



SAAR 10 Reporting

Office of Finance and Operations

Division of District Support

Laura Loman



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

SAAR 10

- HB241- Allows districts flexibility for school district calendars for the 2024-25 school year
- If Districts do not use Five Disaster Relief Student Days (NTI days 11-15) or have days waived after June 4th districts may choose to drop 10 low attendance days instead of the traditional 5 days
- Districts using any of the Five Disaster Relief Student Days or any waivers after June 4th will select the traditional Five (5) Low Attendance Days
- All other Districts will select either RL Five (5) or Ten (10) Low Attendance Days when running your SAAR report

District Daily Attendance Report

IC Path: Reporting | SAAR | District
Daily Attendance

- Check your TEN (10) Low Weather Days on your District Daily Attendance Report
- Review the present and absent ADA data for 5 or 10 days that will be dropped

Date		Present	Absent	Total	%	Type
12/20/2024	F	1,057.95	221.37	1,279.32	17.3%	
11/26/2024	Tu	1,101.35	185.97	1,287.32	14.4%	
02/05/2025	W	1,115.15	162.09	1,277.24	12.7%	
11/15/2024	F	1,125.33	163.25	1,288.58	12.7%	
02/03/2025	M	1,127.70	150.54	1,278.24	11.8%	
02/28/2025	F	1,129.48	145.76	1,275.24	11.4%	
10/04/2024	F	1,130.29	155.01	1,285.30	12.1%	
12/17/2024	Tu	1,130.54	149.78	1,280.32	11.7%	
02/07/2025	F	1,134.89	142.35	1,277.24	11.1%	
12/18/2024	W	1,136.37	143.95	1,280.32	11.2%	



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

Districts required to drop 5 Low Attendance Days

District Number	District Name	NTI Calendar Day Count
131	Clinton County	12
132	Cloverport Independent	12
141	Cumberland County	11
221	Greenup County	11
225	Hancock County	14
265	Hopkins County	15
405	McLean County	15
431	Monroe County	11
445	Muhlenberg County	13
501	Pulaski County	15
565	Union County	11
575	Washington County	11
602	Kentucky School for the Blind	13
311	Laurel County	Waiver

** subject to change due to weather this past week

Five Low Weather Days VS. Ten Low Weather Days

- No simple calculation to tell districts which benefits the most
- All depends on the attendance of each day
 - Both present attendance and absences are dropped
- District Support cannot calculate two options for 157 districts
- Must use the SAAR and Daily Attendance Report

If you want to calculate for your district

1. Run Daily Attendance Report/Covert to Excel
2. Aggregate 5-10 day total
3. Run SAAR with 5 days dropped
4. Calculate for 5 days then 10 days
 1. Record 7 shows positive attendance and absent attendance (in two groups – add together)
 2. For 5 days, subtract absent attendance from present and divide by days minus 5
 3. For 10 days, subtract absent attendance from present– then remove 5-10 day total from Daily Attendance Report and finally divide by days minus 10

Reports to use for calculation

DISTRICT BASE Aggregate Days - PRESENT TOTAL							
Grade	T1	T2	T3	T4	T5	NT	Total
09	13,477.00	.00	.00	.00	486.00	4,109.24	18,072.24
10	15,570.46	.00	.00	.00	163.00	4,372.50	20,105.96
11	11,586.31	.00	.00	.00	482.00	5,676.98	17,745.29
12	7,666.67	.00	.00	.00	.00	5,197.26	12,863.93
14	.00	.00	.00	.00	328.50	.00	328.50
Total	48,300.44	.00	.00	.00	1,459.50	19,355.98	69,115.92

DISTRICT BASE Aggregate Days - ABSENT TOTAL							
Grade	T1	T2	T3	T4	T5	NT	Total
09	1,173.00	.00	.00	.00	12.00	292.53	1,477.53
10	1,206.10	.00	.00	.00	3.00	275.50	1,484.60
11	1,034.31	.00	.00	.00	33.00	342.33	1,409.64
12	653.87	.00	.00	.00	.00	441.54	1,095.41
14	.00	.00	.00	.00	3.50	.00	3.50
Total	4,067.28	.00	.00	.00	51.50	1,351.90	5,470.68

DISTRICT ADJUSTMENT Aggregate Days - PRESENT TOTAL							
Grade	T1	T2	T3	T4	T5	NT	Total
09	30.00	.00	.00	.00	.00	1.00	31.00
10	8.50	.00	.00	.00	.00	21.10	29.60
11	51.50	.00	.00	.00	.00	121.50	173.00
12	1,925.76	.00	.00	.00	.00	3,474.09	5,399.85
14	.00	.00	.00	.00	.00	.00	.00
Total	2,015.76	.00	.00	.00	.00	3,617.69	5,633.45

DISTRICT ADJUSTMENT Aggregate Days - ABSENT TOTAL							
Grade	T1	T2	T3	T4	T5	NT	Total
09	30.00	.00	.00	.00	.00	1.00	31.00
10	8.50	.00	.00	.00	.00	1.00	9.50
11	11.00	.00	.00	.00	.00	.00	11.00
12	3.69	.00	.00	.00	.00	3.22	6.91
14	.00	.00	.00	.00	.00	.00	.00
Total	53.19	.00	.00	.00	.00	5.22	58.41

Date		Present	Absent	Total	%	Type
12/20/2024	F	1,057.95	221.37	1,279.32	17.3%	
11/26/2024	Tu	1,101.35	185.97	1,287.32	14.4%	
02/05/2025	W	1,115.15	162.09	1,277.24	12.7%	
11/15/2024	F	1,125.33	163.25	1,288.58	12.7%	
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02/07/2025	F	1,134.89	142.35	1,277.24	11.1%	
12/18/2024	W	1,136.37	143.95	1,280.32	11.2%	

5 Days: $(69115 + 5633) - (5470 + 58) / (\text{Days} - 5)$

10 Days: $((69115 + 5633) - (5470 + 58)) \text{ minus Daily Attendance Report 5-10 total} / (\text{Days} - 10)$



Districts using Disaster Relief Student Days

SAAR Report ☆

Superintendent's Annual Attendance Report (SAAR)

Superintendent's Annual Attendance Report (SAAR) Enrollment Report
The SAAR provides a summary of each district's attendance data for the entire school year. The Summary report types provide aggregate data suitable for state submission. The Detail report types provide aggregate data suitable for state submission.

Report Options
Report Type: ☐ Detail ☒ Summary

Extract Format: PDF
☒ Date Range ☐ School Month

Month 1 (08/18/2024 - 09/12/2024)
Month 2 (09/13/2024 - 10/17/2024)
Month 3 (10/18/2024 - 11/14/2024)
Month 4 (11/15/2024 - 12/13/2024)
Month 5 (12/14/2024 - 01/21/2025)
Month 6 (01/22/2025 - 02/19/2025)
Month 7 (02/20/2025 - 03/20/2025)
Month 8 (03/21/2025 - 04/22/2025)
Month 9 (04/23/2025 - 05/20/2025)
Month 10 (05/21/2025 - 05/30/2025)

Report Selection ☒ All Reports Last Year's Full SAAR ADA

☒ R1 School Calendar (Annual report)
☒ R2 Enrollment / Reenrollment (Annual report, enrollments count)
☒ R3 Withdrawals (Annual report, withdrawals count)
☒ R5 Ethnic Count (Active students on the end date of 10th school Month)
☒ R7 Aggregate Attendance
☒ R9 Non-Contract / Over Age - Under Age Attendance
☒ RH Home-Hospital-Attendance
☒ RL Five Low Attendance Days
☐ RL Ten Low Attendance Days
☒ RW Ten Low Attendance Weather Days
No Low Weather Days have been set.
☒ RN Non-Traditional Instruction Days
Days: 09/27/2024, 01/06/2025, 01/07/2025, 01/21/2025, 01/22/2025, 02/17/2025, 02/19/2025, 02/20/2025, 04/03/2025, 04/04/2025
☒ RV Virtual Performance Based Attendance
☒ RS Out of School Suspension
☒ RX Expulsion
☐ District Daily Attendance

Select Calendars ☐ All Calendars
24-25 County Elementa
24-25 County High Sch
24-25 County Middle S
CTRL-click and SHIFT-click for multiple
(Calendars: 3 Schools: 3)

Select Students
☒ Grade ☐ Ad Hoc Filter
All Students
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01
02
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Specify 5 Low Attendance Days [Load 5 Low Att. Days](#)
12/20/2024 11/26/2024 Clear
02/05/2025 11/15/2024 02/03/2025

Specify 10 Low Attendance Days [Load 10 Low Att. Days](#)
Clear

[Generate Report](#) [Validation Report](#) [Submit to Batch](#)

- Districts will select RL Five Low Attendance Days
- Click load 5 Low Attendance Days on the right of the screen
- Report will default to 5 days if you do not load days

All Other Districts

SAAR Report ☆

Superintendent's Annual Attendance Report (SAAR)

Superintendent's Annual Attendance Report (SAAR) Enrollment Report

The SAAR provides a summary of each district's attendance data for the entire school year. The Summary report types provide aggregate data suitable for state submission. The Detail report types provide analysis and reference.

Report Options

Report Type

☐ Detail
☒ Summary

Extract Format

☒ Date Range
☐ School Month

State Format (Fixed width) ▼

To

☐ Month 1 (08/05/2024 - 08/30/2024)
☐ Month 2 (08/31/2024 - 10/03/2024)
☐ Month 3 (10/04/2024 - 11/04/2024)
☐ Month 4 (11/05/2024 - 12/03/2024)
☐ Month 5 (12/04/2024 - 01/16/2025)
☐ Month 6 (01/17/2025 - 02/18/2025)
☐ Month 7 (02/19/2025 - 03/25/2025)
☐ Month 8 (03/26/2025 - 04/29/2025)
☐ Month 9 (04/30/2025 - 05/28/2025)
☐ Month 10 (05/29/2025 - 06/06/2025)

Report Selection

☐ All Reports
☐ Last Year's Full SAAR ADA

☒ R1 School Calendar (Annual report)
☒ R2 Enrollment / Reenrollment (Annual report, enrollments count)
☒ R3 Withdrawals (Annual report, withdrawals count)
☒ R5 Ethnic Count (Active students on the end date of 10th school Month)
☒ R7 Aggregate Attendance
☒ R9 Non-Contract / Over Age - Under Age Attendance
☒ RH Home Hospital Attendance
☐ RL Five Low Attendance Days
☒ RL Ten Low Attendance Days
☒ RW Ten Low Attendance Weather Days
No Low Weather Days have been set.
☒ RN Non-Traditional Instruction Days
Days: 01/08/2025, 09/16/2024, 12/04/2024, 12/03/2024, 12/12/2024, 01/15/2025, 01/14/2025, 09/13/2024, 09/12/2024, 01/22/2025
☐ RV Virtual Performance-Based Attendance
☐ RS Out-of-School Suspension
☐ RX Expulsion
☐ District Daily Attendance

Select Calendars

☐ All Calendars

24-25 BUSH ELEMENTARY SCHOOL
24-25 CAMP GROUND ELEMENTARY S
24-25 COLD HILL ELEMENTARY SCH
24-25 COLONY ELEMENTARY SCHOOL
24-25 HAZEL GREEN ELEMENTARY S
24-25 HUNTER HILLS ELEMENTARY
24-25 JOHNSON ELEMENTARY SCHOOL
24-25 KEAVY ELEMENTARY SCHOOL
24-25 Laurel Co Schools Center
24-25 Laurel County Day Treatm
24-25 Laurel County Schools eL
24-25 LONDON ELEMENTARY SCHOOL
24-25 McDaniel Learning Center
24-25 NORTH LAUREL HIGH SCHOOL
24-25 NORTH LAUREL MIDDLE SCHO
24-25 SOUTH LAUREL HIGH SCHOOL
24-25 SOUTH LAUREL MIDDLE SCHO

CTRL-click and SHIFT-click for multiple
(Calendars: 19 Schools: 19)

Select Students

☒ Grade
☐ Ad Hoc Filter

All Students ▼

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07
08

Specify 5 Low Attendance Days

Load 5 Low Att. Days

Clear

Specify 10 Low Attendance Days

03/28/2025

02/07/2025

02/06/2025

05/16/2025

03/11/2025

12/20/2024

11/22/2024

11/26/2024

10/08/2024

03/13/2025

Load 10 Low Att. Days

Clear

Generate Report

Validation Report

Submit to Batch

- Districts will select either RL FIVE Low Attendance Days or RL Ten Low Attendance Days
- Click load 5 or 10 Low Attendance Days on the right of the screen
- Report will default to 5 days if you do not load days

Creating Your SAAR

IC Path: Reporting | KY State Reporting | SAAR

- Run the State Format Fixed Width for all Schools
- Leave the date range blank
- Select 'All Reports'
- Select 'RL Five or Ten'
- Select 'All Calendars'
- Generate Report
- The file name should be saved as SAARXXX.YY (XXX = District Number, YY= School Year)
- Example: SAAR011.25
- Submit the file to [SAAR Application](#)

SAAR Report ☆

Superintendent's Annual Attendance Report (SAAR)

Superintendent's Annual Attendance Report (SAAR) Enrollment Report
The SAAR provides a summary of each district's attendance data for the entire school year. The Summary report types provide aggregate data suitable for state submission. The Detail

Report Options
Report Type: ☐ Detail ☒ Summary

Extract Format: State Format (Fixed width)

☒ Date Range
☐ School Month

Month 1 (08/16/2024 - 09/12/2024)
Month 2 (09/13/2024 - 10/17/2024)
Month 3 (10/18/2024 - 11/14/2024)
Month 4 (11/15/2024 - 12/13/2024)
Month 5 (12/14/2024 - 01/21/2025)
Month 6 (01/22/2025 - 02/19/2025)
Month 7 (02/20/2025 - 03/20/2025)
Month 8 (03/21/2025 - 04/22/2025)
Month 9 (04/23/2025 - 05/20/2025)
Month 10 (05/21/2025 - 05/30/2025)

Report Selection: ☒ All Reports Last Year's Full SAAR ADA: 503.2

☒ R1 School Calendar (Annual report)
☒ R2 Enrollment / Reenrollment (Annual report, enrollments count)
☒ R3 Withdrawals (Annual report, withdrawals count)
☒ R5 Ethnic Count (Active students on the end date of 10th school Month)
☒ R7 Aggregate Attendance
☒ R9 Non-Contract / Over Age - Under Age Attendance
☒ RH Home Hospital Attendance
☐ RL Five Low Attendance Days
☒ RL Ten Low Attendance Days
☒ RW Ten Low Attendance Weather Days
No Low Weather Days have been set.
☒ RN Non-Traditional Instruction Days
Days: 09/27/2024, 01/06/2025, 01/07/2025, 01/21/2025, 01/22/2025, 02/17/2025, 02/19/2025, 02/20/2025, 04/03/2025, 04/04/2025
☐ RV Virtual Performance Based Attendance
☐ RS Out of School Suspension
☐ RX Expulsion
☐ District Daily Attendance

Select Calendars: ☒ All Calendars

24-25 County Elementa
24-25 County High Sch
24-25 County Middle S

CTRL-click and SHIFT-click for multiple (Calendars: 3 Schools: 3)

Select Students

☒ Grade: All Students
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01
02
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☐ Ad Hoc Filter

Specify 5 Low Attendance Days: Load 5 Low Att. Days
Clear

Specify 10 Low Attendance Days: Load 10 Low Att. Days
Clear

12/20/2024 11/26/2024 02/05/2025
11/15/2024 02/03/2025 02/28/2025
10/04/2024 12/17/2024 02/07/2025
12/18/2024

Generate Report Validation Report Submit to Batch

*You will select all calendars, unless you have a calendar covered by other districts or a place holder calendar (such as a home school calendar)



SAAR Reminders

- SAAR will open on May 22nd
- SAAR is due to KDE by June 30
- Districts are encouraged to submit and verify reports as soon as possible following the last student day of the school year
- SAAR submissions cannot be verified until your amended calendar is approved

Original & Amended Calendars

- Calendars must be submitted to KDE prior to June 30
 - All calendars must be submitted electronically through the KDE Web application:
<https://applications.education.ky.gov/login/>
- If you need help with accessing this site, please contact your district WAAPOC (Web Application Administrator Point of Contact)
 - Information regarding WAAPOCs can be found at : [WAAPOC School District Contacts](#)
- **2025-2026 Original Calendar** can be submitted to KDE now.
 - Variable Instruction Calendar – First day must be on or after August 25, 2025
- **2024-2025 Amended Calendar** can be submitted to KDE after May 15, after the last day of the school term
 - HB241 – Waives 170-day requirement, districts only required to meet 1,062 hours
 - Reminder – If local board has approved Amended Calendars and district dismissed school due to weather or other events – Local Board **MUST** approve calendars again.

KDE Contact: Josh Whitlow
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Phone: 502-564-5279 x4450

The background of the slide is a collage of two images. The top-left image shows two yellow school buses parked outdoors, with the word 'SCHOOL BUS' visible on the front of the bus in the foreground. The bottom-left image shows a classroom interior with blue walls, several small framed pictures, colorful balloons, and rows of student desks and chairs. A large white diagonal line separates the collage from the rest of the slide.

Questions

KDE Contacts

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