

A Complete Breakdown of the SAAR Reports

SAAR Attendance Summary Report
SAAR Full Day Attendance Adjustment Report
SAAR Transportation Comparison Report
SAAR Transportation Summary Report



EVERY STUDENT – ALL DAY - EVERY DAY

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Kentucky Department of Education

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SAAR Calculation Explanation

Once the district submits the SAAR, data is broken down into four reports:

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

Districts should view the reports and check for accuracy before verifying the reports. The documents will say, “draft,” but all the information is available to view. If the data is not in Infinite Campus correctly, it may not come into the SAAR Reports correctly, which could impact funding. It is very important that the district review all the calculations for accuracy before verifying the data. Final verification must be done by the Superintendent.

SAAR Attendance Summary Report

School	A1	A2	B1	B2	C1	C2	D1	D2	E1	E2	F	G	H	I	J	K
	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 ADA	Grade 1-12 ADA	ADM	Enrollment	Membership	Percent Attendance	Home Hospital ADA	Number of Days Reported
Elementary/Primary School	17,617.00	71,297.50	-990.50	-2,403.00	1,298.51	4,837.63	17,026.50	68,894.50	109.73	441.21	560.64	608	592	92.30%	1.05	172
Middle School	0.00	70,541.00	0.00	-2,298.00	0.00	4,691.76	0.00	68,243.00	0.00	436.74	442.00	481	466	92.80%	3.38	172
High School	0.00	67,754.51	0.00	5,334.21	0.00	5,568.30	0.00	73,088.72	0.00	471.00	433.13	536	489	90.90%	4.09	172
District Totals	17,617.00	209,593.01	-990.50	983.21	1,298.51	15,097.69	17,026.50	210,176.22	109.73	1,348.95	1,435.770	1,625	1,547			
Last Year Full ADA	1,490.56															
Weather Days	1															
Non-Traditional Days	10															
Health and Safety Days	0															

Columns A1 and A2 Aggregate Attendance

Columns A1 and A2 on the SAAR Attendance Summary Report are the aggregate attendance totals coming in from SAAR Record 7.

School	A1	A2
	Grade 00 Reported	Grade 1-12 Reported
Elementary/Primary School	17,617.00	71,297.50
Middle School	0.00	70,541.00
High School	0.00	67,754.51
District Totals	17,617.00	209,593.01
Last Year Full ADA	1,490.56	
Weather Days	1	
Non-Traditional Days	10	
Health and Safety Days	0	

A1 + A2 = Aggregate Attendance Days Record 4

A1 + A2 = 17,617.00 + 209,593.01 = 227,210.01

SAAR Record 7

Grade	DISTRICT BASE Aggregate Days - PRESENT TOTAL						Total
	T1	T2	T3	T4	T5	NT	
00	10,444.50	920.00	467.00	157.00	131.00	5,497.50	17,617.00
01	9,802.00	250.50	1,194.00	930.50	264.50	7,703.00	20,144.50
02	12,031.00	1,066.50	1,412.00	317.00	.00	5,334.00	20,160.50
03	9,729.50	1,403.50	1,534.50	271.50	.00	3,350.50	16,289.50
04	10,100.50	692.00	1,588.00	157.50	249.50	1,915.50	14,703.00
05	12,829.00	927.00	1,705.50	.00	.00	3,857.00	19,318.50
06	10,241.50	771.50	1,506.50	426.00	140.50	3,375.00	16,461.00
07	12,145.00	617.00	620.00	150.00	144.00	4,827.50	18,503.50
08	11,047.50	153.50	1,339.00	237.00	.00	3,481.00	16,258.00
09	9,019.00	383.50	1,209.00	229.00	160.50	3,614.07	14,615.07
10	10,218.50	147.50	1,668.50	245.50	.00	5,161.00	17,441.00
11	8,359.00	242.50	892.50	243.50	.00	9,248.95	18,986.45
12	5,192.33	145.50	228.50	22.00	.00	10,970.16	16,558.49
14	.00	.00	.00	.00	.00	153.50	153.50
Total	131,159.33	7,720.50	15,365.00	3,386.50	1,090.00	68,488.68	227,210.01

A1 = 17,617.00 Aggregate Attendance Grade 00

A2 = 209,539.01 (Subtract Grade 0 from the total to get Grades 1-12)

*Grade 14 is a Special Ed student over the age of 18

Aggregate Attendance can also be found on the District Daily Attendance Report by adding all the present totals for every school day.

District Daily Attendance Report

Date	Present	Absent	Total	%	Type	Date	Present	Absent	Total	%	Ty
05/30/2025 ^L	F	1,249.31	244.94	1,494.25	16.4%	11/26/2024	Tu	1,392.88	139.14	1,532.02	9.1%
02/21/2025 ^{S L}	F	1,267.63	247.32	1,514.95	16.3%	02/25/2025	Tu	1,393.31	118.10	1,511.41	7.8%
04/04/2025 ^L	F	1,304.27	196.14	1,500.41	13.1%	04/18/2025	F	1,393.55	107.71	1,501.26	7.2%
04/28/2025 ^L	M	1,307.02	191.24	1,498.26	12.8%	05/01/2025	Th	1,394.07	104.19	1,498.26	7.0%
02/05/2025 ^L	W	1,307.05	209.93	1,516.98	13.8%	04/14/2025	M	1,394.56	105.70	1,500.26	7.0%
02/10/2025	M	1,311.64	203.77	1,515.41	13.4%	05/08/2025	Th	1,394.76	100.50	1,495.26	6.7%
05/29/2025	Th	1,313.06	181.19	1,494.25	12.1%	05/15/2025	Th	1,395.18	99.91	1,495.09	6.7%
03/11/2025	Tu	1,316.34	189.07	1,505.41	12.6%	12/06/2024	F	1,395.52	137.50	1,533.02	9.0%
05/23/2025	F	1,318.04	177.05	1,495.09	11.8%	01/24/2025	F	1,395.64	127.79	1,523.43	8.4%
04/03/2025 ^W	Th	1,323.70	176.71	1,500.41	11.8%	09/13/2024	F	1,395.95	159.93	1,555.88	10.3%
05/20/2025	Tu	1,326.54	168.55	1,495.09	11.3%	11/15/2024	F	1,396.03	138.99	1,535.02	9.1%
03/14/2025	F	1,334.49	172.92	1,507.41	11.5%	11/22/2024	F	1,396.66	137.36	1,534.02	9.0%
03/13/2025	Th	1,334.69	172.72	1,507.41	11.5%	03/04/2025	Tu	1,396.70	112.71	1,509.41	7.5%
01/31/2025	F	1,334.84	184.14	1,518.98	12.1%	03/18/2025	Tu	1,397.53	107.88	1,505.41	7.2%
02/03/2025	M	1,335.28	184.70	1,519.98	12.2%	04/29/2025	Tu	1,397.71	100.55	1,498.26	6.7%
02/04/2025	Tu	1,340.13	179.85	1,519.98	11.8%	04/23/2025	W	1,398.65	102.61	1,501.26	6.8%
05/27/2025	Tu	1,345.93	148.32	1,494.25	9.9%	03/26/2025	W	1,400.00	105.41	1,505.41	7.0%
05/22/2025	Th	1,352.63	142.46	1,495.09	9.5%	12/05/2024	Th	1,400.66	132.36	1,533.02	8.6%
03/12/2025	W	1,353.06	154.35	1,507.41	10.2%	04/24/2025	Th	1,401.13	100.13	1,501.26	6.7%
03/07/2025	F	1,353.40	153.01	1,506.41	10.2%	03/27/2025	Th	1,401.79	103.62	1,505.41	6.9%
05/02/2025	F	1,355.07	143.19	1,498.26	9.6%	03/20/2025	Th	1,402.55	102.86	1,505.41	6.8%
05/09/2025	F	1,358.93	136.33	1,495.26	9.1%	11/21/2024	Th	1,402.74	132.28	1,535.02	8.6%
03/10/2025	M	1,361.16	145.25	1,506.41	9.6%	10/29/2024	Tu	1,402.79	137.23	1,540.02	8.9%
02/13/2025	Th	1,361.21	155.20	1,516.41	10.2%	05/12/2025	M	1,404.90	89.19	1,494.09	6.0%
11/01/2024	F	1,362.18	174.84	1,537.02	11.4%	04/02/2025	W	1,405.05	97.36	1,502.41	6.5%
05/05/2025	M	1,362.68	135.58	1,498.26	9.0%	01/23/2025	Th	1,407.00	117.43	1,524.43	7.7%
02/14/2025	F	1,367.22	149.19	1,516.41	9.8%	04/30/2025	W	1,407.20	91.06	1,498.26	6.1%

All three reports show the total Aggregate Attendance. The District Daily Attendance Report breaks it down per day, the SAAR Record 7 Report breaks the aggregate attendance down by grade, and the SAAR Summary Report breaks the aggregate attendance down by Grade 0 and Grades 1-12.

Columns B1 and B2 Adjustments

Column B1 and B2 on the SAAR Summary Report

Columns B1 and B2 are the attendance adjustments that give funding for virtual/performance-based courses, along with suspensions and expulsions. The calculation deducts the 5 low days, (present attendance), weather days claimed, NTI Days, non-contract students, and overage and underage students. Below, the green boxes show columns for Grade 00 (kindergarten), and the purple boxes show the columns for Grades 1 – 12. Please note that weather days claimed and NTI Days will be substituted later in the calculation.

School	O	P	Q	R	S	T	U	V	W	X	Y	Z
	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	Days
Elementary/Primary School	486.00	2,064.50	104.50	417.00	0.00	0.00	0.00	0.00	0.00	28.50	6,136.13	172
Middle School	0.00	2,016.00	0.00	417.50	0.00	0.00	0.00	0.00	0.00	135.50	4,691.76	172
High School	0.00	1,868.78	0.00	384.20	0.00	0.00	0.00	0.00	0.00	7,613.69	15,396.20	172
District Totals	486.00	5,949.28	104.50	1,218.70	0.00	0.00	0.00	26.00	0.00	7,777.69		

- Columns O, Q, S, U, and W are all Kindergarten (Grade 00)
- Columns P, R, T, V and X are all Grades 1 – 12
- Column W is kindergarten coming in (v/pb, SSP1, SSP2)
- Column X is Grades 1 – 12 coming in (v/pb, SSP1, SSP2)
- Taken out of the calculation Low 5, Weather, NTI, Non-Contract, Overage/Underage

Note: The only Non-Contract students will be out-of-state students. Due to the Non-Resident Policy HB563, districts should not use “out of district” which would impact funding.

	A1	A2	B1	B2	C1	D1	D2	E1	E2	F	G	H	I	J	K	
School	Grade 00 Reported	Grade 1-12 Reported	Grade 00 Adjustments	Grade 1-12 Adjustments	Grade 00 Substituted Days	Grade 1-12 Substituted Days	Grade 00 Adjusted Reported	Grade 1-12 Adjusted Reported	Grade 00 ADA	Grade 1-12 ADA	ADH	Enrollment	Membership	Percent Attendance	Home Hospital ADA	Number of Days Reported
Elementary/Primary School	17,617.00	71,292.00	-590.50	-2,453.00	298.51	4,837.63	17,026.50	68,844.50	109.73	441.21	560.64	608	592	92.20%	1.05	172
Middle School	0.00	70,540.00	0.00	-2,298.00	0.00	4,691.76	0.00	68,243.00	0.00	436.74	442.00	481	466	92.80%	3.38	172
High School	0.00	67,754.00	0.00	5,334.21	0.00	5,568.30	0.00	73,088.72	0.00	471.00	433.13	536	489	90.90%	4.09	172
District Totals	17,617.00	209,586.00	-590.50	3,534.21	298.51	15,097.69	17,026.50	210,176.22	109.73	1,348.95	1,435.770	1,625	1,547			6.53
Last Year Full ADA	1,490.56															
Weather Days	1															
Non-Traditional Days	10															
Health and Safety Days	0															

Note: All Columns with a "1" are Kindergarten Totals
All Columns with a "2" are Grades 1-12 Totals

B1 = W - (O + Q + S + U) (Grade 0 - V/PB + SSP1 + SSP2 + Low 5 + Weather + NTI + Non-contract + underage/overage)
B1 = 0 - (486.00 + 104.50 + 0 + 0) = -590.50
B2 = X - (P + R + T + V) (Grades 1 - 12 - V/PB + SSP1 + SSP2 + Low 5 + Weather + NTI + Non-contract + underage/overage)
B2 = 7,777.69 - (5,949.28 + 1,219.20 + 0 + 26) = 583.21

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

B1 Kindergarten Attendance Adjustment Summary Report

School	O Grade 00 Low 5	P Grade 1-12 Low 5	Q Grade 00 Weather & Non- Traditional	R Grade 1-12 Weather & Non- Traditional	S Grade 00 Non Contract	T Grade 1-12 Non Contract	U Grade 00 Over/Under Age	V Grade 1-12 Over/Under Age	W *Grade 00 IC Adjustment	X *Grade 1-12 IC Adjustment	Y Substituted Days Adjustment	Z Days
Elementary/Primary School	486.00	2,064.50	104.50	417.00	0.00	0.00	0.00	0.00	0.00	28.50	6,136.13	172
Middle School	0.00	2,016.00	0.00	417.50	0.00	0.00	0.00	0.00	0.00	135.50	4,691.76	172
High School	0.00	1,868.78	0.00	384.70	0.00	0.00	0.00	0.00	0.00	7,613.69	5,568.30	172
District Totals	486.00	5,949.28	104.50	1,219.20	0.00	0.00	0.00	26.00	0.00	7,777.69	16,396.20	

$$B1 = W - (O + Q + S + U)$$

Grade 0 v/pb+ssp1+ssp2 - (low 5 + W +NTI + non-contract + overage/underage)

$$B1 = 0 - (486.00 + 104.50 + 0 + 0 + 0) = -590.50$$

B2 Grade 1 -12 Attendance Adjustment Summary Report

School	O Grade 00 Low 5	P Grade 1-12 Low 5	Q Grade 00 Weather & Non- Traditional	R Grade 1-12 Weather & Non- Traditional	S Grade 00 Non Contract	T Grade 1-12 Non Contract	U Grade 00 Over/Under Age	V Grade 1-12 Over/Under Age	W *Grade 00 IC Adjustment	X *Grade 1-12 IC Adjustment	Y Substituted Days Adjustment	Z Days
Elementary/Primary School	486.00	2,064.50	104.50	417.00	0.00	0.00	0.00	0.00	0.00	28.50	6,136.13	172
Middle School	0.00	2,016.00	0.00	417.50	0.00	0.00	0.00	0.00	0.00	135.50	4,691.76	172
High School	0.00	1,868.78	0.00	384.70	0.00	0.00	0.00	0.00	0.00	7,613.69	5,568.30	172
District Totals	486.00	5,949.28	104.50	1,219.20	0.00	0.00	0.00	26.00	0.00	7,777.69	16,396.20	

$$B2 = X - (P + R + T + V)$$

Grade 1-12 v/pb+ssp1+ssp2 - (low 5 + W +NTI + non-contract + overage/underage)

$$B2 = 7,777.69 - (5,949.28 + 1,219.20 + 0 + 0 + 26.00) = 583.21$$

Low 5 Attendance Days

SAAR Report - District Daily Attendance

The low five (5) attendance days can be found on the Detail Report, District Daily Attendance Report. When you run this report, you will see the five low attendance days that are automatically taken by the system. The district does not pick these days, they are automatically calculated and loaded by the system. You will see a small, “L” next to those days. Please see below. You will also find these days under the SAAR, Record L. These days are seen on the Attendance Adjustment Report, Columns O and P.

District Daily Attendance Report

Low 5 – Can be found in the SAAR Report - District Daily Attendance and Record L

Date		Present	Absent	Total	%	Type	Date		Present	Absent	Total	%	Type
05/30/2025 ^L	F	1,249.31	244.94	1,494.25	16.4%		11/26/2024	Tu	1,392.88	139.14	1,532.02	9.1%	
02/21/2025 ^{S L}	F	1,267.63	247.32	1,514.95	16.3%		02/25/2025	Tu	1,393.31	118.10	1,511.41	7.8%	
04/04/2025 ^L	F	1,304.27	196.14	1,500.41	13.1%		04/18/2025	F	1,393.55	107.71	1,501.26	7.2%	
04/28/2025 ^L	M	1,307.02	191.24	1,498.26	12.8%		05/01/2025	Th	1,394.07	104.19	1,498.26	7.0%	
02/05/2025 ^L	W	1,307.05	209.93	1,516.98	13.8%		04/14/2025	M	1,394.56	105.70	1,500.26	7.0%	
02/10/2025	M	1,311.64	203.77	1,515.41	13.4%		05/08/2025	Th	1,394.76	100.50	1,495.26	6.7%	
05/29/2025	Th	1,313.06	181.19	1,494.25	12.1%		05/15/2025	Th	1,395.18	99.91	1,495.09	6.7%	
03/11/2025	Tu	1,316.34	189.07	1,505.41	12.6%		12/06/2024	F	1,395.52	137.50	1,533.02	9.0%	
05/23/2025	F	1,318.04	177.05	1,495.09	11.8%		01/24/2025	F	1,395.64	127.79	1,523.43	8.4%	
04/03/2025 ^W	Th	1,323.70	176.71	1,500.41	11.8%	L	09/13/2024	F	1,395.95	159.93	1,555.88	10.3%	
05/20/2025	Tu	1,326.54	168.55	1,495.09	11.3%		11/15/2024	F	1,396.03	138.99	1,535.02	9.1%	

SAAR Report Record L

Grade	District Aggregate Low Attendance Days - PRESENT TOTAL							Attendance Days
	T1	T2	T3	T4	T5	NT	Total	
00	285.50	29.00	15.00	4.00	5.00	147.50	486.00	5
01	269.00	6.00	36.50	29.50	9.50	225.50	576.00	5
02	347.00	30.50	42.00	9.00	.00	156.00	584.50	5
03	277.50	43.00	48.00	7.00	.00	106.50	482.00	5
04	283.50	20.00	49.50	5.00	10.00	54.00	422.00	5
05	356.00	24.00	53.00	.00	.00	109.00	542.00	5
06	297.00	23.00	40.50	11.00	5.00	102.50	479.00	5
07	348.50	16.00	18.00	3.50	3.00	149.50	538.50	5
08	297.50	5.00	40.00	9.00	.00	105.00	456.50	5
09	247.00	14.00	40.00	4.00	4.00	115.27	424.27	5
10	276.00	5.00	50.00	5.00	.00	167.50	503.50	5
11	208.00	5.00	19.00	3.00	.00	288.35	523.35	5
12	123.14	3.00	6.00	.00	.00	281.52	413.66	5
14	.00	.00	.00	.00	.00	4.00	4.00	5
Total	3,615.64	223.50	457.50	90.00	36.50	2,012.14	6,435.28	5

Dates Selected		Present	Absent
Date 1	05/30/2025	1,249.31	244.94
Date 2	02/21/2025	1,267.63	247.32
Date 3	04/04/2025	1,304.27	196.14
Date 4	04/28/2025	1,307.02	191.24
Date 5	02/05/2025	1,307.05	209.93

$1,249.31 + 1,267.63 + 1,304.27 + 1,307.02 + 1,307.05 = 6,435.03$

Low 5 Breakdown

Attendance Adjustment Report Column O for Grade 0 = 486.00

Column O = 486.00

Column P = 5,949.03

O	P
Grade 00 Low 5	Grade 1-12 Low 5
486.00	2,064.50
0.00	2,016.00
0.00	1,868.78
486.00	5,949.28

Weather Days

Weather days are selected by the district. A district may select up to ten (10) days the district had low attendance due to a weather event, on days with less attendance than last year's ADA. The system will substitute last year's ADA for these chosen days. This will be explained in the Appendix.

Weather Days can be found in the District Daily Attendance and SAAR Record W, and on the Attendance Adjustment Report, columns Q and R.

SAAR Report - District Daily Attendance

Date		Present	Absent	Total	%	Type	Date		Present	Absent	Total	%	Type
05/30/2025 ^L	F	1,249.31	244.94	1,494.25	16.4%		11/26/2024	Tu	1,392.88	139.14	1,532.02	9.1%	
02/21/2025 ^{S L}	F	1,267.63	247.32	1,514.95	16.3%		02/25/2025	Tu	1,393.31	118.10	1,511.41	7.8%	
04/04/2025 ^L	F	1,304.27	196.14	1,500.41	13.1%		04/18/2025	F	1,393.55	107.71	1,501.26	7.2%	
04/28/2025 ^L	M	1,307.02	191.24	1,498.26	12.8%		05/01/2025	Th	1,394.07	104.19	1,498.26	7.0%	
02/05/2025 ^L	W	1,307.05	209.93	1,516.98	13.8%		04/14/2025	M	1,394.56	105.70	1,500.26	7.0%	
02/10/2025	M	1,311.64	203.77	1,515.41	13.4%		05/08/2025	Th	1,394.76	100.50	1,495.26	6.7%	
05/29/2025	Th	1,313.06	181.19	1,494.25	12.1%		05/15/2025	Th	1,395.18	99.91	1,495.09	6.7%	
03/11/2025	Tu	1,316.34	189.07	1,505.41	12.6%		12/06/2024	F	1,395.52	137.50	1,533.02	9.0%	
05/23/2025	F	1,318.04	177.05	1,495.09	11.8%		01/24/2025	F	1,395.64	127.79	1,523.43	8.4%	
04/03/2025 ^W	Th	1,323.70	176.71	1,500.41	11.8%	L	09/13/2024	F	1,395.95	159.93	1,555.88	10.3%	
05/20/2025	Tu	1,326.54	168.55	1,495.09	11.3%		11/15/2024	F	1,396.03	138.99	1,535.02	9.1%	
03/14/2025	F	1,334.49	172.92	1,507.41	11.5%		11/22/2024	F	1,396.66	137.36	1,534.02	9.0%	
03/13/2025	Th	1,334.69	172.72	1,507.41	11.5%		03/04/2025	Tu	1,396.70	112.71	1,509.41	7.5%	
01/31/2025	F	1,334.84	184.14	1,518.98	12.1%		03/18/2025	Tu	1,397.53	107.88	1,505.41	7.2%	
02/03/2025	M	1,335.28	184.70	1,519.98	12.2%		04/29/2025	Tu	1,397.71	100.55	1,498.26	6.7%	

SAAR Report - Record W

Dates Selected		Present	Absent
Date 1	04/03/2025	1,323.700	176.710

Grade	District Aggregate Low Weather Attendance Days - PRESENT TOTAL							Attendance		
	T1	T2	T3	T4	T5	NT	Total	Days	al	Type
00	62.00	6.50	4.00	1.00	1.00	30.00	104.50	1	12	9.1%
01	55.00	1.00	9.00	5.00	1.50	44.50	116.00	1	11	7.8%
02	73.00	6.00	9.00	2.00	.00	30.00	120.00	1	16	7.2%
03	55.00	9.00	10.00	1.00	.00	21.00	96.00	1	16	7.0%
04	55.00	5.00	10.00	1.00	2.00	12.00	85.00	1	16	7.0%
05	78.50	5.00	10.00	.00	.00	19.50	113.00	1	19	6.7%
06	66.00	4.50	8.00	2.00	1.00	21.00	102.50	1	19	6.7%
07	71.00	3.00	3.50	1.00	1.00	29.00	108.50	1	12	9.0%
08	59.00	1.00	8.50	2.00	.00	23.00	93.50	1	13	8.4%
09	45.50	3.00	9.00	1.00	1.00	20.00	79.50	1	18	10.3%
10	55.00	1.00	8.00	1.00	.00	34.00	99.00	1	12	9.1%
11	38.00	1.00	4.00	1.00	.00	63.28	107.28	1	12	9.0%
12	25.43	.00	2.00	.00	.00	70.49	97.92	1	11	7.5%
14	.00	.00	.00	.00	.00	1.00	1.00	1	11	7.2%
Total	738.43	46.00	95.00	18.00	7.50	418.77	1,323.70	1		6.7%

Grade	District Aggregate Non-Traditional Instruction Days - PRESENT TOTAL							Total
	T1	T2	T3	T4	T5	NT		
00	.00	.00	.00	.00	.00	.00	.00	.00

Grade	District Aggregate Low Weather Attendance Days - PRESENT TOTAL							Total
	T1	T2	T3	T4	T5	NT		
00	62.00	6.50	4.00	1.00	1.00	30.00		104.50

Attendance Adjustment Report Q = 104.50

Grade	District Aggregate Non-Traditional Instruction Days - PRESENT TOTAL							Attendance Days
	T1	T2	T3	T4	T5	NT	Total	
Total	.00	.00	.00	.00	.00	.00	.00	0

Grade	District Aggregate Low Weather Attendance Days - PRESENT TOTAL							Attendance Days
	T1	T2	T3	T4	T5	NT	Total	
00	62.00	6.50	4.00	1.00	1.00	30.00	104.50	1
Total	738.43	46.00	95.00	18.00	7.50	418.77	1,323.70	1

Attendance Adjustment Report R = 1,323.70 - 104.50 = 1,219.20

Q	R
Grade 00 Weather & Non- Traditional	Grade 1-12 Weather & Non- Traditional
104.50	417.00
0.00	417.50
0.00	384.70
104.50	1,219.20

Non-Traditional Days

A district may claim up to ten (10) NTI Days for weather, health and safety. These days will be substituted with last year's ADA. NTI Days will show as zero (0) on the SAAR, Record N, since there is no attendance box checked for that day. You will see the days listed. They are also found on the SAAR Attendance Adjustment Report, columns Q and R.

NTI Days – Can be found in the District Daily Attendance Report and Record N

District Daily Attendance

Date		Present	Absent	Total	%	Type
01/09/2025 ^N	Th	1,519.57	5.00	1,524.57	0.3%	N
01/13/2025 ^N	M	1,519.57	5.00	1,524.57	0.3%	N
01/07/2025 ^N	Tu	1,520.57	5.00	1,525.57	0.3%	N
01/21/2025 ^N	Tu	1,524.43	.00	1,524.43		N
01/22/2025 ^N	W	1,524.43	.00	1,524.43		N
01/14/2025 ^N	Tu	1,525.57	2.00	1,527.57	0.1%	N
01/09/2025 ^N	Th	1,519.57	5.00	1,524.57	0.3%	N
01/13/2025 ^N	M	1,519.57	5.00	1,524.57	0.3%	N
01/07/2025 ^N	Tu	1,520.57	5.00	1,525.57	0.3%	N
01/21/2025 ^N	Tu	1,524.43	.00	1,524.43		N
01/22/2025 ^N	W	1,524.43	.00	1,524.43		N
01/14/2025 ^N	Tu	1,525.57	2.00	1,527.57	0.1%	N

Record Format: N - Ten (10) Non-Traditional Instruction Days

Whole School Year Calendars: 3 Schools: 3 Grades Count: 14

Dates Selected		Attendance Day
Date 1	01/07/2025	Record N shows as zero (0) since they are not marked for attendance but are a school day with instruction
Date 2	01/08/2025	
Date 3	01/09/2025	
Date 4	01/13/2025	
Date 5	01/14/2025	
Date 6	01/21/2025	
Date 7	01/22/2025	
Date 8	02/06/2025	
Date 9	02/07/2025	
Date 10	02/11/2025	

Weather and Non-Traditional Days – Substituted with Last Year’s ADA

*Weather and Non-Traditional Days will be replaced with Last Year’s AADA

Last Year Full ADA	1,490.56
Weather Days	1
Non-Traditional Days	10
Health and Safety Days	0

Weather – Taken Out = 1,323.70

Weather – In = 1,490.56

NTI Days – Taken Out = 16,748.71

NTI Days – In = 14,905.60

1,519.57
1,519.57
1,520.57
1,524.43
1,524.43
1,525.57
1,519.57
1,519.57
1,520.57
1,524.43
1,524.43
1,525.57

Non-Contract and Overage/Underage Students

Non-contract and overage/underage students can be found on the SAAR Record 9 and also on the SAAR Attendance Adjustment Report, columns S, T, U and V.

School	O Grade 00 Low 5	P Grade 1-12 Low 5	Q Grade 00 Weather & Non- Traditional	R Grade 1-12 Weather & Non- Traditional	S Grade 00 Non Contract	T Grade 1-12 Non Contract	U Grade 00 Over/Under Age	V Grade 1-12 Over/Under Age	W *Grade 00 IC Adjustment	X *Grade 1-12 IC Adjustment	Y Substituted Days Adjustment	Z Days
Elementary/Primary School	486.00	2,064.50	104.50	417.00	0.00	0.00	0.00	0.00	0.00	28.50	6,136.13	172
Middle School	0.00	2,016.00	0.00	417.50	0.00	0.00	0.00	0.00	0.00	135.50	4,691.76	172
High School	0.00	1,860.78	0.00	384.71	0.00	0.00	0.00	26.00	0.00	7,613.69	5,568.30	172
District Totals	486.00	5,949.28	104.50	1,219.21	0.00	0.00	0.00	26.00	0.00	7,777.69	16,396.20	

Record Format: 9 - Non-Contract / Overage & Underage Attendance

Grade	District Non Contract Aggregate Days - PRESENT TOTAL							Non Contract Student Count
	T1	T2	T3	T4	T5	NT	Total	
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

Grade	District Overage / Underage Aggregate Days - PRESENT TOTAL							Over/Under Student Count
	T1	T2	T3	T4	T5	NT	Total	
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	26.00	26.00	1
Total	.00	.00	.00	.00	.00	26.00	26.00	1

S	T	U	V
Grade 00 Non Contract	Grade 1-12 Non Contract	Grade 00 Over/Under Age	Grade 1-12 Over/Under Age
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	26.00
0.00	0.00	0.00	26.00

Attendance Adjustment Report
SAAR Record 9
Non-Contract and Overage/Underage

Record S – Out of School Suspension

SSP1 and SSP2 are found in Record S of the SAAR Report and part of the Adjustment Calculation. Please note that districts are eligible for ten (10) Days of Suspension and KDE only funds ten (10) days. A district can suspend longer than ten (10) days, but KDE will only fund for the first ten (10) days.

Record Format: S - Out of School Suspension

Grade	District Eligible (10 day) Suspension Aggregate ABSENT Days (SSP3)- TOTAL						Total
	T1	T2	T3	T4	T5	NT	
00	.00	.00	.00	.00	.00	.00	.00
01	5.50	.00	.00	.00	4.50	.00	10.00
02	7.00	.00	.00	.00	.00	.00	7.00
03	2.50	.00	.00	.00	.00	4.00	6.50
04	4.00	.00	.00	.00	1.00	.00	5.00
05	30.00	.00	.00	.00	.00	4.50	34.50
06	30.00	.00	7.00	.00	3.00	.00	40.00
07	18.00	.00	6.00	.00	.00	.00	24.00
08	29.00	.00	.00	.00	.00	8.00	37.00
09	66.50	.00	.00	.00	.00	7.00	73.50
10	50.50	.00	.00	.00	.00	4.00	54.50
11	23.00	.00	.00	.00	.00	38.00	61.00
12	.00	.00	.00	.00	.00	19.50	19.50
14	.00	.00	.00	.00	.00	.00	.00
Total	266.00	.00	13.00	.00	8.50	85.00	372.50

SAAR Report Record V: Virtual / Performance-Based Attendance

SAAR Record V, will show all of the virtual and performance -based attendance. This area is very important. Please make sure the courses have a final grade in the grading task. This will ensure funding for that course. There is the, Funding Gap Audit Report, that will show any student that does not have a full day of attendance. There is also a Detail Report, Record V, that will show attendance earned for each student that has v/pb courses. Record V on the SAAR will show the totals for each grade. You can also find this information on the SAAR Attendance Adjustment Report, Columns W and X.

Record Format: V - Virtual / Performance Based Attendance

Grade	District Virtual Proficient Aggregate Attendance Days							Student Head Count	
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
00	.00	.00	.00	.00	.00	.00	.00	0	0
01	.00	.00	.00	.00	.00	.00	.00	0	0
02	.00	.00	.00	.00	.00	.00	.00	0	0
03	.00	.00	.00	.00	.00	.00	.00	0	0
04	.00	.00	.00	.00	.00	.00	.00	0	0
05	.00	.00	.00	.00	.00	.00	.00	0	0
06	.00	.00	.00	.00	.00	.00	.00	0	0
07	.00	.00	.00	.00	.00	.00	.00	0	0
08	.00	.00	.00	.00	.00	.00	.00	0	0
09	9.36	.00	.00	.00	.00	.00	9.36	7	0
10	61.98	.00	.00	.00	.00	.00	61.98	25	0
11	126.00	.00	.00	.00	.00	172.00	298.00	38	2
12	260.05	.00	.00	.00	.00	688.56	948.61	46	4
14	.00	.00	.00	.00	.00	.00	.00	0	0
Total	457.39	.00	.00	.00	.00	860.56	1,317.95	116	6

Grade	District Performance Based Proficient Aggregate Attendance Days							Student Head Count	
	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
00	.00	.00	.00	.00	.00	.00	.00	0	0
01	.00	.00	.00	.00	.00	.00	.00	0	0
02	.00	.00	.00	.00	.00	.00	.00	0	0
03	.00	.00	.00	.00	.00	.00	.00	0	0
04	.00	.00	.00	.00	.00	.00	.00	0	0
05	.00	.00	.00	.00	.00	.00	.00	0	0
06	.00	.00	.00	.00	.00	.00	.00	0	0
07	.00	.00	.00	.00	.00	.00	.00	0	0
08	.00	.00	.00	.00	.00	.00	.00	0	0
09	860.00	.00	344.00	.00	.00	.00	1,204.00	9	3
10	344.00	.00	172.00	.00	.00	688.00	1,204.00	32	1
11	461.89	.00	172.00	.00	.00	1,069.87	1,703.76	57	5
12	326.31	.00	.00	.00	.00	1,649.17	1,975.48	63	3
14	.00	.00	.00	.00	.00	.00	.00	0	0
Total	1,992.20	.00	688.00	.00	.00	3,407.04	6,087.24	161	12

W	X
*Grade 00 IC Adjustment	*Grade 1-12 IC Adjustment
0.00	28.50
0.00	135.50
0.00	7,613.69
0.00	7,777.69

Attendance Adjustment Report

V/PB = 7,405.19

SSP 1 & SSP2 = 372.50

X = 7,777.69

Grade 0 = V/PB + SSP1 + SSP2 = 0

C1 and C2 Substituted Days Adjustment

Columns C1 and C2 show the substituted adjustments. You must look back by looking at the prior year in the SAAR Application Historical Reports for your district. You need this information to calculate the substituted days.

Look Back to Last Year's Full AADA

School Year: 2023 - 2024

	C2	D1	D2	E1	E2
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
368.24	1,303.44	19,345.50	72,140.50	118.05	439.78
0.00	1,343.00	0.00	69,886.50	0.00	426.52
0.00	1,518.10	0.00	83,018.83	0.00	506.21
368.24	4,164.53	19,345.50	225,045.83	118.05	1,372.52

C1 = Grade 0 Number of Low Weather Days + Number of Non-Traditional Days * Last Year's Full AADA

$$(1 + 10) \times 118.05 = 1,298.51$$

C2 = Grade 1-12 Number of Low Weather Days + Number of Non-Traditional Days * Last Year's Full AADA

$$(1 + 10) \times 1,372.52 = 15,097.70$$

C1	C2
Grade 00 Substituted Days	Grade 1-12 Substituted Days
1,298.51	4,837.63
0.00	4,691.76
0.00	5,568.30
1,298.51	15,097.69

Y
Substituted Days Adjustment
6,136.13
4,691.76
5,568.30
16,396.20

Add together your substituted days (low attendance weather days and NTI) multiplied by the prior years K AADA

$$C1 + C2 = Y \text{ (Substituted Days)}$$

$$1,298.51 + 15,097.70 = 16,396.21$$

$$1,490.56 \times (1+10) = 16,396.21$$

$$Y = 16,396.21 \text{ (Substituted Days)}$$

$$Y = \text{Last Year's Full AADA} \times (\text{Weather} + \text{NTI})$$

$$Y = 1,490.56 \times 11 = 16,396.21$$

$$C1 + C2 = Y \text{ (Substituted Days)}$$

$$1,298.51 + 15,097.69 = 16,396.20$$

D1 and D2 Adjusted Reported Calculation

Columns D1 and D2 show the adjusted reported.

The full aggregated attendance minus the adjustments will give you the Adjusted Reported

D1 = Kindergarten Adjusted Reported

D2 = Grades 1 – 12 Adjusted Reported

A1	A2	B1	B2	C1	C2	D1	D2	E1	E2
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
17,617.00	71,297.50	-590.50	-2,453.00	1,298.51	4,837.63	17,026.50	68,844.50	109.73	441.21
0.00	70,541.00	0.00	-2,298.00	0.00	4,691.76	0.00	68,243.00	0.00	436.74
0.00	67,754.51	0.00	5,334.21	0.00	5,568.30	0.00	73,088.72	0.00	471.00
17,617.00	209,593.01	-590.50	583.21	1,298.51	15,097.69	17,026.50	210,176.22	109.73	1,348.95

Reported – Adjustments = Adjusted Reported

$$D1 = A1 - B1$$

$$D1 = A1 (17,617.00) - B1 (-590.50) = 17,026.50$$

$$D2 = A2 - B2$$

$$D2 = A2 (209,593.01) - B2 (583.21) = 210,176.22$$

D1 = Grade 00 Adjusted Reported: Grade 00 Reported - Grade 00 Adjustments (subtract Grade 00 Adjustments as a positive number)

D2 = Grade 1-12 Adjusted Reported: Grade 1-12 Reported - Grade 1-12 Adjustments (subtract Grade 1-12 Adjustments as a positive number)

Columns E1 and E2 Full Adjusted Average Daily Attendance (AADA)

A1	A2	B1	B2	C1	C2	D1	D2	E1	E2
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
17,617.00	71,297.50	-590.50	-2,453.00	1,298.51	4,837.63	17,026.50	68,844.50	109.73	441.21
0.00	70,541.00	0.00	-2,298.00	0.00	4,691.76	0.00	68,243.00	0.00	436.74
0.00	67,754.51	0.00	5,334.21	0.00	5,568.30	0.00	73,088.72	0.00	471.00
17,617.00	209,593.01	-590.50	583.21	1,298.51	15,097.69	17,026.50	210,176.22	109.73	1,348.95

The adjusted average daily attendance can be calculated by adding the substituted days with the adjusted reported and then dividing that by the number of days taught, minus the five low that were removed. Please see below:

K
Number of Days Reported
172
172
172

E 1 Full AADA K - This is the adjusted average for kindergarten. To Calculate this, take C1 (substituted days K) + D1 (Adjusted Report K) divided by your last column (number of days reported-5) = E1 (K AADA)

E2 Full AADA 1-12 - This is the adjusted average for grades 1-12. To Calculate this, take C2 (substituted days) + D2 Adjusted Report 1-12) divided by your last column (number of days reported-5) = E2 (Grade 1-12 AADA)

Substituted Days + Adjusted Reported / (Number of Days Reported – 5)

E1 = D1 + C1 / (K-5)

E1 = D1 (17,026.50) + (1,298.51) / (172-5) = **109.73**

E2 = D2 + C2 / (K-5)

E2 = D2 (210,176.22) + C2(15,097.69) / (172-5) = **1,348.95**

How to Claim a Low Weather Day

Low Weather Days are not the same as Low Attendance Days. When running the SAAR Report, be sure to click on the Detailed Report, District Daily Attendance. Make sure to plug in Last Year's Full SAAR ADA (you will find that by looking back in the reports found for your district in the reports tab of the SAAR Application Link), click, "Load 5 Low Attendance Days," and the system will automatically grab the Low 5 Attendance Days. **KDE will not fund any of the present totals on the five low days. These are taken completely out of the calculation.**

Weather Days are manually claimed by the district and not loaded automatically.

Once you run the District Daily Attendance Report, your district can claim a low weather day on any day that there was bad weather and lower ADA from last year, up to ten weather days per school year.

The screenshot displays the SAAR Application Link interface. On the left, under "Report Selection", the "District Daily Attendance" checkbox is selected and highlighted with a red box. Above this, the "Last Year's Full SAAR ADA" field is set to 1490.56 and is also highlighted with a red box. On the right, under "Select Students", the "Grade" radio button is selected, and a list of grades from 00 to 08 is visible. Below this, the "Specify 5 Low Attendance Days" section is highlighted with a red box, showing a table of dates: 05/30/2025, 02/21/2025, 04/04/2025, 04/28/2025, and 02/05/2025, with a "Load 5 Low Att. Days" button. Below that, the "Specify 10 Low Attendance Days" section is visible with a "Load 10 Low Att. Days" button. At the bottom, there are buttons for "Generate Report", "Validation Report", and "Submit to Batch", along with a date range filter set to "08/29/2025" and "09/05/2025".

Report Selection ☐ All Reports Last Year's Full SAAR ADA 1490.56

Select Students

☒ Grade ☐ Ad Hoc Filter

All Students

00
01
02
03
04
05
06
07
08

☒ 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
Days: 04/03/2025
☒ RN Non-Traditional Instruction Days
Days: 01/07/2025, 01/08/2025, 01/09/2025, 01/13/2025, 01/14/2025, 01/21/2025, 01/22/2025, 02/06/2025, 02/07/2025, 02/11/2025
☒ RV Virtual Performance Based Attendance
☒ RS Out of School Suspension
☒ RX Expulsion
☒ District Daily Attendance

Specify 5 Low Attendance Days Load 5 Low Att. Days

05/30/2025 02/21/2025 Clear
04/04/2025 04/28/2025 02/05/2025

Specify 10 Low Attendance Days Load 10 Low Att. Days

Clear

Generate Report Validation Report Submit to Batch

Refresh Show top 50 tasks submitted between 08/29/2025 and 09/05/2025

Daily District Attendance Report

Date		Present	Absent	Total	%	Type	Date		Present	Absent	Total	%	Type
05/30/2025 ^L	F	1,249.31	244.94	1,494.25	16.4%		11/26/2024	Tu	1,392.88	139.14	1,532.02	9.1%	
02/21/2025 ^{S L}	F	1,267.63	247.32	1,514.95	16.3%		02/25/2025	Tu	1,393.31	118.10	1,511.41	7.8%	
04/04/2025 ^L	F	1,304.27	196.14	1,500.41	13.1%		04/18/2025	F	1,393.55	107.71	1,501.26	7.2%	
04/28/2025 ^L	M	1,307.02	191.24	1,498.26	12.8%		05/01/2025	Th	1,394.07	104.19	1,498.26	7.0%	
02/05/2025 ^L	W	1,307.05	209.93	1,516.98	13.8%		04/14/2025	M	1,394.56	105.70	1,500.26	7.0%	
02/10/2025	M	1,311.64	203.77	1,515.41	13.4%		05/08/2025	Th	1,394.76	100.50	1,495.26	6.7%	
05/29/2025	Th	1,313.06	181.19	1,494.25	12.1%		05/15/2025	Th	1,395.18	99.91	1,495.09	6.7%	
03/11/2025	Tu	1,316.34	189.07	1,505.41	12.6%		12/06/2024	F	1,395.52	137.50	1,533.02	9.0%	
05/23/2025	F	1,318.04	177.05	1,495.09	11.8%		01/24/2025	F	1,395.64	127.79	1,523.43	8.4%	
04/03/2025 ^W	Th	1,323.70	176.71	1,500.41	11.8%	L	09/13/2024	F	1,395.95	159.93	1,555.88	10.3%	
05/20/2025	Tu	1,326.54	168.55	1,495.09	11.3%		11/15/2024	F	1,396.03	138.99	1,535.02	9.1%	
03/14/2025	F	1,334.49	172.92	1,507.41	11.5%		11/22/2024	F	1,396.66	137.36	1,534.02	9.0%	
03/13/2025	Th	1,334.69	172.72	1,507.41	11.5%		03/04/2025	Tu	1,396.70	112.71	1,509.41	7.5%	
01/31/2025	F	1,334.84	184.14	1,518.98	12.1%		03/18/2025	Tu	1,397.53	107.88	1,505.41	7.2%	
02/03/2025	M	1,335.28	184.70	1,519.98	12.2%		04/29/2025	Tu	1,397.71	100.55	1,498.26	6.7%	
02/04/2025	Tu	1,340.13	179.85	1,519.98	11.8%		04/23/2025	W	1,398.65	102.61	1,501.26	6.8%	
05/27/2025	Tu	1,345.93	148.32	1,494.25	9.9%		03/26/2025	W	1,400.00	105.41	1,505.41	7.0%	
05/22/2025	Th	1,352.63	142.46	1,495.09	9.5%		12/05/2024	Th	1,400.66	132.36	1,533.02	8.6%	
03/12/2025	W	1,353.06	154.35	1,507.41	10.2%		04/24/2025	Th	1,401.13	100.13	1,501.26	6.7%	
03/07/2025	F	1,353.40	153.01	1,506.41	10.2%		03/27/2025	Th	1,401.79	103.62	1,505.41	6.9%	
05/02/2025	F	1,355.07	143.19	1,498.26	9.6%		03/20/2025	Th	1,402.55	102.86	1,505.41	6.8%	
05/09/2025	F	1,358.93	136.33	1,495.26	9.1%		11/21/2024	Th	1,402.74	132.28	1,535.02	8.6%	
03/10/2025	M	1,361.16	145.25	1,506.41	9.6%		10/29/2024	Tu	1,402.79	137.23	1,540.02	8.9%	
02/13/2025	Th	1,361.21	155.20	1,516.41	10.2%		05/12/2025	M	1,404.90	89.19	1,494.09	6.0%	
11/01/2024	F	1,362.18	174.84	1,537.02	11.4%		04/02/2025	W	1,405.05	97.36	1,502.41	6.5%	
05/05/2025	M	1,362.68	135.58	1,498.26	9.0%		01/23/2025	Th	1,407.00	117.43	1,524.43	7.7%	
02/14/2025	F	1,367.22	149.19	1,516.41	9.8%		04/30/2025	W	1,407.20	91.06	1,498.26	6.1%	
10/14/2024	M	1,453.26	96.76	1,550.02	6.2%		Any day above the line from Last Year's ADA can be claimed for a Low Weather Day.						
09/12/2024	Th	1,454.60	102.28	1,556.88	6.6%								
08/21/2024	W	1,455.67	91.21	1,546.88	5.9%	K	Run the District Daily Attendance Report after loading the Low 5 and type in Last Year's Full AADA. Run the report and see if any days with less than Last Year's ADA had bad weather. Your district can claim that day and it will replace that lower ADA with Last Year's ADA.						
09/23/2024	M	1,457.66	96.22	1,553.88	6.2%								
10/17/2024	Th	1,459.16	87.86	1,547.02	5.7%								
09/18/2024	W	1,464.02	88.86	1,552.88	5.7%								
08/20/2024	Tu	1,466.81	76.07	1,542.88	4.9%	K							
09/17/2024	Tu	1,472.38	81.50	1,553.88	5.2%								
09/19/2024	Th	1,476.59	75.29	1,551.88	4.9%								
08/19/2024	M	1,484.88	61.00	1,545.88	3.9%	K							
08/16/2024	F	1,486.52	50.36	1,536.88	3.3%	K							
Last Year ADA		1,490.56					For example: This district claimed one day (4/3/2025) and they had an ADA of 1,323.70. The system will now replace that ADA and put in 1,490.56 in its place for that day. Keep a clipping in a folder to show the weather event.						
08/15/2024	Th	1,498.02	34.86	1,532.88	2.3%	K							
02/06/2025 ^N	Th	1,511.91	3.50	1,515.41	0.2%	N							
02/07/2025 ^N	F	1,512.41	3.00	1,515.41	0.2%	N							
02/11/2025 ^N	Tu	1,514.41	.00	1,514.41		N							
08/14/2024	W	1,518.88	1.00	1,519.88	0.1%	K							
01/08/2025 ^N	W	1,519.57	5.00	1,524.57	0.3%	N							

Transportation Calculation

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.
150 - Elementary School																					
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	2,234.50	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	-66.40%	2,534.50	1,399.50	81.19%	325.50	168.00	93.75%	322.00	1.00	32,100.00%	9,967.50	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%	1,417.50	1,948.00	-26.46%	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	-53.31%	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%	12,382.00	14,557.00	-15.57%
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	-15.67%	5,815.50	8,654.00	-32.80%	10,724.00	14,658.50	-26.84%
School Totals	16,975.50	15,962.50		704.50	477.00		13,747.50	11,570.00		1,975.00	660.50		2,136.00	1,613.00		57,757.50	65,596.00		93,296.00	94,879.00	

Transportation Calculation

T1 Reported = T1 + ½ T3

T1 = 16,975.50

T3 = 13,747.50

½ T3 = 6,873.75

T1 = 23,849.25 / Number of Days Transported (170)

T1 ADA = 140.29

T2 Reported T2 + ½ T4

T2 = 704.50

T4 = 1,975.00

½ T4 = 987.50

T2 = 1,692.00 / Number of Days Transported (170)

T2 ADA = 9.95

T5 = T5 Reported

Divided by the Number of Days Transported

T5 ADA = 12.58

NT = NT Total + ½ T3 + ½ T4

NT = 57,757.50 + 6,873.75 + 987.50

NT Reported = 65,618.75 / Number of Days Transported (170)

NT ADA = 385.99

The Transportation Comparison Report is helpful because it shows the current transportation and the previous transportation totals. It shows the percentage difference that is marked in red. This will show if there are big differences from the previous year. Large percentage differences that are not explainable indicate that something may be wrong. Funding is tied to T1 and T3 transportation, so it is important to make sure the data is accurate. Please note, mileage is based on how many miles a student is on the bus, so anything over a mile is a T1 if traveling to and from school on the bus.

Transportation Summary Report

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	* 24,629.50	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	* 18,620.00	170.00	115.53	12.48	0.87	97.76
Non Traditional Day Adjustment	0.00	0.00	0.00	0.00					
District Total ADA						1,699.10	89.21	36.23	2,400.01

T1 Reported = T1 + ½ T3

23,849.25 / 170 =

T1 ADA = 140.29

T2 Reported = T2 + ½ T4

1,692.00/170 =

T2 ADA = 9.95

T5 Reported = 2,138.00

T5 ADA = 12.58

NT Reported = NT + ½ T3 + ½ T4

65,618.75 / 170 =

NT ADA = 385.99

170 = Total Days Transported

Reminders on transportation:

T1 = twice, more than a mile

T2 = twice less than a mile

T3 = Once, more than a mile

T4 = once, less than a mile

T5 = Five times the funding for special transportation. This must be listed in the IEP, Related Services Section.

NT= Not transported. If you do not put in a T-code in KSIS, the system will automatically make the student NT.

Growth Factor Report Calculations

Growth Factor Summary Report

The Growth Factor Summary Report is broken down in the same manner as the SAAR Report. The system takes information from the Growth Factor Submission generated from the Kentucky Student Information System (KSIS), Infinite Campus, and reporting the totals into the Growth Factor Summary Report.

Columns A and B are the Record 7 aggregate attendance totals for kindergarten, Column A, and Grades 1 – 12, Column B. The total for all of Record 7 from the Growth Factor, aggregate attendance is Column C.

The Adjusted Reported is the total aggregate attendance and subtracting any non-contract students and overage/underage.

To find the Full AADA for Grade 0 (Kindergarten) and Grades 1 – 12, the adjusted reported is divided into the number of days taught for the first two school months of school.

School Year: 2024 - 2025													
Grade	A Grade 00 Reported	B Grade 1-12 Reported	C Total Before Adjustments	D Over/Under Age	E Non Contract	F Adjusted Reported	G Days Taught	H _a Grade 00 Full Day AADA	H _b Grade 1-12 Full Day AADA	I _a Grade 00 Full Day Previous AADA	I _b Grade 1-12 Full Day Previous AADA	J Membership	T1 Transportation ADA
Elementary/Primary School													
00	3,817.50	0.00	3,817.50	34.00	0.00	3,783.50	35	108.10	0.00	118.25	0.00	120	65.21
01	0.00	4,488.50	4,488.50	32.00	0.00	4,456.50	35	0.00	127.33	0.00	122.87	137	66.41
02	0.00	4,416.00	4,416.00	0.00	0.00	4,416.00	35	0.00	126.17	0.00	94.41	135	79.54
03	0.00	3,499.50	3,499.50	0.00	0.00	3,499.50	35	0.00	99.99	0.00	98.66	107	64.90
04	0.00	3,273.50	3,273.50	0.00	0.00	3,273.50	35	0.00	93.53	0.00	123.06	101	70.36
School Totals	3,817.50	15,677.50	19,495.00	66.00	0.00	19,429.00		108.10	447.01	118.25	439.00	600	346.43
Middle School													
05	0.00	4,264.50	4,264.50	0.00	0.00	4,264.50	35	0.00	121.84	0.00	110.02	129	78.85
06	0.00	3,557.50	3,557.50	0.00	0.00	3,557.50	35	0.00	101.64	0.00	118.44	108	68.78
07	0.00	4,085.50	4,085.50	0.00	0.00	4,085.50	35	0.00	116.73	0.00	100.54	126	73.64
08	0.00	3,627.50	3,627.50	0.00	0.00	3,627.50	35	0.00	103.64	0.00	100.82	112	76.64
School Totals	0.00	15,535.00	15,535.00	0.00	0.00	15,535.00		0.00	443.86	0.00	429.83	475	297.91
High School													
09	0.00	3,430.02	3,430.02	0.00	0.00	3,430.02	35	0.00	98.00	0.00	119.81	112	67.39
10	0.00	3,945.50	3,945.50	0.00	0.00	3,945.50	35	0.00	112.73	0.00	123.00	129	75.87
11	0.00	4,438.00	4,438.00	0.00	0.00	4,438.00	35	0.00	126.80	0.00	122.84	149	72.91
12	0.00	3,839.03	3,839.03	0.00	0.00	3,839.03	35	0.00	109.69	0.00	88.90	138	40.47
14	0.00	33.00	33.00	0.00	0.00	33.00	35	0.00	0.94	0.00	1.49	1	0.00
School Totals	0.00	15,685.55	15,685.55	0.00	0.00	15,685.55		0.00	448.16	0.00	440.04	529	256.63
District Totals	3,817.50	46,896.05	50,715.55	66.00	0.00	50,649.55		108.10	1,339.03	118.25	1,334.87	1,604	900.97

$$C - (D+E) = F$$

$$50,715.55 - (66 + 0) = 50,649.55$$

Look back to last year's GF, Columns H_a and H_b

$$H_a = F/G \quad 3,783.50/35 = \text{Grade 00} = 108.10$$

$$H_b = F/G \quad 46,866.50 / 35 \text{ Grade 1-12} = 1,339.03$$

- A = Kindergarten Reported: Record 2 Grade 00 for District Aggregate Days Present
- B = Grade 1-12 Reported: Record 2 Grade 01-12 for District Aggregate Days Present
- C = Total Before Adjustments: Elementary Reported + Grade 1-12 Reported
- D = Over/Under Age: Record 4 IC for District Overage Underage Aggregate Attendance Days Present
- E = Non-Contract: Record 4 IC for District Non-Contract Aggregate Attendance Days Present
- F = Adjusted Reported: Total Before Adjustments - (Over/Under Age + Non-Contract)
- G = Days Taught: Record 1 Total Number of Days Taught
- H_a = Kindergarten Full Day AADA: When Grade is Kindergarten (00) = Adjusted Reported/Days Taught otherwise zero.
- H_b = Grade 1-12 Full Day AADA: When Grade is Grade 01-12 = Adjusted Reported/Days Taught otherwise zero.
- I_a = Kindergarten Previous Full Day AADA: Refer to prior year's Growth Factor Summary*
- I_b = Grade 1-12 Previous Full Day AADA: Refer to prior year's Growth Factor Summary*
- J = Membership: (Record 2 Enrollment + Record 2 Re-enrollment) - Record 3 Withdrawals

Growth Factor Record 7 - Present Totals

Grade	DISTRICT BASE Aggregate Days - PRESENT TOTAL						
	T1	T2	T3	T4	T5	NT	Total
00	2,281.50	173.00	86.00	34.00	28.50	1,214.00	3,817.00
01	2,239.50	66.00	233.50	202.50	57.50	1,689.50	4,488.50
02	2,628.50	230.00	309.00	67.00	.00	1,180.50	4,415.00
03	2,105.50	304.00	332.00	68.50	.00	689.50	3,499.50
04	2,264.50	164.00	324.50	34.00	7.00	469.50	3,263.50
05	2,816.00	203.50	377.00	.00	.00	869.00	4,265.50
06	2,172.00	169.00	370.00	117.50	30.00	694.50	3,553.00
07	2,714.50	134.50	139.00	33.00	28.00	1,018.00	4,067.00
08	2,526.00	34.00	289.00	35.00	.00	739.50	3,623.50
09	2,227.00	67.00	263.00	65.50	35.00	777.16	3,434.66
10	2,478.50	51.50	364.50	70.00	.00	982.50	3,947.00
11	2,369.50	68.50	316.50	68.50	.00	1,615.00	4,439.00
12	1,412.16	34.50	57.00	22.00	.00	2,306.49	3,832.15
14	.00	.00	.00	.00	.00	33.00	33.00
Total	30,235.16	1,699.50	3,461.00	817.50	186.00	14,278.15	50,677.31

Growth Factor Gain/Loss Summary

The Growth Factor is a comparison report that compares last year's growth with the current growth. This report shows the previous year's AADA and compares it to the current year's AADA which will show either a gain or loss. This report also shows the required AADA a district would need to qualify for the January Growth Factor. If the district has that number or higher in school month five (5) or school month six (6), the district will qualify for January Growth Factor.

Please note: the Growth Factor does not include virtual/performance-based courses since no credit is given until there is a final grade in the grading task at the end of the year.

Kentucky Department of Education Growth Factor - Gain/Loss Summary Report							
School Year: 2024 - 2025							
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
1,447.13	1,453.12	-5.99	-0.41%	1,604	1,490.56	1,490.56	1,520.52
1,447.13	1,453.12	-5.99		1,604	1,490.56	1,490.56	1,520.52

Current - Previous = Gain/Loss 1,447.13 - 1,453.12 = Loss of -5.99
 1,447.13 / 1,453.12 = -.041%

1,520.52 AADA or Higher will qualify for January Growth Factor