

SAAR Application User Guide 2025-2026



Kentucky Department of **EDUCATION**

Kentucky Department of Education

Robbie Fletcher, Commissioner

SAAR Application User Guide

2025-2026

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SAAR Application Introduction

The SAAR application is the main control center for all Kentucky school districts for ALL three reporting cycles – Growth Factor, January Growth Factor, and SAAR. Included in this document are training for all three cycles and the application itself. Use *Control+Click* to skip ahead in this new document to the instructions specific to the new application: [How to submit via new SAAR Application](#):

General Process

Due Dates – All Three Cycles

Growth Factor	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.
January Growth Factor	Five days after the last day of the school month chosen with the most attendance days in January of the current school year, but no later than February 20th of each school year.
SAAR	The SAAR is due to KDE by June 30th . It is strongly encouraged that districts submit and verify their reports as soon as possible. Note: If your school offers an extended calendar for programs such as Job Corp or KECSAC, send an email to Laura Loman with the expected submission date.

Focus Areas (All Three Cycles)

The SAAR data includes the following information collected by the school district for the entire school year aggregate day's attendance and absence:

- Race and gender count
- Adjustments for less than full-time attendance (Partial Day)
- Nonresident/non-contract
- Overage and underage
- Virtual/performance-based courses with a passing grade
- Eligible suspensions and eligible expulsions
- Up to 10 (ten) low attendance days due to weather

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- Up to 10 (ten) low attendance days due to weather or health and safety – N DayApproved by KDE
- Five (5) lowest attendance days are automatically selected by the system
- Home Hospital attendance
- NTI Days



Note: All information is reported by school, grade level, and by transportation.

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Report Basics

Growth Factor

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 todetermine 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 thefirst 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 increasein T1s and T5s will not incur a reduction in funding.

Growth Factor is a subset of SAAR.

Note- See SAAR Basics for an in-depth description of data included in each record

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

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January Growth Factor Basics

Purpose:

- KRS 157.360 (15) states that "during a fiscal year, a school district may request that the Department of Education recalculate its funds allocated under this section if the current year average daily attendance for the twenty (20) day school month as defined in KRS 158.060(1) that contains the most days within the calendar month of January exceeds the prior-year adjusted average daily attendance plus growth by at least one percent (1%). Any adjustments in the allotments approved under this subsection shall be proportional to the remaining days in the school year and subject to available funds under the program to support education excellence in Kentucky."

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.*

- January Growth Factor Report submission is not required.

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Superintendent's Annual Attendance Report (SAAR) Basics

Purpose

- The Superintendent's Annual Attendance Report (SAAR) provides year-end attendance information used to calculate the school district's enrollment, membership, average daily membership (ADM), percent of attendance, home, and hospital ADA, and adjusted average daily attendance (AADA). All information is reported by the school, grade level, and by transportation code.
- **Regarding AADA:** The attendance calculation in Infinite Campus does NOT divide grade 00 in half. Once the numbers are sent for SEEK calculating, grade 00 will be adjusted at that point. Furthermore, if a student is retained in Kindergarten with a 00 for the first year and a 00 for the second year, grade 00 will be adjusted in the SEEK calculation for the second year also.

Note: Grade 00 is Kindergarten; grade 14 is an exceptional learning

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SAAR includes the following 10 Focus Area Records

Record #	Record Name	Description
Record 1	Calendar	<i>A list of all attendance days, school days (including professional development, opening, closing, holiday, disaster, NTI, planning, weather, other, etc.) by school</i>
Record 2	Enrollment/Reenrollment	<i>A record of all enrollment and re-enrollment codes by grade, school & district</i>
Record 3	Withdrawals	<i>A record of all withdrawal codes by grade, school & district</i>
Record 5	Ethnic Count (R2 – R3 =R5)	<i>A record of all enrollments by grade broken down into ethnicities by grade, school & district (*remember, your totals from R2 – R3 should = R5*)</i>
Record 7	Aggregate Attendance	<i>A record of aggregate days attendance, aggregate days absent, and adjustments, broken down by T-code by grade, school & district</i>
Record 9	Non-Contract Overage/Underage	<i>A record of aggregate days attendance, aggregate days absent, and adjustments, broken down by T-code specific to non- contract, overage, underage students by grade, school & district</i>
Record H	Home/Hospital	<i>A record of aggregate days attendance, aggregate days absent, and adjustments, broken down by T-code specific to students that were enrolled in Home Hospital attendance group by grade, school & district</i>
Record L	Ten Low Attendance Weather Days	<i>A record of aggregate days attendance, aggregate days absent, and adjustments, broken down by T-code for the 5 Low Attendance days, automatically dropped as a benefit to the district</i>
Record W	Five Low Attendance Days	<i>A record of aggregate days attendance, aggregate days absent, and adjustments, broken down by T-code for any Weather Days (a district can use up to 10) by school & district</i>
Record N	Non-Traditional	<i>A record of aggregate days attendance, aggregate days absent, and adjustments, broken down by T-code for NTI days by school & district. Please note, this data will show as 0 as there is no attendance on an NTI day.</i>
Record V	Virtual	<i>Virtual: Virtual Proficient Aggregate Attendance Days' attendance for students who receive a proficient (pass) grade are populated on this record.</i>
Record S	Suspension	<i>Suspension: Eligible (10 days) Out of School Suspension Aggregate Absent Days (SSP3) attendance for students who have been suspended appears on this record (up to 10 days per student).</i>
Record X	Expulsion	<i>Expulsion: 'District Eligible Expelled Aggregate Absent Days' (SSP1 + SSP2) attendance for students who have been expelled appear on this record, up to 175 of eligible expulsion per student</i>

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Before you submit; Infinite Campus Data Cleanup

You will want to review your data in preparation for SAAR submission. This checklist of data cleanup reports should be run before submission. Following the checklist are instructions for running each report.

1. Ethnic Count Manual Verification
2. State Enrollment Overlap Report
3. Missing Enrollment End Status
4. Kindergarten Full-Day/Half-Day Indicator
5. ADA/ADM Report – Full Year
6. Student Schedule Gap
7. Overlapping T-Codes
8. Missing T-Codes
9. Period Schedule Gaps
10. Non-Resident/Non-Contract Out of State Students
11. Overage/Underage
12. Expulsion Attendance
13. Partial Day Students
14. Home Hospital Students
15. Funding Gap Audit Report
16. Behavior Attendance Audit
17. District Daily Attendance Report
18. Approved Amended Calendar (SAAR cycle only) – **Your amended calendar must be submitted and approved via Web Calendar Application prior to SAAR verification.**

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1. Ethnic Count Manual Verification (Active students/last day of the 10th month of school)

Path: Reporting | KY State reporting | SAAR Report | Check box R2 and R3 and select extractformat of PDF, All Calendars, and leave the date range blank.

- Run Record 2 and Record 3 of the SAAR Report, making sure the totals add correctly.
 - ✓ R2 (Enrollment + Reenrollment) – R3 (Withdrawals) = R5 (Ethnic Count)
 - ✓ This verification can be run by each school as well as at the district level.

Note: Ethnicity codes may not match if a withdrawal code was left off or if students were enrolled and their ethnicity was **not** entered in during enrollment. These are the first two places to check if codes do not match correctly.

The following screenshots show this process. 7153 (R2 total) – 985 (R3 total) = 6168 (R5 total)

Grade	Enrollment / Reenrollment Codes									Total
	E01	E02	E03	R01	R02	R06	R20	R21	E98	
00	513	10	0	1	11	1	0	48	0	584
01	387	7	0	0	18	0	2	27	0	441
02	468	11	0	0	19	1	2	36	1	538
03	494	6	0	0	18	1	1	36	0	556
04	490	5	0	0	20	1	2	36	0	554
05	507	6	0	1	15	1	1	38	0	569
06	512	13	0	0	8	0	2	38	0	573
07	508	7	0	0	13	0	4	31	0	563
08	457	10	0	2	15	0	2	41	0	527
09	611	3	0	1	19	4	1	56	0	695
10	491	4	0	9	19	3	1	46	0	573
11	420	4	0	14	20	2	2	17	0	479
12	403	3	0	50	15	4	1	21	0	497
14	4	0	0	0	0	0	0	0	0	4
Total	6,265	89	0	78	210	18	21	471	1	7,153

Grade	Withdrawal Codes																Total							
	W01	W02	W07	W08	W09	W12	W17	W20	W21	W22	W23	W24	W25	W26	W27	W28		W29	W30	G01	G02	G03	G04	
00	1	9	0	0	0	0	1	5	0	32	0	0	0	0	0	0	15	0	0	0	0	0	0	63
01	0	17	0	0	0	0	0	2	0	21	0	0	0	0	0	0	12	0	0	0	0	0	0	52
02	0	14	0	0	0	0	0	2	0	33	0	1	0	0	0	0	16	0	0	0	0	0	0	66
03	0	15	0	0	0	0	0	1	1	26	0	2	0	0	0	0	8	0	0	0	0	0	1	54
04	1	17	0	1	0	0	0	1	1	33	0	1	0	0	0	0	9	0	0	0	0	0	0	64
05	0	16	0	0	0	0	0	2	0	30	0	4	0	0	0	0	10	0	0	0	0	0	0	62
06	1	8	0	0	0	0	0	6	1	27	0	1	0	0	0	0	5	0	0	0	0	0	0	49
07	3	14	0	0	0	2	0	9	2	23	0	4	0	0	0	0	7	0	0	0	0	0	0	64
08	0	15	0	0	0	0	0	11	0	31	0	1	0	0	0	0	10	0	0	0	0	0	0	68
09	11	16	0	1	0	12	0	15	2	43	0	9	0	1	0	0	5	1	0	0	0	0	0	116
10	15	21	0	0	0	10	0	12	0	41	0	9	0	0	0	0	4	0	1	0	0	0	0	113
11	41	27	0	0	0	2	0	5	1	17	1	5	3	0	0	0	6	0	4	3	0	0	0	115
12	0	13	0	0	0	2	0	5	0	13	0	4	0	0	0	0	2	0	14	38	7	0	0	98
14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Total	73	202	0	2	0	28	1	76	8	370	1	41	3	1	0	1	109	1	19	41	7	1	985	

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Grade	District																Total
	White		Black		Hispanic		Asian		Hawaiian/Pacific Islander		American Indian/Alaskan		2 or More		Total		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
00	185	174	26	21	23	26	6	8	0	1	2	1	22	26	264	257	521
01	116	149	21	32	19	5	6	2	0	0	2	2	14	21	178	211	389
02	192	141	20	21	20	19	6	5	0	0	1	0	22	25	261	211	472
03	170	181	22	30	26	32	6	9	0	0	1	0	16	9	241	261	502
04	190	156	26	30	18	19	4	6	0	0	1	0	25	15	264	226	490
05	192	164	41	26	18	18	4	5	0	0	1	2	15	21	271	236	507
06	208	187	23	22	24	19	2	4	0	0	0	0	18	17	275	249	524
07	197	180	19	22	19	13	3	9	0	0	0	1	23	13	261	238	499
08	155	182	19	23	21	14	3	4	0	1	0	0	22	15	220	239	459
09	220	200	35	22	25	19	13	3	0	0	1	1	18	22	312	267	579
10	177	170	28	20	22	10	3	15	0	0	0	0	8	7	238	222	460
11	118	161	17	11	17	16	5	6	0	0	0	1	6	6	163	201	364
12	160	139	16	21	15	15	5	6	0	0	0	0	8	14	204	195	399
14	2	0	0	1	0	0	0	0	0	0	0	0	0	0	2	1	3
Total: 14	2,282	2,184	313	302	267	225	66	82	0	2	9	8	217	211	3,154	3,014	6,168

2. State Enrollment Overlap

Path: Student Information | Reports | State Enrollment Overlap

Enrollment overlaps occur when the beginning/end dates of one primary enrollment overlap with a second primary enrollment record for the same student. **KDE will not process a district SAAR until all *primary* (see "TYPE P" in the graphic below) overlaps of more than one day are correct.**

- *Review Step:* The State Enrollment Overlap report will identify these overlapping records, which should be corrected by working with the other district involved.

Note - One-day overlaps are allowed and should remain within Infinite Campus except for a one-day overlap in the same district. Be very careful which enrollment record gets end-dated as attendance and grades are tied to enrollment.

All Districts								
Student (#)	District	School	Year	Grade	Start/End Date	Type	Percent	Overlap Days
(#)	Franklin County	FRANKLIN COUNTY HIGH SCHOOL	20-21	09	08/26/2020-06/30/21	P		
(#)	Fayette County	Lafayette High School	20-21	09	01/15/2021-06/30/21	P		167

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3. Missing Enrollment End Status Report

Path: Reporting | Edit Reports | Missing Enrollment End Status Report

This report identifies students who have an enrollment with an end date but no associated end status.

The screenshot shows a form for editing enrollment details. The 'Local End Status' dropdown menu is highlighted with a red circle. The form includes fields for Start Date (08/25/2020), End Date (12/01/2020), Grade (11), and Service Type (Primary). There are also checkboxes for Class Rank Exclude and External LMS Exclude, and text boxes for Start and End Comments.

4. Kindergarten Full-Day/Half-Day Indicator

Path: Scheduling & Courses | Calendar Information | Grade Level Setup

- Districts may have full or half-day Kindergarten classes or a combination of both. The state of Kentucky provides funding for 50% (half) of Kindergarten ADA even if a school district chooses a full day of Kindergarten. This funding adjustment is made after the Submission of the SAAR to KDE. The appropriate Kindergarten code is selected from the Kindergarten Code dropdown menu:

- ✓ BDK: Full and Half Day Kindergarten
- ✓ FDK: Full Day Kindergarten
- ✓ HDK: Half Day Kindergarten

The screenshot shows the 'Grade Levels' setup form. The 'Kindergarten Code' dropdown menu is highlighted with a red arrow. The form includes a table for Grade Level Editor with columns for Name and Seq. The 'Kindergarten Code' dropdown menu is set to 'FDK: Full Day Kindergarten'. Other fields include Name (locked), Sequence Number, State Grade Level Code, Maximum Membership Days, Whole Day Absence (minutes), Half Day Absence (minutes), Maximum Approved School Choice Applications, and checkboxes for Exclude from cumulative GPAPrank calculations, Exclude from state reporting, Exempt from Assignment, Standard Code (SIF code), and Exclude from SIF reporting.

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5. ADA/ADM Report – Full Year

Path: Attendance Office | Reports | ADM and ADA Report

The ADM and ADA Report summarizes data from Kentucky's attendance calculation. Select the 'Detail Report Type' to generate a list of individual students' attendance data for the calendar selected in the toolbar. Select the 'Summary Report Type' to generate an overview of school-wide attendance data for one or more calendars. When running the 'Summary Report Type' against multiple schools, select 'All Schools' in the toolbar and choose the desired calendars from the calendar picker.

- If the Date Range is left blank, it will default to the start/end dates of the calendar
- The calendar populates the optional School Month range in the toolbar only
- This report is resource-intensive, so try to limit the number of calendars run perbatch

Kentucky State Generated on 05/05/2021 12:17:38 PM Page 1 of 1	2020 - 2021 Membership Summary District: 1 Schools: 4 Grade: 00, 01, 1, 02, 2, 03, 3, 04, 4, 05, 5, 06, 6, 07, 7, 08, 8, 09, 9, 10, 11, 12, 13, 14, 20, 21, 95, 96, 97, 98, 99
--	--

Summary

District#	District Name	School Count	Student Count	ADM	ADA
Total	1	4	1004	926.26	837.65

Detail

District#	District Name	School#	School Name	Student Count	ADM	ADA
	School(s): 4 Students: 1004 ADM: 926.26 ADA: 837.65	040		53	44.61	38.71
		070	HIGH SCHOOL	300	288.69	259.01
		080	Academy	34	21.54	16.35
		050	School	617	571.42	523.58

6. Student Schedule Gaps

Path: Reporting | Edit Reports | Schedule Gap Report

This tool is used to locate student schedule gaps. The report shows days the student has schedule gaps, from the enrollment date to the withdrawal date (if applicable).

- *Review Step:* Correct any schedule gaps for any dates shown on this report. Perform this for any withdrawn students as well, since they do affect the attendance reports.

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HIGH SCHOOL				
Calendar: 20-21 HIGH SCHOOL Schedule: Main				
Grade: 12				
SSID Last Name, First Name				
Monday	Tuesday	Wednesday	Thursday	Friday
01/04/2021	01/05/2021	01/06/2021	01/07/2021	01/08/2021
01/11/2021	01/12/2021	01/13/2021	01/14/2021	01/15/2021
Total Students: 1				

7. Overlapping T Codes

Path: Reporting | Ad Hoc Reporting | Filter Designer | State Published | Audit Overlapping TCodes

You should not have overlapping T-Codes on primary enrollments. Transportation codes need to be corrected if there are overlaps. Run this query for each school.

Note - If the Year is set for the current school year, then the search function for this adhoc will only find students active within the current year with a T-code overlap. The overlap could be within any school year.

- o *Review Step:* Correct any overlapping transportation records.

Transportation Calendar		
Calendar	Start Date	End Date
16-17 School	08/02/2016	06/09/2017
16-17 HIGH SCHOOL	08/01/2016	06/09/2017

8. Missing T Codes

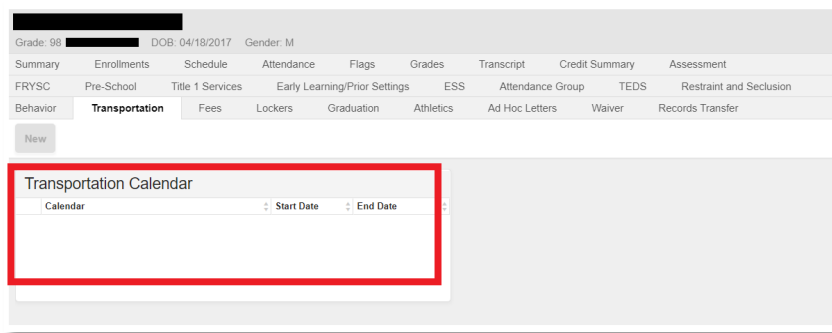
Path: Reporting | Ad Hoc Reporting | Filter Designer | State Published | Audit Missing T Codes

All students should have a T code associated with their school enrollment record. Run the Missing T Code report for each school.

- o *Review Step:* Assign a transportation code and enter a date segment for students. Transportation segments are school-specific. An enrollment record at each school should have a transportation record associated with it.

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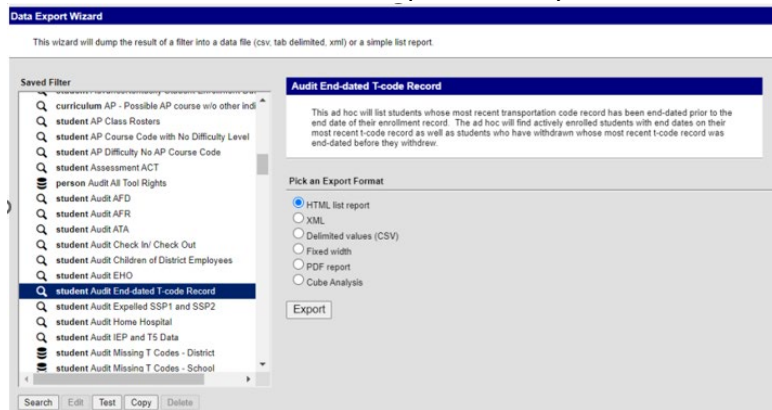


9. Audit End Dated T Codes

Path: Reporting | Ad Hoc Reporting | Data Export | State Published | Student Audit End-dated T-Code Record

This ad hoc will identify students with transportation codes that have been end dated prior to the end of their enrollment record.

- **Review Step:** Locate Students who were enrolled, listed with t-codes and was a 'no show' or left and then came back for part of the year.



10. Period Schedule Gaps

Path: Scheduling & Courses | Calendar Setup | Calendar Information | Period Setup

- **Review Step:** Ensure no time gap from period end to period start. Include passing time, lunchtime, and recess within periods.

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Period Schedule Info

*Name: S1 *Sequence: 1 Exception/Special Day: Instructional Minutes: 390 Standard Day Minutes: 415 School Day: 415

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period Info

*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
X 1	1	07:55 AM	08:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 2	2	08:50 AM	09:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 3	3	09:50 AM	10:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 4	4	10:50 AM	12:50 PM	25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 5	5	12:50 PM	01:50 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 6	6	01:50 PM	02:50 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 7 ACTIVITY	7	02:50 PM	02:51 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X VIPB	8	02:51 PM	04:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X BLOCK	9	04:00 PM	05:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

11. Non-Resident Non-Contract-Out of State Students

Path: Reporting | Ad Hoc Reporting | Filter Designer | State Published | Audit Non-Resident Non-Contract-Out of State

Student Audit Non-Resident Non-Contract ad hoc identifies students who are non-residents-out of state and **do not** have a contract agreement.

Note - The district should maintain the 'Resident District' value to indicate the resident district of any student who does not reside in the district.

- o *Review Step:* Verify that these students reside out of state and you do not have a contract with that district.

Below is the proper setup for a Non-Contract student-Out of State

Path: Student Information | General | Attendance

Attendance Group

03 22-23 Elementary Scho 08/10/2022 (1)
 StartDate: 08/10/2022 EndDate: 05/19/2023 AttendanceGroup.NC

02 21-22 Elementary Scho 01/07/2022 (1)

Attendance Group

*Enrollment: 22-23 Elementary Scho Grade:03 Start:08/10/2022

*Attendance Group: NCO-Non-Contract Out of State *Start Date: 08/10/2022 End Date: 05/19/2023

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12. Overage/Underage

Path: Reporting | Edit Reports | Overage/Underage Report

This report identifies underage/overage students for further review. Check the list for accuracy of student DOB or that all students with a waiver are correctly identified.

- *Review Step:* Run this report for "All Schools, All Calendars."
 - ✓ Overage students will not qualify for funding on the SAAR on or after their 21st birthday.
 - ✓ Grade 14 may only be selected for Special Education Students participating in Alternate Assessment, as determined by the student's Admissions and Release Committee and documented on his or her IEP. This student must turn 17 years of age on or before October 1st of the current school year and have progressed through a grade 12 assessment.
 - ✓ State Grade Level 20: Post-Secondary should only be selected for those persons taking adult classes. Adult education students enrolled in this grade level should be marked state exclude and scheduled into a calendar marked Exclude
 - State Grade Level 20 should not be used for a student under 21 that has not received their diploma.

Underage – Under Age: There are two categories for Under Age students:

- A Grade 00 student is considered "Under Age" for the entire year if their 5th birthday occurs **after August 1st of the reporting year.**
- A Grade 01 student is considered "Under Age" for the entire year if their 6th birthday occurs **after August 1st of the reporting year**

Note An underage student will not receive funding for the entire year unless they qualify for a waiver and the waiver checkbox is marked on the enrollment tab. This is indicated on the waiver checkbox on the Enrollment tab under State Reporting Fields.

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Path: Student Information | General | Enrollments

The screenshot shows the 'State Reporting Fields' section of the SAAR application. It includes various checkboxes and dropdown menus for student information. The 'Underage Waiver' checkbox is highlighted with a red circle.

13. Expulsion Attendance

Path: Reporting | SAAR | RX Expulsion

This report identifies students expelled with state code SSP2. The attendance data entered should match the start date and/or end date/time for the behavior resolution.

County County: Phone: Fax: Generate on 10/01/2025 02:46:46 PM Page 1 of 1	Superintendent's Annual Attendance (SAAR) Report Record Format: X - Expulsion Detail Report Whole School Year Calendar: 252 County High School Grades Count: 1
---	---

#050 Metcalfe County High School

Grade	Student Enrollment	Total Expelled Absent Days (SSP1+SSP2)	Eligible Expelled Absent Days (175)(SSP1+SSP2)	Expulsion Present Days (SSP1)	Total # of Expulsion
09	163	163.00	163.00	.00	1
Totals		163.00	163.00	.00	1

- The state Expulsion code SSP2 for *Expulsion Not Receiving Services* requires that a student have a standard attendance event for Absent / Unexcused that matches precisely the start and end date at the time of resolution.
- If a student is expelled with or without services and the event happened during the prior year, an exempt absent code must be used to receive funding. For example, the code, CEX – Carryover Expulsion Excused and CEU – Carryover Expulsion Unexcused (mapped to Status "Absent," Excuse "Exempt")

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For additional information please refer to the [KDE Expulsion Carryover Guidance Document](#).

14. Partial Day Attendance Group

Path: Reporting | Ad Hoc Reporting | Filter Designer | State Published | Audit Partial Day

This ad hoc can be used to identify students with a partial day attendance group.

- *Review Step:* Ensure that the setup is correct for partial day students.

The screenshot shows the 'Attendance Group' configuration interface. At the top, there is a list of existing groups. Below that, the configuration form is displayed. The 'Attendance Group' dropdown menu is circled in red and shows 'PAR: Partial Day' selected. Other fields include 'Enrollment' (20-21), 'Elementary School', 'Grade: 05', 'Start Date' (08/26/2020), and 'End Date' (08/12/2020). There are also fields for 'Start Time', 'End Time', 'Avg Partial Minutes', and 'Percent Enrolled'. At the bottom, there are instructional periods and a note about partial minutes calculation.

Verify start date, start time, and end time match the student's IEP (as applicable). Further information on partial day setup is available through the Attendance Group (KY).pdf document downloaded from Campus Community with Infinite Campus (user ID and password required).

15. State Attendance Groups – Home and Hospital

Path: Reporting | Ad Hoc Reporting | Filter Designer | State Published | Audit Home Hospital

This report identifies students in any of the attendance groups

- *Review Step:* Ensure the attendance is appropriately marked for the HH students

Note: Use the IC Attendance Wizard to mark the student's attendance as HH from the initial entry date into the HH program until the end of the school year. This prevents teachers from taking attendance for a student who is in the HH attendance group. When the student returns to school, remove the HH attendance code using the Attendance Wizard. The student's HH attendance group record should be end-dated upon the student's return to the regular school program via the Attendance Group tab.

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- Any student eligible for HH must be put in the HH attendance group to receive funding through the SEEK.

Note: Districts with a separate HH-only school (i.e., 998, 999 schools) must enroll every student in the HH attendance group.

Example Ad hoc report:

Audit Home Hospital Total Records:18

All Records						
SSID	Last Name	First Name	Attendance Group	Start Date	Attendance Group	End Date

16. Funding Gap Audit Report

Path: Reporting | KY State Reporting | Funding Gap Audit

- This report is to show how much seat time the student will earn and how much performance/virtual attendance credit they will earn if they pass.
- The report is designed to look at a student's schedule and display the percentage of attendance used to calculate funding for seat time attending classes and virtual/performance-based classes. You should see approximately 93% total since lunch and passing time are omitted.

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- This report is not designed to be "cleared." It is an auditing tool to help identify potential issues with student schedules that could result in a loss of funding

Kentucky State		Funding Gap Audit							
Generated on 09/19/2018 10:25:46 AM Page 1 of 1		18-19 ABC High School							
<p>Students returned in this report have a funding gap in their schedules that needs to be examined. Use the Funding Gap Start Date and End Date to determine if the student is missing courses or scheduled in courses not marked for attendance during that timeframe.</p> <ul style="list-style-type: none"> ▪ If the student is identified as having insufficient V/PB Period Length the period their virtual or performance based courses are scheduled into may need to be extended to resolve the funding gap. ▪ If Check Funding Eligibility is indicated, check the student's IEP to determine if they are eligible for full attendance funding. 									
Student Name	Seat Grade	Time %	V/PB %	Funding Gap Start Date	Funding Gap End Date	Partial Day	Active SpEd	V/PB Period Length	Check Funding Eligible
Mouse, Mickey	12	0	82	2018-08-08	2019-06-07			YES	
Duck, Donald	12	54	37	2018-08-27	2019-05-14		YES	YES	
Bunny, Buggs	12	67	0	2019-01-03	2019-05-15		YES		YES
Washington, George	12	75	0	2019-01-03	2019-05-15				
Lincoln, Abraham	12	0	91	2018-08-08	2019-05-15			YES	

Note: You can run your ADA/ADM Report and your SAAR, Detail Record V, and compare it to the Funding Gap Audit Report totals. These reports will not be exact since the Funding Gap Audit report was not designed to give exact percentages but should give an idea of attendance possibly earned for students taking performance/virtual-based classes.

17. Suspension Attendance

Path: Reporting | KY State Reporting | Safe Schools

This report identifies those students who were suspended and have invalid data. The attendance data was not entered correctly to match a behavior resolution, or the behavior resolution doesn't match attendance data for a state-coded suspension.

- The state suspension code SSP3 – Out of School Suspension - requires the proper associated state attendance code of 'S,' and the suspension must match the exact date and time of the resolution.
- There is the possibility a user could input the Suspension attendance entry date without having the associated behavior resolution.
- Ensure errors and warnings involving SSP3: Out of School Suspension Resolutions and S: Suspension Attendance are resolved before submitting SAAR

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Note: Sometimes, this report shows errors when days are shortened, but they are not actually errors.

18. District Daily Attendance Report

Path: Reporting | KY State Reporting | SAAR Report

The *District Daily Attendance Report* should be used to determine low attendance weather days. A district can claim up to ten low weather days. Last year's AADA will be used on the days chosen.

- This report will show all the days above last year's AADA to help determine eligible days.
- Follow the steps below to determine low weather days for your district.

Note: This is not mandatory. A district does not have to claim weather days.

How to find Prior Year ADA

Begin the process by finding last year's AADA. This can be found on your SAAR Attendance Summary in the SAAR system, under historical reports. Use the AADA without kindergarten adjustment. You will add together Grade 00 AADA and Grade 1-12 AADA to get your previous year AADA. The example shown is from the school year 2024-25. That is the number you will need for this report. We must go back one year before finding the previous year's AADA.

Previous year AADA = 2433.89

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Grade 00 AADA	Grade 1-12 AADA
0.00	739.20
0.00	28.41
0.00	569.19
0.00	587.63
179.08	330.37
179.08	2,254.81

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Instructions for Infinite Campus

- Type in "Last Year's Full SAAR ADA" found on the prior year attendance summary report
- Click the "Load 5 Low Att. Days" button, which will automatically fill in the five low attendance days
- Check the "District Daily Attendance" box
- Generate Report

County: Hopkins Phone: (270)797-3811 Fax: (270)797-5201						Superintendent's Annual Attendance (SAAR) Report					
Generate on 03/18/2019 01:40:53 PM Page 1 of 2						District Daily Attendance					
						Whole School Year: 08/15/2018 - 05/24/2019					
						Days: 175 Shorten Days: 0 Students: 610 Absent Rate: .8%					
Date	Present	Absent	Total	%	Type	Date	Present	Absent	Total	%	Type
05/24/2019 ^L	F	319.00	.00	319.00		11/08/2018	Th	595.00	.00	595.00	
10/15/2018 ^L	M	558.50	35.50	594.00	6.0%	11/09/2018	F	595.00	.00	595.00	
08/27/2018	M	559.00	36.00	595.00	6.1%	11/12/2018	M	595.00	.00	595.00	
09/10/2018 ^L	M	559.50	30.50	590.00	5.2%	11/13/2018	Tu	595.00	.00	595.00	
08/28/2018 ^L	Tu	561.50	32.50	594.00	5.5%	11/14/2018	W	595.00	.00	595.00	
09/24/2018	M	561.50	30.50	592.00	5.2%	11/15/2018	Th	595.00	.00	595.00	
09/17/2018	M	561.50	27.50	589.00	4.7%	11/16/2018	F	595.00	.00	595.00	
09/18/2018	Tu	565.50	23.50	589.00	4.0%	11/19/2018	M	595.00	.00	595.00	
09/04/2018	Tu	566.00	26.00	592.00	4.4%	11/20/2018	Tu	595.00	.00	595.00	
09/05/2018	W	566.00	25.00	591.00	4.2%	11/26/2018	M	595.00	.00	595.00	
10/17/2018	W	566.50	28.50	595.00	4.8%	11/27/2018	Tu	595.00	.00	595.00	
10/16/2018	Tu	568.50	26.50	595.00	4.5%	11/28/2018	W	595.00	.00	595.00	
10/05/2018	F	568.50	25.50	594.00	4.3%	11/29/2018	Th	595.00	.00	595.00	
09/06/2018	Th	568.50	22.50	591.00	3.8%	11/30/2018	F	595.00	.00	595.00	
08/31/2018	F	569.50	24.50	594.00	4.1%	12/03/2018	M	595.00	.00	595.00	
10/01/2018	M	569.50	24.50	594.00	4.1%	12/04/2018	Tu	595.00	.00	595.00	
09/25/2018	Tu	569.50	22.50	592.00	3.8%	12/05/2018	W	595.00	.00	595.00	
09/27/2018	Th	570.00	24.00	594.00	4.0%	12/06/2018	Th	595.00	.00	595.00	
09/13/2018	Th	570.00	19.00	590.00	3.2%	12/07/2018	F	595.00	.00	595.00	
09/19/2018	W	571.00	18.00	589.00	3.1%	12/10/2018	M	595.00	.00	595.00	
09/28/2018	F	571.50	22.50	594.00	3.8%	12/11/2018	Tu	595.00	.00	595.00	
09/12/2018	W	571.50	18.50	590.00	3.1%	12/12/2018	W	595.00	.00	595.00	
09/14/2018	F	571.50	17.50	589.00	3.0%	12/13/2018	Th	595.00	.00	595.00	
09/11/2018	Tu	572.00	18.00	590.00	3.1%	12/14/2018	F	595.00	.00	595.00	
10/02/2018	Tu	572.50	21.50	594.00	3.6%	12/17/2018	M	595.00	.00	595.00	
10/04/2018	Th	573.00	21.00	594.00	3.5%	12/18/2018	Tu	595.00	.00	595.00	
10/03/2018	W	573.50	19.50	593.00	3.3%	12/19/2018	W	595.00	.00	595.00	
09/21/2018	F	573.50	18.50	592.00	3.1%	01/03/2019	Th	595.00	.00	595.00	
08/24/2018	F	577.00	20.00	597.00	3.4%	01/04/2019	F	595.00	.00	595.00	
08/29/2018	W	577.00	17.00	594.00	2.9%	01/07/2019	M	595.00	.00	595.00	
08/30/2018	Th	577.00	17.00	594.00	2.9%	01/08/2019	Tu	595.00	.00	595.00	
09/20/2018	Th	578.00	14.00	592.00	2.4%	01/09/2019	W	595.00	.00	595.00	
09/26/2018	W	578.00	15.00	594.00	2.5%	01/10/2019	Th	595.00	.00	595.00	
09/07/2018	F	578.50	11.50	590.00	1.9%	01/11/2019	F	595.00	.00	595.00	
08/20/2018	M	581.50	17.50	599.00	2.9%	01/14/2019	M	595.00	.00	595.00	
08/21/2018	Tu	583.00	16.00	599.00	2.7%	01/15/2019	Tu	595.00	.00	595.00	
08/23/2018	Th	583.00	15.00	598.00	2.5%	01/16/2019	W	595.00	.00	595.00	
08/22/2018	W	584.50	14.50	599.00	2.4%	01/17/2019	Th	595.00	.00	595.00	
08/17/2018	F	587.50	12.50	600.00	2.1%	01/18/2019	F	595.00	.00	595.00	
Last Year ADA		593.50				01/22/2019	Tu	595.00	.00	595.00	
10/18/2018	Th	595.00	.00	595.00		01/23/2019	W	595.00	.00	595.00	
10/19/2018	F	595.00	.00	595.00		01/24/2019	Th	595.00	.00	595.00	
10/22/2018	M	595.00	.00	595.00		01/25/2019	F	595.00	.00	595.00	
*10/23/2018	Tu	595.00	.00	595.00		01/28/2019	M	595.00	.00	595.00	

Once the report is generated, last year's ADA is shown in red, and the days below last year's AADA are above it in black. The report also shows the five automatic low attendance days automatically removed by putting a small 'L' out to the side.

After the five (5) lowest attendance days are automatically deducted, a district may request an adjustment for up to ten (10) additional days when district attendance was low due to weather-related conditions *if all schools were in session*. The district average daily attendance on these dates must be lower than the prior-year "Full" average daily attendance ADA for the adjustment to be approved.

District Attendance – L Days (Low Weather)

Path: Scheduling & Courses | Calendar Information | Day Setup

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A district must keep documentation in the central office supporting the weather-related conditions that impacted attendance. If the district's request is approved, the aggregate attendance for each day is deducted and replaced with the prior year's average daily attendance (ADA) before calculating the district's ADA. See the example showing 1/12/16, 1/19/16, 2/8/16, 2/11/16, 3/18/16, 1/15/16, 3/1/16, 2/25/16, 2/16/16, and 1/21/16 as low weather days.

Once the changes have been made on the calendar, run the District Daily Attendance Report again and visibly see the weather days selected.

District Daily Attendance Report

This is what the report will look like after you've selected your low weather days. When you run the report, there will be a 'W' next to the chosen days.

County: Hopkins Phone: (270)797-3811 Fax: (270)797-5201 Generate on 03/18/2019 02:24:25 PM Page 1 of 2						Superintendent's Annual Attendance (SAAR) Report District Daily Attendance Whole School Year 08/15/2018 - 05/24/2019 Days: 175 Shorten Days: 0 Students: 610 Absent Rate: .8%					
Date	Present	Absent	Total	%	Type	Date	Present	Absent	Total	%	Type
10/01/2018 ^W	M	304.00	13.00	317.00	4.1%	L	11/08/2018	Th	595.00	.00	595.00
10/02/2018 ^W	Tu	307.50	9.50	317.00	3.0%	L	11/09/2018	F	595.00	.00	595.00
09/20/2018 ^W	Th	307.50	8.50	316.00	2.7%	L	11/12/2018	M	595.00	.00	595.00
09/27/2018 ^W	Th	308.00	9.00	317.00	2.8%	L	11/13/2018	Tu	595.00	.00	595.00
08/21/2018 ^W	Tu	309.50	7.50	317.00	2.4%	L	11/14/2018	W	595.00	.00	595.00
05/24/2019 [~]	F	319.00	.00	319.00			11/15/2018	Th	595.00	.00	595.00
10/15/2018 ^L	M	558.50	35.50	594.00	6.0%		11/16/2018	F	595.00	.00	595.00
08/27/2018 ^L	M	559.00	36.00	595.00	6.1%		11/19/2018	M	595.00	.00	595.00
09/10/2018 ^L	M	559.50	30.50	590.00	5.2%		11/20/2018	Tu	595.00	.00	595.00
08/28/2018 ^L	Tu	561.50	32.50	594.00	5.5%		11/26/2018	M	595.00	.00	595.00
09/24/2018	M	561.50	30.50	592.00	5.2%		11/27/2018	Tu	595.00	.00	595.00
09/17/2018	M	561.50	27.50	589.00	4.7%		11/28/2018	W	595.00	.00	595.00
09/18/2018	Tu	565.50	23.50	589.00	4.0%		11/29/2018	Th	595.00	.00	595.00
09/04/2018	Tu	566.00	26.00	592.00	4.4%		11/30/2018	F	595.00	.00	595.00
09/05/2018	W	566.00	25.00	591.00	4.2%		12/03/2018	M	595.00	.00	595.00
10/17/2018	W	566.50	28.50	595.00	4.8%		12/04/2018	Tu	595.00	.00	595.00
10/16/2018	Tu	568.50	26.50	595.00	4.5%		12/05/2018	W	595.00	.00	595.00
10/05/2018	F	568.50	25.50	594.00	4.3%		12/06/2018	Th	595.00	.00	595.00
09/06/2018	Th	568.50	22.50	591.00	3.8%		12/07/2018	F	595.00	.00	595.00
08/31/2018	F	569.50	24.50	594.00	4.1%		12/10/2018	M	595.00	.00	595.00
09/25/2018	Tu	569.50	22.50	592.00	3.8%		12/11/2018	Tu	595.00	.00	595.00
09/13/2018	Th	570.00	19.00	589.00	3.2%		12/12/2018	W	595.00	.00	595.00
09/19/2018	W	571.00	18.00	589.00	3.1%		12/13/2018	Th	595.00	.00	595.00
09/28/2018	F	571.50	22.50	594.00	3.8%		12/14/2018	F	595.00	.00	595.00
09/12/2018	W	571.50	18.50	590.00	3.1%		12/17/2018	M	595.00	.00	595.00
09/14/2018	F	571.50	17.50	589.00	3.0%		12/18/2018	Tu	595.00	.00	595.00
09/11/2018	Tu	572.00	18.00	590.00	3.1%		12/19/2018	W	595.00	.00	595.00
10/04/2018	Th	573.00	21.00	594.00	3.5%		01/03/2019	Th	595.00	.00	595.00
10/03/2018	W	573.50	19.50	593.00	3.3%		01/04/2019	F	595.00	.00	595.00
09/21/2018	F	573.50	18.50	592.00	3.1%		01/07/2019	M	595.00	.00	595.00
08/24/2018	F	577.00	20.00	597.00	3.4%		01/08/2019	Tu	595.00	.00	595.00
08/29/2018	W	577.00	17.00	594.00	2.9%		01/09/2019	W	595.00	.00	595.00
08/30/2018	Th	577.00	17.00	594.00	2.9%		01/10/2019	Th	595.00	.00	595.00
09/26/2018	W	579.00	15.00	594.00	2.5%		01/11/2019	F	595.00	.00	595.00
09/07/2018	F	579.50	11.50	591.00	1.9%		01/14/2019	M	595.00	.00	595.00
08/20/2018	M	581.50	17.50	599.00	2.9%		01/15/2019	Tu	595.00	.00	595.00
08/23/2018	Th	583.00	15.00	598.00	2.5%		01/16/2019	W	595.00	.00	595.00
08/22/2018	W	584.50	14.50	599.00	2.4%		01/17/2019	Th	595.00	.00	595.00
08/17/2018	F	587.50	12.50	600.00	2.1%		01/18/2019	F	595.00	.00	595.00
Last Year ADA		593.50					01/22/2019	Tu	595.00	.00	595.00
10/18/2018	Th	595.00	.00	595.00			01/23/2019	W	595.00	.00	595.00
10/19/2018	F	595.00	.00	595.00			01/24/2019	Th	595.00	.00	595.00
10/22/2018	M	595.00	.00	595.00			01/25/2019	F	595.00	.00	595.00
							01/28/2019	M	595.00	.00	595.00

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regarding NTI days, click the following link: [Non-Traditional Days](#)

Note: No transportation is calculated for N Days.

- You no longer need to wait for the Commissioner to approve the NTI Day. Mark it as NTI from the start. If it is not approved, KDE will contact the district.
- *Review step:* Make sure you are approved for non-traditional days. Follow the path and select "Non-traditional Instruction" day. Check both the 'School Day' and 'Instruction' boxes. Choose 'N' for the event type.

The screenshot displays a calendar for January 2019. Below the calendar is a 'Day Detail' form for the date 01/03/2019 (Day # 83). The form includes fields for 'Regular Day', 'School Day', 'Instruction', 'Attendance', 'Start Time', and 'End Time'. The 'Attendance' checkbox is circled in red, and a red arrow points to it with the text 'Uncheck the Attendance Box'. Below the form is a 'Day Events' section with a dropdown menu set to 'N: Non-traditional Instruction' and an 'Add DayEvent' button.

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You will see the N Day on the SAAR Report.

The screenshot shows the SAAR application interface. In the 'Report Selection' section, the checkbox for 'RN Non-Traditional Instruction Days' is circled in red. The text below this checkbox reads: 'Days: 01/30/2019, 01/31/2019, 02/01/2019, 03/08/2019'. Other report options include R1 School Calendar, R2 Enrollment / Reenrollment, R3 Withdrawals, R5 Ethnic Count, R7 Aggregate Attendance, R9 Non-Contract / Over Age - Under Age Attendance, RH Home Hospital Attendance, RL Five Low Attendance Days, RW Ten Low Attendance Weather Days, RS Out of School Suspension, and RX Expulsion. The 'Select Students' section shows a grade dropdown menu set to 'All Students'.

Record N showed the amount of attendance that was incorrectly saved in Infinite Campus. Non-Traditional Days are not included in Record 7. Record N shows all zeros since there is no attendance on NTI Days.

Grade	District Aggregate Non-Traditional Instruction Days - ABSENT TOTAL						Total	Attendance Days
	T1	T2	T3	T4	T5	NT		
00	.00	.00	.00	.00	.00	.00	.00	0
01	.00	.00	.00	.00	.00	.00	.00	0
02	.00	.00	.00	.00	.00	.00	.00	0
03	.00	.00	.00	.00	.00	.00	.00	0
04	.00	.00	.00	.00	.00	.00	.00	0
05	.00	.00	.00	.00	.00	.00	.00	0
06	.00	.00	.00	.00	.00	.00	.00	0
07	.00	.00	.00	.00	.00	.00	.00	0
08	.00	.00	.00	.00	.00	.00	.00	0
09	.00	.00	.00	.00	.00	.00	.00	0
10	.00	.00	.00	.00	.00	.00	.00	0
11	.00	.00	.00	.00	.00	.00	.00	0
12	.00	.00	.00	.00	.00	.00	.00	0
14	.00	.00	.00	.00	.00	.00	.00	0
Total	.00	.00	.00	.00	.00	.00	.00	0

Dates Selected		Attendance Day
Date 1	01/30/2019	
Date 2	01/31/2019	
Date 3	02/01/2019	
Date 4	03/08/2019	

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Submitting Growth Factor:

- 1) Complete the data cleanup mentioned above
- 2) Run the State Format Fixed Width for all Schools
- 3) Leave the date range blank
- 4) Select 'All Types' (R1, R2, R4, RH)
- 5) Generate Report
- 6) The file name should be saved as GFXXX.YY (XXX = District Number, YY= SchoolYear)
Example: GF011.26
- 7) Submit the file to KDE [Submit via SAAR Application here](#)
- 8) Also, be sure to run and save the "PDF" versions of the same files under the Extract Format field for comparison.

The screenshot displays the SAAR application interface with several key elements highlighted by red circles:

- Extract Format:** A dropdown menu is set to "State Format (Fixed width)".
- Date Range:** The "Date Range" radio button is selected, with empty date input fields.
- School Month:** The "School Month" radio button is unselected, with two options: "Month 1 (07/06/2020 - 08/18/2020)" and "Month 2 (08/19/2020 - 09/22/2020)".
- Report Types:** The "All Types" radio button is selected. Below it, four checkboxes are checked: "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".
- Buttons:** The "Generate Report" button is highlighted.
- Select Calendars:** A dropdown menu is set to "All Calendars".
- Select Students:** A dropdown menu is set to "All Students".
- Ad Hoc Filter:** The "Ad Hoc Filter" radio button is unselected.
- Footer:** A "Refresh" button, a "Show top 50" dropdown, and a date range filter "tasks submitted between 01/14/2021 and 01/21/2021" are visible.

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Submitting January Growth Factor

The first step for a district is to determine if they qualify for January Growth. To do this, you will refer to your fall Growth Factor report via the SAAR application. Please note, this information used to be sent via email but is now provided for you in the Growth Factor reports tab.

Submission Details

177 - Frankfort Independent

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

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

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Kentucky Department of Education
Growth Factor - State Gain/Loss Summary Report
District: 177 - Frankfort Independent
School Year: 2018 - 2019

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
759.61	746.56	13.05	1.75%	844	730.00	742.75	750.18
759.61	746.56	13.05		844	730.00	742.75	750.18

The Gain Loss Summary is a report to show the district the Required AADA to qualify for January Growth. In the example above, you can see the Required AADA to qualify for January Growth highlighted in red. The district can use this number and compare the AADA from the fifth or sixth month on the ADM/ADA Detail Report to see if they qualify. If your district has the required growth, submit a January Growth Factor Report.

Note: The ADM/ADA Detail Report does not include adjustments for non-contract, overage/underage, and ½ day kindergarten.

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1. Choosing the School Month

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

Path: Scheduling & Courses | Calendar Information | School Months

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

- ✓ Look at Month 5 and Month 6.

This will show the dates in month 5 and month 6. Notice part of Month 5 falls in December and part in January. Month 6 falls in January and the month of February. These dates are necessary to determine which month has the most attendance days that fall only in January.

1. Print the Calendar Report

- Compare the dates to the Calendar Report (shown below) to determine which month has the most **Attendance** days in January.



Path: Scheduling & Courses | Calendar Information | Day Setup

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- Select 'Print,' and the Calendar Report will be visible.

07/01/2019 through 06/30/2020		2019-2020 Calendar Year							Calendar Report 12/30/2019 // 11:04:54 AM	
Legend  Non-instructional day  Non school day		December							}	Month 5 12/10 - 1/20
		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						
		January								
		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					
February										
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				

Look at Month 5 and Month 6 on the Calendar Report and count the attendance days each month to determine which one has the most **Attendance** days in **January**.

- In the example, Month 5 has 10 days, and Month 6 has 9 days.
- **Note:** If either month had a Non-Traditional Day, it is **NOT** an attendance day and not part of the count.
- This will determine which month to use for the January Growth Factor Report. In this example, Month 5 has 11 days and Month 6 only has 9, so for this example, we will choose Month 5.
- Run the ADM and ADA Detail Report. Once you have determined the month, check to see if you are eligible for January Growth.

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Path: Attendance Office | Reports | ADM and ADA Detail Report

District Attendance Summary Group by School

School	Funding ATT	Funding Absent Days	Funding ADA	Funding ADM	Funding %	Truancy ATT	Truancy Absent Days	Truancy ADA
	0.00	0.00	0.00	0.00	0.00%	848.00	0.00	53.00
	5,288.79	0.00	264.44	265.00	100.00%	5,300.00	0.00	265.00
	520.00	0.00	26.00	26.00	100.00%	520.00	0.00	26.00
	12,120.00	0.00	607.00	607.00	100.00%	12,160.00	0.00	608.00
Total	17,928.79	0.00	896.44	898.00	100.00%	18,828.00	0.00	952.00

Note: The ADM/ADA Detail Report does not include adjustments for non-contract, overage/underage, and ½ day kindergarten.

- Compare the ADM/ADA District Summary Report to the Fall Growth Factor spreadsheet.
 - ✓ In this example, the district may be eligible for January Growth. The funding ADA is 896.44, which is higher than the required growth AADA of 750.18. This district should submit a January Growth Factor Report.

Kentucky Department of Education Growth Factor - State Gain/Loss Summary Report District: _____ School Year: _____

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
759.61	746.56	13.05	1.75%	844	730.00	742.75	750.18
759.61	746.56	13.05		844	730.00	742.75	750.18

Choose dates for the entire Month 5

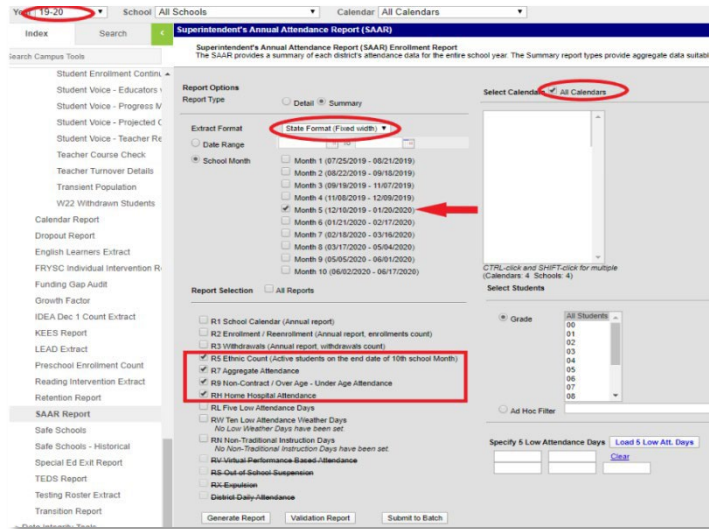
SAAR Application User Guide 2025-2026

○ Generate January Growth Factor

Path: Reporting | KY State Reporting | SAAR Report

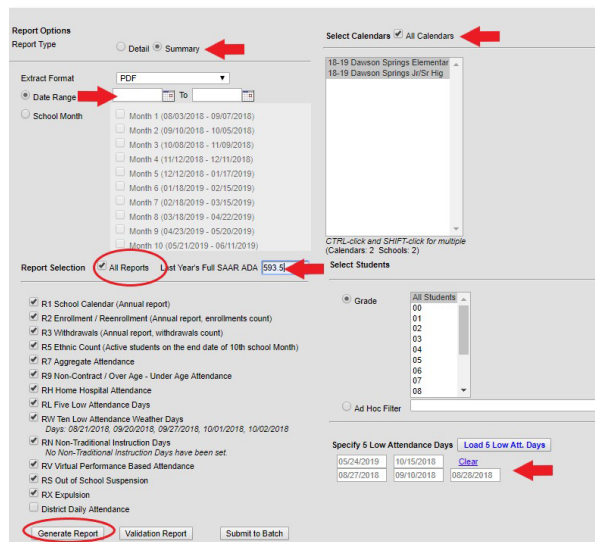
The January Growth Factor is done by submitting a SAAR Report following the Report Options:

- ✓ Extract Format = State Format (Fixed width)
- ✓ Date Range = Blank
- ✓ School Month = 5 or 6 (whichever one has the **most attendance days in January.**)
- ✓ Select Calendars = Check 'All Calendars'
- ✓ Year = 19-20
- ✓ Report Types = R5, R7, R9, RH
- ✓ Select 'Generate Report'



Submitting SAAR

Creating the SAAR State Format Fixed Width



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Steps:

1. Extract Format should be set to State Format (Fixed width)
2. Select Date Range and leave the date range blank
3. Report Selection should be marked as All Reports
4. Enter last year's Full SAAR AADA (relative for low attendance weather days)
5. Select Calendars should be marked as All Calendars
6. "Last Year's SAAR ADA" should be entered as last year's FULL AADA.
7. Generate Report
8. The file name should be saved as SAARXXX.YY (XXX = District Number, YY= SchoolYear)
Example: SAAR011.26
9. Submit the file to KDE.

The exact process as listed above should also be completed to generate the SAAR PDF for verification purposes. The SAAR PDF should be generated immediately following the SAAR State Format report. If the SAAR PDF is completed later, the information on the two reports may not match. Select the *Extract Format as PDF* with no other changes and generate the reports. Save these reports in the event they are needed for comparison purposes.

Additional SAAR

PDF AADA Report

The Calculation of SAAR AADA is as follows:

(Base Aggregate Days Present (R7) + Adjustment Aggregate Days Present (R7) + (Last Year's SAAR AADA * Sum of Weather Days and NTI days) – Low Attendance Weather (RW) NTI Days, Aggregate Low Attendance Days Present (RL), Aggregate Days Present (R9)) divided by Number of Days Taught minus 5

$$\frac{R7 + R7 \text{ adjustment} + AADA (W + N) - W - N - RL - R9}{\text{Instructional Days} - 5}$$

Instructional Days – 5

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SAAR Detail Reports

Several SAAR reports have detail reports that provide additional information. The reports use the same selection criteria, attendance calculation, and business logic as the primary records but provide additional information at the student level to aid in troubleshooting and analysis. The detailed reports provide school-level listings of individual students who appear on the corresponding SAAR records.

Detail reports can be run by selecting the "Detail" option in the extract editor for any of the following records: RV, RS, RX, R9, and RH. (For detail-level information on R7, refer to the ADA/ADM Detail report.)

Detail reports respond in the same manner as their primary records of SAAR for all extract editor features: ad hoc, grade, calendar select, school month selection, and date range.

The screenshot displays the 'Report Options' interface. The 'Report Type' section has 'Detail' selected with a red circle around it. The 'Extract Format' is set to 'PDF'. Under 'Date Range', there are two date pickers. A list of school 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. The 'Select Students' section has 'Grade' selected, with a dropdown menu showing grades 00 through 08. At the bottom, there are buttons for 'Generate Report', 'Validation Report', and 'Submit to Batch', along with a 'Refresh' button and a 'Show top 50 tasks submitted between' filter with date pickers for 01/12/2021 and 01/19/2021.

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R9 Overage/Underage Detail

Students appear on the R9 detail report when they meet the criteria for the Over Age/Under Age sections of Record 9 (Non-Contract Over/Under Attendance).

R9 Noncontract Detail

Students appear on the R9 Non Contract detail report when they meet the criteria for the Non Contract sections of Record 9 (Non-Contract Over/Under Attendance).

RH Detail

Students appear on the RH detail report when they meet the criteria for Record H (Home-Hospital Attendance). The detailed report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record H.

RV Detail

Students appear on the RV Detail report when they meet the criteria for Record V (Virtual/Performance). The detailed report provides a list of proficient students.

RS Detail

Students appear on the RS Detail report when they meet the criteria for Record S (Suspension Aggregate Attendance). The detailed report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record S.

RX Detail

Students appear on the RX Detail report when they meet the criteria for Record X (Expulsion Aggregate Attendance). The detailed report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record X.

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How to submit via new SAAR Application:

School district users will access the new SAAR system by using the following link: [SAAR Application](#). You will then be asked to log in; this will be the same login credentials used to access your Microsoft Outlook. Once in the application, you will see your Home screen. Below is an example of your new Home screen.

A couple of quick notes regarding what you see on the HOME tab:

- in the top right corner, you will see your basic info: your login, your school district
- KDE contact info in the bottom right corner
- Home, District Info, and Report Manager's tabs (more in-depth later in a [guidancedocument](#))

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

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

Home

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

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

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

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

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Main Function of Home screen

Blocks for the three cycles of SAAR – Growth Factor, January GF, and SAAR

- The three cycles will reflect the *current* year
- The tab that is highlighted in green is currently open

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Block content definition:

- **Status:** the status that the Infinite Campus file is in. Below you will find the different status categories:
 - ✓ Not Submitted – the district has not submitted a file yet.
 - ✓ Waiting KDE Review – Infinite Campus file submitted by the district, waiting for KDE review
 - ✓ Waiting District Review – has already been reviewed by KDE, no errors, now awaiting verification by the Superintendent
 - ✓ Waiting KDE to Complete – has been verified by Superintendent, now simply waiting on KDE to finalize
 - ✓ Complete – submission final, approved by all parties
 - ✓ Denied – the submission can be denied by the district superintendent or KDE at any point during the submission.
 - ✓ Withdrawn – The district has withdrawn submission
- Next Action – Next action to be taken in the submission process
- School Year – Current / open school year
- Submitted On – Date Infinite Campus file was submitted
- Active Issues – Errors related to the current submission
- Resolved issues – Displays any issues that have been resolved

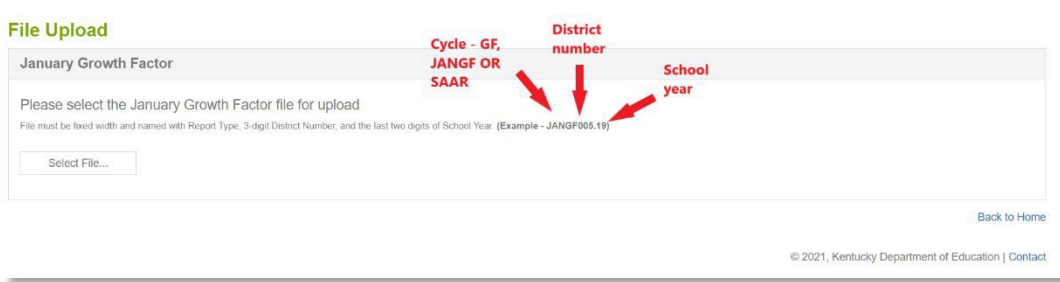
Buttons - Within the highlighted, open window, there are two buttons. In the example above, the top one says **Upload File** (if a file has already been submitted, it would say **View Submission**). The second button takes you reports that are already complete.

UPLOADING 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) Example: SAAR011.25; JANGF005.26

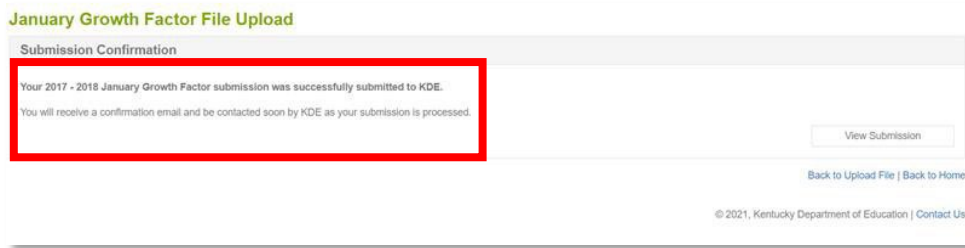
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SUBMITTING FILE

- If the file presents NO errors or warnings, it will submit without any additional steps, and the district user will see the screenshot below. From this screen, the District User and the Finance Officer roles can View submission. More details on the View Submission on page 45 below. The Superintendent role will be able to Verify the file (page 44) after KDE approves.

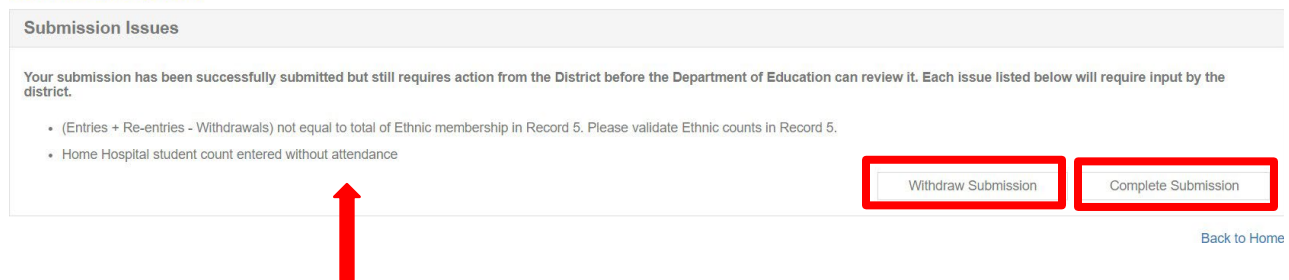


Click here for the full SAAR application workflow graphic:

[SAAR application workflow graphic](#)

- If the file presents NO errors or warnings, the district user has two choices:

SAAR File Upload



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

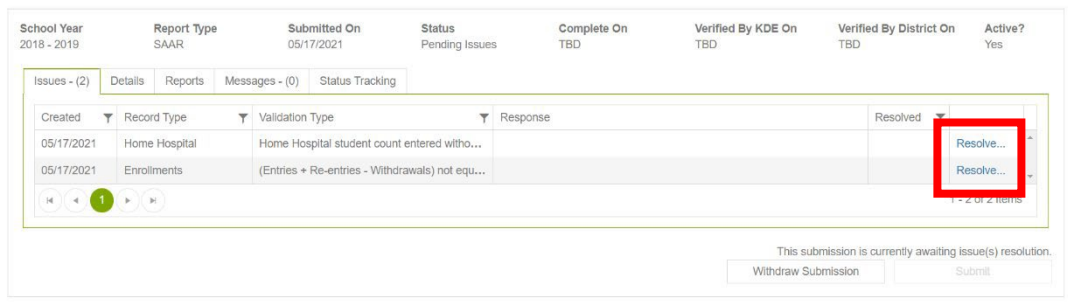
- ✓ **Withdraw submission** – this button will allow the KDE user to withdraw the submission to make any adjustments.

Note – the Withdraw submission button will ONLY be available for files presenting any errors or warnings. Some files present hard stops, which means the district users will need to generate the file from Infinite Campus to correct the errors and resubmit the file in the SAAR application.

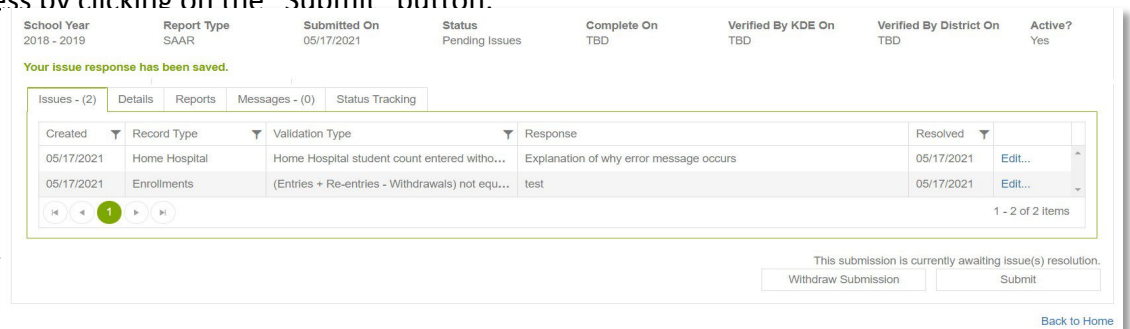
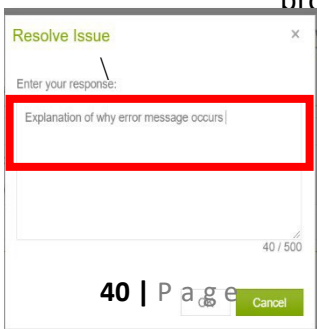
- ✓ **Complete Submission** – This button allows you to move the file forward for the District User to resolve the issues before submitting the file. See below.

- ✓ **Resolving issues** – all issues must be resolved before submitting afile. To resolve the issues, the District User must click "Resolve" and type the warning reason. See below.

Note – the "Submit" button will not become active until all issue(s) are resolved.



- ✓ **Cont. Resolving issues** – 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.



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SUPERINTENDENT APPROVES THE FILE

- After the district submits the file, KDE reviews the submission and will "Approve" or "Deny" the file based on its validity.

If KDE denies the file – the file status changes to "Denied," and a response with a Deny explanation will be sent to the District User role.

If KDE approves the file – the file status changes to "Verified by KDE" and the Next Action for the district to be taken by the Superintendent.

- For the Superintendent to Verify the file, they need to click on the Verify Submission button, as shown below.

The screenshot shows a web interface with a 'Home' header. Below the header are three panels. The first panel, 'Growth Factor', has a status of 'Denied' and a 'View Submission' button. The second panel, 'January Growth Factor', has a status of 'Verified by KDE' and a 'Verify Submission' button highlighted with a red box. The third panel, 'SAAR', has a status of 'Completed' and a 'View Submission' button. Below the panels is a small text block: '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.'

- At this point, the Superintendent can Deny or Approve the file based on its validity.

If the Superintendent denies the file – the file status changes to "Denied," and a response with a Deny explanation will be sent to the District User role and KDE submission group.

If the Superintendent approves the file – the file status changes to "Verified by the District," which will complete all activities the district needs to perform during a file submission in the SAAR application.

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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.				

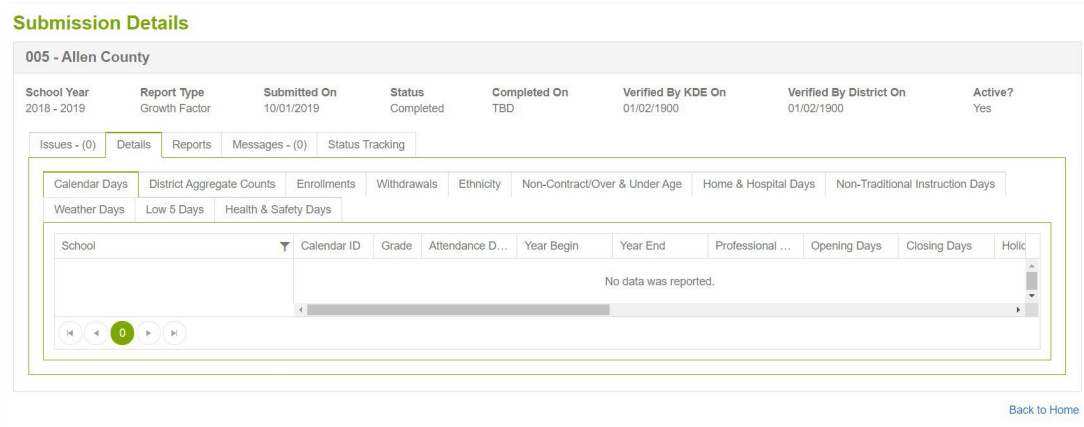
Verify Deny

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VIEW SUBMISSION

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



- Issues – show any errors
- Details – will show detailed reports for all records submitted
 - ✓ **Note – not all records are submitted for each cycle**
- Reports – downloadable PDF copies of cycle reports. Always accessible, no longer sent via email
- Messages – shows messages between KDE representative and district representative
- Status Tracking – shows submission, any resubmissions, etc.

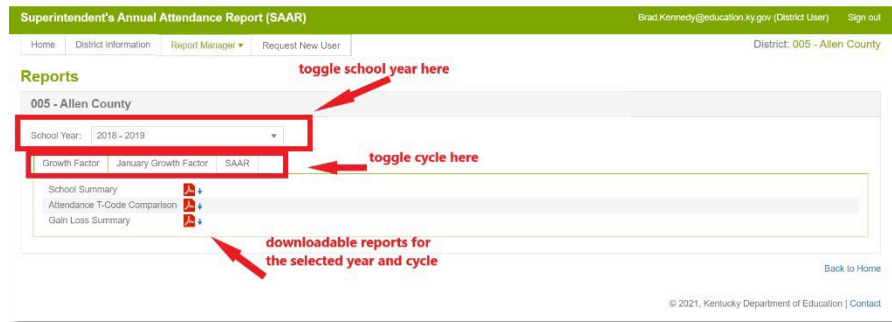
VIEW REPORTS

The Report Manager's tab shows pdf reports. From here, it can also toggle into other cycles and years. This is also the same functionality as the Report Manager's tab at the top of the page.

- Please note, district-level reports will have a "DRAFT" watermark until final approval is complete from KDE. If a cycle is denied after completion, the watermark will show again until Final Approval from KDE.

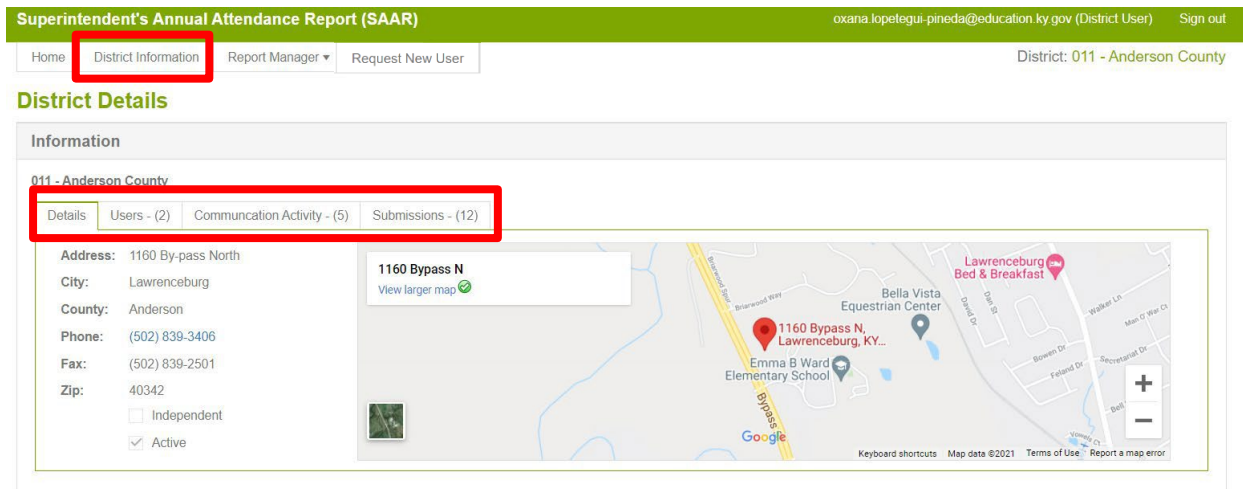
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VIEW DISTRICT INFORMATION

Next to the Home tab, you will see the District Information tab. Within the District Information tab, you will also see four additional tabs.



- 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.
- The Communication Activity tab provides an account of messages sent through theSAAR application and KDE.
- The Submissions tab provides information on previous SAAR application submissions.

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There is also a Report Manager's tab at the top of the screen with the Home and District Information tabs. Using this tab will allow you to view all previously submitted reports for a given school year and cycle.

This information can also be accessed from the main Home screen dashboard by clicking View Reports, as noted on page 39.

REQUEST A NEW USER

Request new user access by clicking on the "Request New User" tab. Enter the following information:

- First Name
- Last Name
- Email Address
- Role

Click submit, which will trigger an email notification for KDE to add the person. Once the person is added, they will receive an email stating that they have been added to the SAAR application and can now log in using the Microsoft credentials.

The screenshot shows the 'Request New User' form in the SAAR application. The form is titled 'Request New User' and is for '026 - Beechwood Independent'. It contains four input fields: 'First Name', 'Last Name', 'Username (Email)', and 'Role'. The 'Role' field is a dropdown menu with 'Select One...' as the current selection. A 'Submit' button is located at the bottom right of the form. The page header includes 'Superintendent's Annual Attendance Report (SAAR)', the user's email 'oxana.lopegui-pineda@education.ky.gov (District User)', and a 'Sign out' link. The page footer includes '© 2021, Kentucky Department of Education | Contact Us' and a 'Back to Home' link.

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CONTACT KDE USING THE SAAR APPLICATION

The Contact Us tab allows district users to message KDE for SAAR questions. KDE receives the message via outlook and replies to the district via email.

The screenshot shows the 'Superintendent's Annual Attendance Report (SAAR)' application interface. The top navigation bar includes 'Home', 'District Information', 'Report Manager', and 'Request New User'. The user is logged in as 'oxana.lopetegui-pineda@education.ky.gov (District User)'. The current district is '011 - Anderson County'. The main content area is divided into three columns: 'Growth Factor', 'January Growth Factor', and 'SAAR'. Each column displays status, next action, school year, submitted on date, active issues, and resolved issues. The 'SAAR' column has a 'View Submission' button and a 'Reports' button. A 'Contact Us' link is highlighted in a red box in the bottom right corner of the page.

- Enter the message subject.
- Type the message, and click "Send."

The screenshot shows the 'Contact KDE Personnel' form for Anderson County. The form includes contact information for Brad Kennedy, including his phone number and address. Below the contact information is a 'Subject' dropdown menu, a large 'Message' text area, and a 'Send' button. Red boxes highlight the 'Subject' dropdown menu, the 'Message' text area, and the 'Send' button.

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Appendix:

Additional Information on Reports:

Growth Factor – 3 Reports

- School Summary
 - ✓ Legend included on the report
- Attendance T-Code Comparison
 - ✓ T1 – rides the bus over one mile twice daily
 - ✓ T2 – rides the bus under one mile twice daily
 - ✓ T3 – rides the bus over one mile once daily
 - ✓ T4 – rides the bus under one mile once daily
 - ✓ T5 – requires special transportation (IEP only)
 - ✓ NT – does not ride the bus
- Gain Loss Summary
 - ✓ This is the report created to take the place of the email that used to contain the same information – the key being the AADA required to qualify for January Growth.

January GF – 2 Reports

- Gain Loss Summary
- Attendance Summary

SAAR – 4 Reports

- Attendance Summary
 - ✓ Legend included on the report
- Attendance T Code Comparison
 - ✓ T1 – rides the bus over one mile twice daily
 - ✓ T2 – rides the bus under one mile twice daily
 - ✓ T3 – rides the bus over one mile once daily

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- ✓ T4 – rides the bus under one mile once daily

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- ✓ T5 – requires special transportation (IEP only)
- ✓ NT – does not ride the bus
- Transportation Summary
 - ✓ Legend included on the report
- Attendance Adjustments
 - ✓ Legend included on the report

KSIS Data Standards

[Data Standard Attendance \(ky.gov\)](#) - This page provides guidance to help school districts with data standardization and data quality in the Kentucky Student Information System (KSIS)/Infinite Campus.