

The background of the slide is a composite image. The top left shows a line of yellow school buses with "SCHOOL BUS" written on the front. The bottom left shows a classroom with blue walls, desks, chairs, and colorful balloons. A white diagonal line separates the two images.

# January 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**



# January Growth Factor Basics

- The January Growth Factor will resume this 2023-2024 school year
- The January Growth Factor is due to KDE 5 days after the last day of the school month chosen with the most attendance days in January of the current school year, but not later than February 20



# Included on January Growth Factor

- The January Growth Factor Report includes;
  - R7: aggregate days attendance and absence
  - R5: Ethnic count
  - RH: home and hospital
  - R9: nonresident/non-contract students; and overage and underage students

# Determine if you qualify for January Growth

- Determine if your district qualifies for January Growth Factor
- Refer to your Growth Factor- Gain/Loss Summary Report to view your required AADA for January Growth Factor

**Kentucky Department of Education  
Growth Factor - State Gain/Loss Summary Report  
District: 001 - Adair 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
2,341.31	2,314.23	27.08	1.17%	2,547	2,376.60	2,404.40	2,428.45
2,341.31	2,314.23	27.08		2,547	2,376.60	2,404.40	2,428.45

# Choosing the School Month

Path: System Administration | Calendar | Calendar | School Months

- Check the calendar for the month (month 5 or 6) with the most attendance days that fall in **January**

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

Add School Months

# Print Calendar Report

Path: System Admin | Calendar | Calendar | Days

- Compare the dates to the Calendar Report to determine which month has the most Attendance days in January

07/01/2019 through 06/30/2020		2019-2020 Calendar Year					Calendar Report 12/30/2019 // 11:04:54 AM	
<b>December</b>								
Su	Mo	Tu	We	Th	Fr	Sa		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						
<b>January</b>								
Su	Mo	Tu	We	Th	Fr	Sa		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			
<b>February</b>								
Su	Mo	Tu	We	Th	Fr	Sa		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		

**Legend**  
Non-instructional day  
Non school day

Month 5  
12/10 - 1/20

Month 6  
1/21 - 2/17



# 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

# SAAR Detail Report

- 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.

Report Options  
Report Type  Detail  Summary

Extract Format PDF

Date Range  School Month

Month 1 (08/10/2020 - 09/04/2020)  
Month 2 (09/07/2020 - 10/02/2020)  
Month 3 (10/05/2020 - 10/30/2020)  
Month 4 (11/02/2020 - 12/04/2020)  
Month 5 (12/07/2020 - 01/15/2021)  
Month 6 (01/18/2021 - 02/12/2021)  
Month 7 (02/15/2021 - 03/12/2021)  
Month 8 (03/15/2021 - 04/16/2021)  
Month 9 (04/19/2021 - 05/14/2021)  
Month 10 (05/17/2021 - 06/01/2021)

Report Selection  All Reports

R9 Over/Under Attendance  
 R9 Non-Contract Attendance  
 RH Home\_Hospital Attendance  
 RV Virtual Performance Based Attendance  
 RS Out of School Suspension  
 RX Expulsion

Select Calendars  All Calendars

CTRL-click and SHIFT-click for multiple (Calendars: 4 Schools: 4)

Select Students

Grade  Ad Hoc Filter

All Students  
00  
01  
02  
03  
04  
05  
06  
07  
08

Generate Report Validation Report Submit to Batch

Refresh Show top 50 tasks submitted between 01/12/2021 and 01/19/2021



# Data Cleanup Resources

- Refer to the [SAAR training document](#) for additional details on all data cleanup reports
- You should be running these reports monthly, but we recommend checking all these reports prior to generating your January Growth Factor, SAAR or Growth Factor file in Infinite Campus

# SAAR Application

- [SAAR Application](#)
- District Users, Finance Officer and Superintendent and 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
<a href="#">Complete Submission</a>	
<a href="#">Reports</a>	

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
<a href="#">View Submission</a>	
<a href="#">Reports</a>	

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

## District Details

### Information

#### 001 - Adair County

Details

Users - (3)

Communication Activity - (14)

Submissions - (20)

**Address:** 1204 Greensburg St.

**City:** Columbia

**County:** Adair

**Phone:** (270) 384-2476

**Fax:** (270) 384-5841

**Zip:** 42728

Independent

Active



# District Information- Users

## District Details

Information

001 - Adair County

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

First Name	Last Name	Role	Username	Active
		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
		Superintendent	ns@adair.kyschools.us	Yes

- 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 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:  ←



# Submitting your January Growth Factor File

- From the home screen, you will go to [January 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 (SAAR)** Laura.Loman@education.ky.gov (District Proxy) [Sign out](#)

[Home](#) [District Information](#) [Report Manager ▾](#) [Request New User](#) District: 001 - Adair County

### Home

Growth Factor	
Status:	Completed
Next Action:	None
School Year:	2023 - 2024
Submitted On:	10/16/2023
Active Issues:	0
Resolved Issues:	2
<a href="#">View Submission</a>	
<a href="#">Reports</a>	

January Growth Factor	
Status:	Not Submitted
Next Action:	Waiting District to Submit
School Year:	2023 - 2024
<a href="#">Upload File</a>	

SAAR	
Status:	Not Submitted
Next Action:	Waiting District to Submit
School Year:	2023 - 2024

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.

The screenshot shows a web interface for file uploads. At the top, the title 'January Growth Factor File Upload' is displayed in green. Below it is a grey header box labeled 'Submission Confirmation'. The main content area contains two lines of text: 'Your 2017 - 2018 January Growth Factor submission was successfully submitted to KDE.' and 'You will receive a confirmation email and be contacted soon by KDE as your submission is processed.' To the right of the text is a button labeled 'View Submission'. At the bottom right of the page, there are two links: 'Back to Upload File | Back to Home' and a footer with the text '© 2021, Kentucky Department of Education | Contact Us'.

# Submitting File

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

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

Issues - (2) | Details | Reports | Messages - (0) | Status Tracking

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

1 - 2 of 2 items

This submission is currently awaiting issue(s) resolution.

Withdraw Submission | Submit



# Submitting File

- type the explanation for the error or warning (as shown below), then click Ok. After all the issues are resolved, the Submit button becomes active, and the District User can proceed with the file submission process by clicking on the "Submit" button.

### Resolve Issue

Enter your response:

Explanation of why error message occurs

40 / 500

OK Cancel

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

Your issue response has been saved.

Issues - (2) Details Reports Messages - (0) Status Tracking

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

1 - 2 of 2 items

This submission is currently awaiting issue(s) resolution.

Withdraw Submission Submit

Back to Home

# Details

- All data from your IC upload 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
-----------------------------------	-------------------------------------	-----------------------------------	----------------------------	----------------------------	---	--	-----------------------

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.									

[Back to Home](#)

# 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

# View Historical 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 'Reports' tab is active. The main content area is titled '005 - Allen County' and contains a 'School Year' dropdown menu set to '2018 - 2019'. Below this, there are three tabs: 'Growth Factor', 'January Growth Factor', and 'SAAR'. The 'SAAR' tab is selected. Underneath, there are three report items: 'School Summary', 'Attendance T-Code Comparison', and 'Gain Loss Summary', each with a PDF icon and a plus sign. Red arrows point to the 'School Year' dropdown with the text 'toggle school year here', to the 'SAAR' tab with 'toggle cycle here', and to the PDF icons with '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'.

The background is a composite image. The top left shows a line of yellow school buses with 'SCHOOL BUS' written on the front. The bottom left shows a classroom with desks, chairs, and a blue wall decorated with colorful balloons and framed pictures. A large white diagonal shape separates the image from the text on the right.

# SAAR Reports Breakdown of Calculations

# SAAR Reports

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

School Year:

Growth Factor	January Growth Factor	SAAR
Attendance Summary	 	
Attendance T-Code Comparison	 	
Transportation Summary	 	
Attendance Adjustments	 	

# SAAR Attendance Summary Report

School	A1 + A2		C1 - C2		D1 + D2		E1 = E2		F1 + F2							TOTAL DAYS 170-5 = 165	
	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
<b>District Totals</b>	<b>56,927.00</b>	<b>661,245.26</b>	<b>-4,774.50</b>	<b>-24,200.01</b>	<b>4,708.52</b>	<b>55,606.67</b>	<b>52,152.50</b>	<b>637,045.25</b>	<b>344.61</b>	<b>4,197.89</b>	<b>4,370.20</b>	<b>4,538.140</b>	<b>5,010</b>	<b>4,803</b>		<b>13.05</b>	

344.61 + 4,197.89 =  
4,542.50 Full AADA

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)



# SAAR Attendance Adjustments Report

School	Minus P	Minus Q	Minus R	Minus S	Minus T	Minus U	Minus V	Minus W	Add X (V/PB+SSP1+SSP2)	Add Y	Z (D1 + D2)	Days
	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	
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
<b>District Totals</b>	<b>1,541.50</b>	<b>18,229.64</b>	<b>3,242.00</b>	<b>38,021.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.00</b>	<b>32,051.41</b>	<b>60,315.19</b>	

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

$D1 + D2 = Z$

$4,708.52 + 55,606.67 = 60,315.19$

$C1 = 9 - (1,541.50 + 3,242.00) = -4,774.50$

$C2 = 32,051.41 - (18,229.64 + 38,021.78) = -24,200.01$



# Columns A1 and A2

## Record 7- SAAR Report

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

Grade	District						Total
	T1	T2	T3	T4	T5	NT	
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
<b>Total</b>	<b>244,044.00</b>	<b>12,919.00</b>	<b>89,605.50</b>	<b>4,492.00</b>	<b>6,158.76</b>	<b>360,951.50</b>	<b>718,170.76</b>

A1 = K (56,927.00)

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



# C1 & C2 Adjustment Calculation

## Attendance Summary Report

- C1 Kindergarten & C2 Grades 1-12
- $(V/PB + SSP1 + SSP2) - (Grade\ 00\ Low\ 5 + Grade\ 00\ Weather\ and\ Non-Traditional + Grade\ 00\ Non-Contract + Grade\ 00\ overage/underage)$ 
  - 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

# C1 and C2 Adjustment Calculation

SAAR Summary Report/SAAR Attendance Adjustment Report

- $C1 = (X) - (P + R + T + V)$  Total Adjustments
- $C1 \text{ 4,774.50} = 9.00 - (1,541.50 + 3,242.00 + 0 + 0)$
  
- $C2 = (Y) - (Q + S + U + W)$  Total Adjustments
- $C2 \text{ 24,200.01} = 32051.41 - (18229.64 + 38,021.78 + 0 + 0)$

# D1 and D2 Calculation

## SAAR Attendance Summary Report

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 =

School Year: 2021 - 2022

Growth Factor	January Growth Factor	SAAR
Attendance Summary		
<del>Attendance T Code Comparison</del>		<del></del>
Transportation Summary		
Attendance Adjustments		

# D1 Substituted Days K Calculation

## SAAR Attendance Summary Report

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

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

Grade	Grade 1-12 Substituted Days	Grade 00 Adjusted Reported	Grade 1-12 Adjusted Reported	Grade 00 AADA	Grade 1-12 AADA	Adjusted AADA Grade
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	

# D2 Alternative Days Grades 1-12 Calculation

## SAAR Attendance Summary Report

- 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)
- $(10 + 3) \times 4,277.44 = 55,606.72$

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

Grade	Grade 1-12 Substituted Days	Grade 00 Adjusted Reported	Grade 1-12 Adjusted Reported	Grade 00 AADA	Grade 1-12 AADA	Adjusted AADA Grade
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	



# E1 and E 2 Adjusted Reported Calculation

## SAAR Attendance Summary Report

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

# Previous Year AADA

- Can be found in the SAAR system on the prior year Attendance Summary Report

Grade 00 AADA	Grade 1-12 AADA
0.00	738.01
0.00	44.46
0.00	558.51
0.00	520.54
163.76	351.31
163.76	2,212.84

- You will combine column F1 (Grade 00 AADA) and F2 (Grade 1-12) AADA to get your total prior year AADA.

# F1 and F2 Total AADA Calculation

## SAAR Attendance Summary Report

- 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 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	K AADA	= 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
H	Enrollment	= Record 2 IC PDF: District Total for E1's + E2's + E3's



# Explanation of Summary Attendance Report Continued

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

# Explanation - Attendance Adjustment Report

P	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 Attendance 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'
T	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'
X	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

# 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

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

NT = NT Total + 1/2T3 + 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.
<b>150 - [Redacted] Elementary School</b>																					
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%
<b>School Totals</b>	<b>16,975.50</b>	<b>19,962.50</b>		<b>704.50</b>	<b>477.00</b>		<b>13,747.50</b>	<b>11,570.00</b>		<b>1,975.00</b>	<b>660.50</b>		<b>2,138.00</b>	<b>1,613.00</b>		<b>57,757.50</b>	<b>60,596.00</b>		<b>93,298.00</b>	<b>94,879.00</b>	

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 + 1/2T3 + 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

# Transportation Summary Report

T1 Reported =  
 T1 + 1/2 T3  
 23,849.25 / 170  
**140.29 T1 ADA**

T2 Reported =  
 T2 + 1/2 T4  
 1,692.00/170  
**9.95 T2 ADA**

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

NT Reported =  
 NT + 1/2 T3 + 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					
<b>District Total AADA</b>						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



# Questions?

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