created	Ŧ	Record	і Туре	Ŧ	Validation	Туре	T	Response			Resolved	Ŧ
05/17/2021		Home	Hospital		Home Hos	spital student count e	entered witho					Resolve
05/17/2021		Enrolln	nents		(Entries +	Re-entries - Withdra	wals) not equ					Resolve 🖕
		•)(H										1 - 2 of 2 items
									This sub	omission is	s currently awa	iting issue(s) resolutio
									Withdraw Su			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	School Year 2018 - 2019	<b>Report Typ</b> SAAR	e Submitted On 05/17/2021	Status Pending Issues	Complete On TBD	Verified By KDE On TBD	Verified By District O	On Active? Yes
Enter your response:	Your issue re	sponse has been saved Details Reports	Messages - (0) Status Tracking	]				
Explanation of why error message occurs	Created 05/17/202	Record Type     Home Hospital	<ul> <li>Validation Type</li> <li>Home Hospital student count</li> </ul>		Response Explanation of why error message	Resolved <b>Y</b>	Edit	
	05/17/202		(Entries + Re-entries - Withdr	rawals) not equ te	est	05/17/2021	Edit	
40 / 50						This sut	bmission is currently awaiti	1 - 2 of 2 items
OK Cancel						Withdraw Su		Submit
								Back to Home



## **Details**

• All data from your IC upload will be imported on these tabs

#### Submission Details 005 - Allen County Verified By KDE On School Year Report Type Submitted On Status Completed On Verified By District On Growth Factor 01/02/1900 2018 - 2019 10/01/2019 Completed TBD 01/02/1900 Details Messages - (0) Status Tracking Issues - (0) Reports District Aggregate Counts Calendar Days Enrollments Withdrawals Ethnicity Non-Contract/Over & Under Age Home & Hospital Days Weather Days Low 5 Days Health & Safety Days Grade Attendance D... Year Begin School ▼ Calendar ID Year End Professional ... **Opening Days** No data was reported. - E I ● ( ► )( ►

Non-Traditional Instruction Days Holic Closing Days -Back to Home Kentucky Department of EDUCATION 13

Active?

Yes

## **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.

45 - Taylor	County						
thool Year 18 - 2019	Report Type January Growth Fac	Submitted On tor 05/19/2021	Status Verified by KDE	Complete On TBD	Verified By KDE On 05/19/2021	Verified By District On TBD	Active? Yes
issues - (0)	Details Reports Mess	ages - (0) Status Tracking	3				
Created	Y Record Type	Y Validation Type	٣	Response		Res	olved Y
			No issues w	ere reported.			-
	• н						

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## **View Historical Reports**

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

Superintendent's Annual Attendance Report (SA	AR)	Brad.Kennedy@education.ky.gov (District User) Sign out
Home District Information Reports -		District: 005 - Allen County
Reports	toggle school year here	
005 - Allen County		
School Year: 2018 - 2019 🔻		
Growth Factor January Growth Factor SAAR	toggle cycle here	
School Summary		
Attendance T-Code Comparison Gain Loss Summary		
	wnloadable reports for	
the	selected year and cycle	Back to Home
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# GF and SAAR Reports Breakdown the Calculation

Office of Finance and Operations Division of District Support Ronda Devine





## **Growth Factor Reports**

## **Growth Factor Calculation**

Three GF Reports

- School Summary Report
- Gain Loss Summary Report
- Attendance T-Code
   Comparison
- Reports are broken into schools



### Reports

Submission	S						
State Level	Distric	t Level					
District:			•				
School Yea	r: 20	22 - 2023	•				
Growth F	actor	Janua					
School	School Summary Attendance T-Code Comparison						
Attenda							
Gain Lo	oss Sun	nmary	≯ <mark>人</mark>				

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## **Growth Factor Summary Report**

				<b>c</b>		-	School Sum							
		A	В	, C	D	E	F	G	На	Hb	la	Ib	1	
180 -	Grade Elementary School	Grade 00 Reported	Grade 1-12 Reported	Total Before Adjustments	Over/Under Age	ion Contract Ar	justed 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
	00	1,096.00	0.00	1,096.00	0.00	0.00	1,096.00	33	33.21	0.00	43.33	0.00	35	16.98
	01	0.00	1,084.50	1,084.50	0.00	0.00	1,084.50	33	0.00	32.86	0.00	40.70	35	12.85
	02	0.00	888.00	888.00	0.00	0.00	888.00	33	0.00	26.91	0.00	36.39	28	12.91
	03	0.00	1,096.00	1,096.00	0.00	0.00	1,096.00	33	0.00	33.21	0.00	33.61	34	14.91
	04	0.00	1,433.00	1,433.00	0.00	0.00	1,433.00	33	0.00	43.42	0.00	33.70	46	26.58
	05	0.00	966.50	966.50	0.00	0.00	966.50	33	0.00	29.29	0.00	38.06	31	17.81
	06	0.00	1,113.50	1,113.50	0.00	0.00	1,113.50	33	0.00	33.74	0.00	34.77	33	19.52
	School Totals	1,096.00	6,581.50	7,677.50	0.00	0.00	7,677.50		33.21	199.44	43.33	217.23	242	121.55
	District Totals	11,422.00	134,080.00	145,502.00	0.00	0.00	145,502.00		346.12	4,063.03	378.76	4,117.33	4,783	1,811.68

A = GF Record 2 Kindergarten District Total Reported Entry 11,422.00

- B = GF Record 2 Grades 1 -12 District Total Reported Entry 134,080.00
- C = A + B Total Reported before adjustments 145,502.00
- D = GF Record 4 Overage/Underage 0
- E = GF Record 4 Non-Contract 0
- F = Adjusted Reported C (D + E) 145,502.00 (0 + 0) = 145,502.00
- G = Total Days Taught 33
- Ha = F/G Hb (Last Year's Full K AADA) (145,502.00 / 33) 4,063.03 = 346.12 Full K AADA
- Hb = F/G Ha (Last Year's Full 1-12 AADA) (145,502.00 / 33) 346.12 = 4,063.03 Full 1-12 AADA

- Ia = GF Previous Kindergarten Full AADA
- Ib = GF Previous Grades 1 12 Full AADA
- 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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## **T-Code Comparison Growth Factor**

			T1			T2			тз			T4				Т5			NT			Total	
G	Grade	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Cirrent	Previous	% Diff.	Cı	rrent	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.
150 -	Elem	entary Sch	ool																				
	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 T	otals	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	
		$\sim$						$\searrow$							$\bigcirc$			$\searrow$					

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

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## **Growth Factor Gain/ Loss Summary**

#### School Year: 2022 - 2023

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
4,236.09	4,306.71	-70.62	-1.64%	4,783	4,458.53	4,458.53	4,548.15
4,236.09	4,306.71	-70.62		4,783	4,458.53	4,458.53	4,548.15

Current AADA = (Ha / 2) + (Hb) 346.12 / 2 = 173.06 173.06 + 4,063.03 = 4,236.09 Current AADA = 4,236.09

Previous AADA = (la / 2) + (lb) 378.76 / 2 = 189.38 189.38 + 4117.33 = 4,306.71 Previous AADA = 4,306.71

Gain/Loss 4236.09 - 4306.71 = - 70.62 Growth Percent = Gain/Loss / Last Year's AADA -70.62 / 4,306.71 = -1.64% Prior Year SAAR + Growth Percent x .01 = AADA or higher to be eligible for January Growth

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## **Column Explanations AADA Summary Report**

Explanation of Full Day AADA Summary Attendance Report

A Reported Entry

- = Record 2 IC PDF Grade 00 'District Aggregate Days Present'
  - = Record 2 IC PDF Grade 01-12 'District Aggregate Days Present'
- C Total Before Adjustments

Reported 1-12

- D Over/Under
- E Non-Contract
- F ADJ\_RPTD
- G Days Taught
- Ha K Full Day AADA
- Hb 1-12 Full Day AADA
- Ia K Full Day Prev AADA
- Ib Full Day Prev AADA
- J Membership

- = A + B = Record 4 IC PDE: 'District Overage/Underga
- = Record 4 IC PDF: 'District Overage/Underage Aggregate Attendance Days Present'
- = Record 4 IC PDF: 'District Non-Contract Aggregate Attendance Days Present'
- = C (D + E)
- = Total Number of Days Taught
- = F / G Hb
- = F / G Ha
- = Previous Growth Factor K AADA (Refer to prior year's Growth Factor Summary)
- = Previous Growth Factor 1-12 AADA (Refer to prior year's Growth Factor Summary)
- = Record 1 IC PDF: District Total of Students by Ethnic Count or IC SAAR PDF Record 2 Record 3

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#### KEY

в

#### K = Grade 00

Full Day = No adjustment for grade 00

Full Day Prev AADA does not include the previous year's AADA for grades and schools where currently no Aggregate Days Present occur. These columns are for information only and are not used in any calculation.

NOTE: Columns 'Ha' and 'Ia' only represent grade 00 or 'K'

Columns 'Hb' and Ib' only represent grades 1-12

Current Growth Factor = (Ha/2) + (Hb)

Previous Growth Factor = (Ia/2) + (Ib)



## **SAAR Reports**

## **SAAR Reports**

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

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## **SAAR Full Day Summary Report**

TOTAL DAYS

			A1	+ A2	. C1 ·	- C2	. D1 +	D2	E1 =	E2	F1 +	F2							170-5
			~																= 165
School			Grade 00 Reported	Grade 1-12 Reported	Grade 00 Adjustments	Grade 1-12 Adjustments	Grade 00 Substituted Days	Grade 1-12 Substituted Days	Grade 00 Adjusted Reported	Grade 1-12 Adjusted Reported	Grade 00 AADA	Grade 1-12 AADA	Adjusted AADA W/ 1/2 Grade 00	ADM	Enrollment	Membership	Percent Attendance	Home Hospital AADA	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	253.18	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	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	234.84	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	432.75	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	1,259.23	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	276.48	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	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	220.60	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	298.50	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	521.61	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	33.49	199.35	216.09	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	4,370.20	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 - C1 = E1 (56,927.00 - 4,774.50 = 52,152.50) A2 - C2 = E2 (661,245.26 - 24,200.01 = 637,045.25) F1 = E1 + D1/165 (52,152.50 + 4,708.52 / 165 = 344.61) F2 = E2 + D2/165 (637,045.25 + 55,606.67/165 = 4,197.89) C1 = X-P-R-T-V (9 - 1541.50 - 3,242.00 = -4,774.50) C2 = Y-Q-S-U-W (32,051.41 - 18,229.64 - 38,021.78 = -24,200.01)

Substituted Days, Column Z: Last Year's AADA multiplied by (Weather days + Non-Traditional Days) 4,639 x (10+3) = 60,315.19

D1 + D2 = Z (4,708.52 + 55,606.67 = 60,315.19)

#### 344.61 + 4,197.89 =

4,542.50 Full AADA



## SAAR Full Day Attendance Adjustment Report

		Minus P	Minus Q	Minus R	Minus S	Minus T	Minus U	Minus V	Minus W	Add X (V/PB+SS	Add Y	Z (D1 + D2)	
School		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 ver/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	3.50	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	

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These adjustemnts are seen on the Attendance Summary Report. Columns P through W are subtracted. Columns X and Y are added in and are the virtual/performance base, suspensions and expulsions.

Column C1 and C2 on the summary report are: C1 = X - (P + R + T + V)

C2 = Y - (Q + S + U + W)

Substituted Days, **Column Z**: Last Year's AADA multiplied by (Weather + Non-Traditional Days ) 4,639.63 x (10+3) = **60,315.19** D1 + D2 = Z 4,708.52 + 55,606.67 = **60,315.19** 

C1 = 9 - (1,541.50 + 3,242.00) = -4,774.50 C2 = 32,051.41 - (18,229.64 + 38,021.78) = -24,200.01

## **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

		District						
You will			DIST	RICT BASE Aggr	egate Days - PR	ESENT TOTAL		
	Grade	T1	T2	T3	T4	T5	NT	Total
find the	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
total	03	16,971.50	1,630.00	7,762.00	945.50	632.00	31,308.50	59,249.50
cocar	04	18,630.50	1,148.50	8,935.50	814.50	431.50	29,905.50	59,866.00
A ggragata	05	15,919.00	1,723.50	8,194.50	788.00	341.00	25,406.50	52,372.50
Aggregate	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
Day	08	24,929.00	627.00	8,271.00	156.50	510.50	17,127.00	51,621.00
Day	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
Present for	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
K and 1-12	Total	244,044.00	12,919.00	89,605.50	4,492.00	6,158.76	360,951.50	718,170.76
'. D								

in Record 7

#### A1 = K (56,927.00) A2 = Grades 1 - 12 (718,170.76 - 56,927.00 = 661,245.26)

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## **C1** Adjustment Calculation

- C1 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

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## **C2** Adjustment Calculation

- C2 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)

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

- 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

## **C1** and **C2** Adjustment Calculation

- C1 = (X) (P + R + T + V) Total Adjustments
- C1 = 9.00 (1,541.50 + 3,242.00 + 0 + 0) -4774.50
- C2 = (Y) (Q +S + U + W)Total Adjustments
- C2 = 32051.41 (18229.64 + 38,021.78 +0 + 0) -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 D1 and D2 Alternative Days (W+T) x Last Year's AADA =

u	perin	tendent	s Annu	al Attend	ance Re	eport (S	AAR)	
ŀ	lome	Adminis	tration 🔻	Report M	anager 🔻	Data Ex	ktractions 🔻	
Re	epor	ts						
Ş	Submi	issions						
[	State	Level	District Le	vel				
	Dis	trict:		Count	ý		•	
	Sch	nool Year:	2021 -	2022			•	
		Growth Fa	ctor Ja	inuary Growt	h Factor	SAAR		
	Г	Attendan	ce Summa	ary	ا مح			
		Attendan -	<del>oo T Code</del>	Comparicor				
			ation Sun					
		Allendan	ce Adjustr	nems	<b>/~</b>			

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## **D 1 Alternative Days K Calculation**

- D1 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) x 362.19 = 4,708.47

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

0 ed	Grade 1-12 Substituted Days	Grade 00 Adjusted Reported	Grade 1-12 Adjusted Reported	Grade 00 AADA	Grade 1-12 AADA	AA
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	

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## **D2 Alternative Days Grades 1-12 Calculation**

 D2 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) x 4,277.44 = 55,606.72

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

0 ed	Grade 1-12 Substituted Days	Grade 00 Adjusted Reported	Grade 1-12 Adjusted Reported	Grade 00 AADA	Grade 1-12 AADA	A AAD G
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	

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## E1 and E 2 Adjusted Reported Calculation

- Reported Adjustments + Substituted Days = Adjusted Reported
- E1 = A1 C1
- E1 = A1(56,927.00) C1(-4,774.50) = 52,152.50
- E2 = A2 C2
- E2 = A2 (661, 245.26) C2 (-24, 200.01) = 637, 045.25

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## F1 and F2 Total AADA Calculation

- Substituted Days + Adjusted Reported / (Number of Days Reported – 5)
- F1 = D1 + E1 / (L-5)
- F1 = D1 (4,708.52) + (52,152.50) / (170-5) = 344.61
- F2 = D2 + E2 / (L-5)
- F2 = D2 (55,606.67) + (637,045.25) / (170-5) = 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'
B	Total Before Adjustments	= A1 + A2 or Record 7 IC PDF School Total 'District Aggregate Days Present'
C1	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)
C2	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)
D1	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)
D2	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 grades 1-12)
E1	K Adjusted Reported	= A1 – C1 (subtract 'C1' as a positive number)
E2	1-12 Adjusted Reported	= A2 – C2 (subtract 'C2' as a positive number)
F1	KAADA	= D1 + E1 divided by (L – 5)K Substituted Days + K Adjusted Reported/(Number of Days Reported –5)
F2	1 -12 AADA	= D2 + E2 divided by (L – 5) 1-12 Substituted Days + 1-12 Adjusted Reported / (Number of Days Reported – 5)
G	ADM	= Record 7 IC PDF: District 'Base Aggregate Days Present' Plus District 'Base Aggregate Days Absent' divided by Number of Days Taught
Н	Enrollment	= Record 2 IC PDF: District Total for E1's + E2's + E3's

### Kentucky Department of EDUCATION

## **SAAR Summary Second Page Continued**

#### Membership

- J % of Attendance
- K HH AADA
- L Number of Days
- M Last Year's Full AADA
- N Weather Days
- O Non-Traditional Days
- P Health and Safety Days

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

## Kentucky Department of EDUCATION

### **Explanation - Full Day Attendance Adjustment**

Р	K Low Five	= Record L IC PDF Grade 00: 'District Aggregate Low Attendance Days Present'
Q	1-12 Low Five	= Record L IC PDF Grades 1-12: 'District Aggregate Low Attendance Days Present'
R	K Weather and Non-Traditional Days	= Record W & N IC PDF Grade 00: 'District Aggregate Weather and NTI Attendanc Days Present'
S	1-12 Weather and Non-Traditional Days	= Record W & N IC PDF Grades 1-12: 'District Aggregate Weather and NTI Attendance Days Present'
Т	K Non Contract	= Record 9 IC PDF Grade 00: 'District Non-Contract Aggregate Attendance Days Present'
U	1-12 Non Contract	= Record 9 IC PDF Grades 1-12: 'District Non-Contract Aggregate Attendance Days Present'
V	K Overage/Underage	= Record 9 IC PDF Grade 00: 'District Overage/Underage Aggregate Attendance Present Days'
W	1-12 Overage/Underage	= Record 9 IC PDF Grades 1-12: 'District Overage/Underage Aggregate Attendance PresentDays'
Х	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)
Y	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)
Z	Substituted Days	= (Number of Weather Days + Non-Traditional Days) x Prior Year AADA
AA	Days Reported	= Total number of days taught

Kentucky Department of **EDUCATION** 

## **T-Code Attendance Comparison Report**

#### Example is one School on the district report

1/2 1	16,975. [3 = 6,8] eported		.25	T2 = 704 1/2 T4 = T2 Repo		92.00		5	Ken SAAR - T-	Code At	tendance	nt of Educ Compar 22 - 202	ison Rep	ort T-5	i = 2,138.0	00	57,757.5	Total + 1/3 50 + 6,873 orted = 65,	75 + 987.			
	Grade	Current	T1 Previous	% Diff.	Current	T2 Previous	% Diff.	Current	T3 Previous	% Diff.	Current	T4 Previous	% Diff.	Current	T5 Previous	% Diff.	Current	NT Previous	% Diff.	Current	Total Previous	% Diff.
150 -	_	nentary Sch																				
	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 04	2,171.50 3,168.00	2,590.50	-16.17% 13.81%	160.00 0.00	477.00 0.00	-66.46% 0.00%	2,534.50 3,437.50	1,399.50 1,948.00	81.10% 76.46%	325.50 492.50	168.00 332.50	93.75% 48.12%	322.00 283.50	1.00 98.50	32,100.00% 187.82%	9,067.50 5,864.00	6,892.00 7,908.00	31.57% -25.85%	14,581.00 13,245.50	11,528.00 13,070.50	26.48% 1.34%
	04	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	40.12%	316.00	408.50	-22.64%	8,195.50	8,889.00	-23.85%	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%
Scho	ool 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 = 16, T3 = 13, 1/2 T3 = T1= 23,8	975.50 ,747.50 = 6,873. 849.25 1 by # c	.75 of Days (1		1 5 1	Γ2 = 704. Γ4 = 1,97 1/2 Τ4 = 9 Γ2 = 1,692	5.00 987.50 2.00 by # of da	-		T5 = T5 R Divided 2,138.00 T5 ADA =	by # of D / 170 = 1	ays	NT NT Div		.50 + 6,8 d = 65,61 # of days								

Kentucky Department of **EDUCATION** 

## **Transportation Summary Report**

T1 Reported = T1 + ½ T3 23,849.25 / 170 140.29 T1 ADA

T2 Reported = T2 + ½ T4 1,692.00/170 9.95 T2 ADA

T5 Reported = 2,138.00 12.58 T5 ADA

NT Reported = NT + <sup>1</sup>/<sub>2</sub> T3 + <sup>1</sup>/<sub>2</sub> T4 65,618.75 / 170 385.99 NT ADA

170 = Total Days Transported

chool		T1 Reported	T2 Reported	T5 Reported	NT Reported	Attendance Recorded	T1 ADA	T2 ADA	T5 ADA	NT ADA
)10 - 1	Elementary School	21,372.00	245.50	721.00	* 24,116.50	170.00	125.72	1.44	4.24	141.8
No	n Traditional Day Adjustment	0.00	0.00	0.00	0.00					
11 -	Campus	2,480.00	428.00	167.00	* 3,106.00	170.00	14.59	2.52	0.98	18.
No	n Traditional Day Adjustment	0.00	0.00	0.00	0.00					
12 -		0.00	0.00	0.00	* 5,356.00	170.00	0.00	0.00	0.00	31
No	n Traditional Day Adjustment	0.00	0.00	0.00	0.00					
L4 -	lementary	15,730.50	1,931.50	321.00	* 58,244.50	170.00	92.53	11.36	1.89	342
No	n Traditional Day Adjustment	0.00	0.00	0.00	0.00					
27 -	igh School	84,180.25	1,494.50	1,374.00	* 122,737.75	170.00	495.18	8.79	8.08	721
No	n Traditional Day Adjustment	0.00	0.00	0.00	0.00					
35 ·	Elementary School	22,100.50	1,460.50	65.76	* 24,829.50	170.00	130.00	8.59	0.39	146
No	n Traditional Day Adjustment	0.00	0.00	0.00	0.00					
i0 -	Middle School	60,769.50	1,360.50	770.50	* 37,769.00	170.00	357.47	8.00	4.53	222
No	n Traditional Day Adjustment	0.00	0.00	0.00	0.00					
80 -	Elementary School	15,262.25	699.50	0.00	* 24,629.25	170.00	89.78	4.11	0.00	144
No	n Traditional Day Adjustment	0.00	0.00	0.00	0.00					
30 -	Elementary School	23,461.25	3,730.75	454.00	* 24,975.00	170.00	138.01	21.95	2.67	146
No	n Traditional Day Adjustment	0.00	0.00	0.00	0.00					
50 -	Elementary School	23,849.25	1,692.00	2,138.00	* 65,618.75	( 170.00 )	140.29	9.95	12.58	385
No	n Traditional Day Adjustment	0.00	0.00	0.00	0.00	$\sim$				
30 -	lementary School	19,640.75	2,122.25	147.50	* 16,620.00	170.00	115.53	12.48	0.87	97
No	n Traditional Day Adjustment	0.00	0.00	0.00	0.00					

\*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

### Kentucky Department of EDUCATION

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