## Virtual and Performance-Based Course Set-Up and Attendance Verification



Kentucky Department of Education Division of District Support July 2024

## **KDE Contact**

Josh Whitlow Division of District Support Office of Finance and Operations 300 Sower, 4<sup>th</sup> Floor Frankfort, KY 40601 502-564-5279, ext. 4450 josh.whitlow@education.ky.gov

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## **Document Overview**

## Purpose

The purpose of this document is to provide instruction on the correct set-up for virtual and performance-based courses so attendance credit for students taking these courses will be accurately reflected on the SAAR.

## **Virtual and Performance Based Course Facts**

- 702 KAR 7:125, Section 1 (4) (c); 704 KAR 3:305 Section (4) (3.) states that a virtual course must be off campus.
- Infinite Campus should reflect as closely as possible what actually happened in the school.
- Students cannot be checked out in Infinite Campus if they are in a non-attendance class.
- Virtual or performance-based attendance does not count on the Growth Factor.
- Seat time classes must contain a Carnegie unit of time (120 hours). Virtual or performancebased (V/PB) classes can be set up to earn a Carnegie unit of attendance even if the course is completed in less time.
- The SAAR Report calculates the seat time attendance first and caps the V/PB attendance so a student never generates over one day of attendance per day.
- SAAR Report calculates 100% attendance when they pass the class or no attendance if they do not pass.
- Courses must have a final grade posted in the grading task. SAAR does not pull from transcript entries.

# Note: Do not schedule students into a seat time class if a certified teacher is not really taking attendance

## Courses that must be Performance-Based

- Gatton Academy
- Craft Academy
- Classes where credit is given upon completion of a predefined criteria
- <u>Craft/Gatton Academy Guidance Document</u>

## **District Option – Performance/Virtual/Seat Time**

- Dual credit college classes
- Credit recovery
- Innovative Scheduling

## Setting up a Period Schedule Tool Search: Periods Tab

Select the appropriate School and Schedule Structure, open the Periods tab.

PeriodSchedule Info				
*Name	*Sequence	Instructional	Standard Day	School
S1	1	Minutes	Minutes	Day
		450	415	475

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.

Per	iod Info						
	*Name	*Sequence	Start Time	End Time	Non	Non	Standard
					Instructional	Instructional	Day
					Time	Period	
$\mathbf{X}$	1	1	07:55 AM	08:50 AM	0		$\checkmark$
$\mathbf{X}$	2	2	08:50 AM	09:50 AM	0		$\checkmark$
$\mathbf{x}$	3	3	09:50 AM	10:50 AM	0		$\checkmark$
$\mathbf{x}$	4	4	10:50 AM	12:50 PM	25		$\checkmark$
$\mathbf{X}$	5	5	12:50 PM	01:50 PM	0		$\checkmark$
$\mathbf{X}$	6	6	01:50 PM	02:50 PM	0		$\checkmark$
$\mathbf{X}$	7 ACTIVITY	7	02:50 PM	02:51 PM	0	<ul><li>✓</li></ul>	
×	V/PB	8	02:51 PM	04:01 PM	0	<ul><li>✓</li></ul>	
A	d Period						

- The example shows a one minute, non-instructional Activity Period at the end of the day for tracking teams, clubs, etc. It is not part of the regular six-period standard day.
- Another period has been added to the end of the day called V/PB.
- In order to generate a Carnegie unit of time on the SAAR, the length of the period must be calculated. In the example above, there are 415 minutes in one school day. There are six classes per day.
  - Divide the number of periods in the standard day into the number of standard day minutes. The example above would be calculated as (415/6=69.1). Round up to 70 minutes to assure a full-day funding.
- This gives a student 1/6 of the day or 70 minutes of possible attendance credit for any V/PB class they are scheduled to take.

A student's attendance credit can never be more than 1.0 for each day. So, the highest possible attendance credit a student can receive for virtual and performance-based courses can only be equal to the difference between the standard school day and the student's seat time in regularly scheduled classes.

Example: Using the period schedule above, if a student attended seat time classes from 1st period through 5th period (355 minutes), then took a virtual course to fill his schedule, the attendance funding for the V/PB class would be capped at 60 minutes (415-355 = 60) even though the V/PB period is 70 minutes long.

Note: If there are students attending the Gatton Academy or Craft Academy that are out of the building for the entire day, schedule the class for periods 1 thru 6 to fill the whole day.

## **Block Schedule**

There may be a class that meets one semester and needs a block schedule. An additional period should be added that is longer and gives attendance credit for a larger portion of the day. It should be twice as long as the V/PB period. Courses in this period should only meet one semester because it is a block course.

Example:										
Period Schedule	Info									
*Name S2		Sequence	Exce; Day	ption/Special	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	*0	Charl Time	Fed Time	Mag	Neg	Deserve	Chandend			
*Name	*Sequenc	e Start Time	End Time	Non Instruction Time	Non al Instructional Period	Responsive	bay Day			
X 1	1	07:55 AM	08:50 AM	0			$\checkmark$			
× 2	2	08:50 AM	09:50 AM	0			$\checkmark$			
Х 3	3	09:50 AM	10:50 AM	0			$\checkmark$			
× 4	4	10:50 AM	12:20 PM	25			$\checkmark$			
X 5 ADVISOR	5	12:20 PM	12:55 PM	0			$\checkmark$			
× 6	6	12:55 PM	01:50 PM	0			$\checkmark$			
× 7	7	01:50 PM	02:50 PM	0			$\checkmark$			
	8	02:50 PM	02:51 PM	0	$\checkmark$					
	9	02:52 PM	03:59 PM	0	$\checkmark$					
× BLOCK	10	03:59 PM	06:13 PM	0	$\checkmark$					
Add Period										

## Course Setup Tool Search: Add Course

## For details on setting up courses, see the <u>Course</u> and <u>Dual Credit Course</u> data standards.

Recommendation: Use a naming convention in the course number to make virtual and performance-based courses easy to recognize. For example, include the 'V' for virtual classes, 'PB' for performance based or 'DC' for dual credit in the course number. This is not required, but makes it easier to find when searching for courses.

# Note: In order to get attendance credit based on passing the course, the type must be virtual or performance and attendance must be unchecked.

## Course Tab

Click on the Course in the Index, select the Course tab

- **Type**: Select Attendance-Based Online/Virtual, Online/Virtual, or Performance
- **Transcript:** Can be checked to allow posting to the transcript once grades have been entered.
- Attendance: Course should not be marked for Attendance. There is no seat time for the course. Attendance will be reflected on the SAAR based on whether or not the student passes the class.
- **Teaching Method:** Choose the appropriate teaching method.
- Instructional Setting: Choose the appropriate setting.



## Grading Task Tool Search: Grading Tasks

SAAR calculates attendance credit from course grades, not transcript entries. All V/PB courses must have a grading task to record the final grade.

- Click on the Course in the Index
- Select Grading Task
  - Grading Task must have a Final Grade
- Select Add
- Select Final Grade

Course	Sections	Grading Tasks	Standards	Categories	Grade Ca	lc Options	Course Rules
Save	🕂 Add	🗘 Сору					
Grading Ta Gradir	isk Editor ng Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
Chec Of	aung Task Detai	il					
Final Grad							
erm GPA		✓ Credit	Credit Type				
			Credit Overflow	Override	<u> </u>		
			~				

Note: Final Grade should only be selected for one term on the Term Mask — the final term where the

grade will be awarded. If other terms are marked and have left the final term blank, no attendance will be given for the course. Attendance is pulled from the final term for attendance reporting on SAAR.

Course	Sections	Grading Tasks	Standards	Categories			
Save	🕂 Add	Сору					
Grading Task	Editor						
Grading	Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
Course Grad *Grading Task Final Grade	ling Task Deta	il			-		
*Score Group							
Standard Sca	ale	×					
Term GPA		Credit	Credit Type				
1		1	ENGLISH	~			
			Credit Overflow O	verride			
Term Mask			Term 3 Term 4	More Terms			
Active Mask		□ Term 1 □ Term 2 □	Term 3 Term 4	More Terms			
Post-only	Grading Task						

Note: Score Group should be selected with correct Scale Group that fits best in your district.

## Verify Score Group Tool Search: Score Groups & Rubrics

- Select the Score Group used on the Grading Task
- Verify **Passing Score** box is checked for all passing grades
- Verify **Passing Score** is unchecked for all failing grades

▶ Fees		🕒 Save 😣 Delete	+ New Score	e Group 🛛 🕀	New Rubric		
<ul> <li>Grading &amp; Standards</li> </ul>		Score Groups & Rubrics Edi	tor				
Course Masters Auto Grade Grading Window Course Catalogs Course Group Credit Groups Grading Tasks Score Groups & Rubrics		Name AP STANDARDS BASED SC/ CTE Numeric HS Credit Standard Scale(MS KCHS Standards Based Scale Perf-Virtual Courses Primary Scale Standard Scale Standards Based Scale Weighted Scale	ALE )		Type Score Grou Score Grou Rubric Score Grou Score Grou Score Grou Score Grou	6 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Standards Bank ▶ Reports ▶ Medicaid		Score Group Detail *Name Standard Scale					
▶ Program Admin		Score Group List Items Deta	il	Credit	Minimum GPA	GPA	GPA
Ad Hoc Reporting		Sequence Name	Score	Passing Coeff. Score	% Value	Unweighte Value	ed Bonus Points
► Transcripts		X 1 A/100	A/100	1	99.5 4	4	0
User Communication		× 2 A/99	A/99	1	98.5 4	4	0
Assessment	$\checkmark$	X 3 A/98	A/98		97.5 4	4	0
Suetam ∆dministration     >		× 5 A/96	A/96		95.5 4	4	0

## Scheduling a V/PB Section Tool Search: Course Sections

Search for the course by number or name. Select the Section tab. Select Add a Section or select an existing section.

- A section number is required. All V/PB classes can be scheduled into the V/PB period and it will give credit for each one of those classes
- Highly Qualified select Not Applicable
- **Primary Teacher/Teacher** All courses must have a primary teacher so that they will sync with State Edition and not cause LEAD errors
  - Please refer to <u>Census, Staff Information</u> for more information
- **Teacher Display Name** This field displays on the portal, schedules and report cards. By default, it is the primary teacher's name or it can be overridden here to show the college, digital learning provider or other meaningful information.

							1
Section Editor							
211842							
*Section Number	Teacher	Display	Name			_	
801	Whitlow	v, Josh					
Max Students	Lunch (	Count	Milk Cour	nt A	Adult Co	unt	
0							
	Custom	Count	Custom C	Count (	Custom (	Count	
	<u>–</u>		2		,		
Boom	Skippy	Sea		Homera			
	Skilling	Jeq			-0111		
Hide Standards On Portal	Advisory	/		0			
Instructional Setting (Override)	External	LMS Ex	clude				
<b>~</b>							
(01)							
Not Applicable							
Primary Teacher							
		Section	Schedule	Placem	ent		
vvnitiow, Josh		000000			Qua	rters	
Instructional Time							
Special Type					QZ	Q5	
01: None	~	Perie	od 1 📃				
Population ID	•	Perie	od 2 🗌				
	_						
Core Content		Perio	od 3 💻				
Select a Value		Perio	od 4 📃				
- Moo	dified by:	Dari	M 6				
		Pene					
		Perie	od 6 💻		U	U	
		Perie	od 7 🗖				
		Period	Virtual				

## **Entering Grades**

- Click on the Section in the Index, select the Grading By Task tab.
- Click on the dropdown arrow and select **Final Grade**. A list of students enrolled in the course will be displayed.
- Select a score for each student from the dropdown score list. If a percentage grade is available, enter it in percent.

Section	Staff History	Rost	ter A	Attendance	Grading By Task	Grading By Student
Save						
T4 - Nine Wee	eks Grade 🔻					
Fill Grades						
Task		Percent	Score	Comments		
T4 - Nine We	eks Grade 🔻		•			<b>₽</b> ×
Sele	ect items to fill:	Percent	Score	Comments	Fill Empty Fill All	
Name		Percent	Score	Comments		
04 Student Ju #34435	r., GABRIEL	95	A/95 ¥			₽×

Note: Select the actual grade the student received if the correct grades are indicated as a passing grade on the Grading Scale. This allows you to post the actual grade directly to the transcript rather than entering the grade manually on the transcript.

## **Verify Data Entry**

## Verify Data Entry with State Published Ad Hoc Query Tool Search: Data Export

An ad hoc query has been published to all districts called "Virtual and Performance-Based Students." Once you have the query, generate a PDF report of all your Virtual and Performance-Based students.

- Highlight Virtual/Performance-Based Student filter
- Select PDF Report
- Select Field Name Only
- Click on the **Export** button

Saved Filter	Virtual and Performance-Based Students
<ul> <li>student PreK - Grade 99 At Risk with Invalid IEF</li> <li>student PreK - Grade 99 with Disabilities</li> <li>student PreK - Grade 99 with Disabilities 150%</li> <li>student PreK - Grade 99 with Disabilities Over I</li> </ul>	This filter can be used to find students who are scheduled into performance-based or virtual classes. Blank start dates indicate that the student was in the class from the beginning of the class. Blank end dates indicate they were still scheduled in the class on the end date of the class.
<ul> <li>student PreK - Head Start Transported</li> <li>student PreK - Over Income with Invalid IEP</li> <li>student PreK - Over Income-No Disabilities</li> <li>student PreK Fall Supplemental</li> <li>student PreK Spring Supplemental</li> <li>student Read to Achieve Spring Attendanc</li> <li>student Resident District - No NC/NCO</li> <li>student SPED Students with IEP and PLP</li> <li>curriculum State Course Codes</li> <li>student TEDS students no fed checked (2)</li> <li>student Virtual and Performance-Based Studer</li> </ul>	Pick an Export Format         HTML list report         XML         Delimited values (CSV)         Fixed width         PDF report         Print Options: <ul> <li>Field Name Only</li> <li>Table Name and Field Name</li> </ul> Export
Create a new Folder	

Note: If there is no access to the State Published ad hoc queries, contact the district administrator and they can make a copy of the ad hoc.

#### Verify Data Entry with SAAR Virtual and Performance-Based Student Report

The report will list the student, school they attend, course name, and start and/or end date. To allow SAAR to determine V/PB attendance credit correctly, the dates should be blank.

Meto 208 Generated	18-19 calfe County Hig 3 Randolph St, Edmonton on 02/20/2019 01:09:23	h School KY 42129 PM Page 1 of 20	Virtual a	ents Report		
SSID	Last Name	First Name	School	Course	Start Date	End Date

- Attendance credit will be determined by the length of a class and student enrolled days when the start and end dates are blank and allows SAAR to calculate a Carnegie Unit of time
- Remove any start or end dates on the walk-in scheduler or **Roster Batch Edit** tab on the section

Section	Staff History	Roster	Attendance	Grading By Task	Grading By Student	Roster Setup	Roster Batch Edit
Active Stude	nts: 1 Student #	Start Date	End Date	Repeat No Credit	Dual Credit	_	$\smile$
12 Whitlow, J Dropped Stur	loshua 212083300 dents: 0	38				•	
Name	Student #	Start Date	End Date	Repeat	No Credit Dual C	redit	

## Verify Data Entry with State Published Ad Hoc Query Tool Search: Data Export

The ad hoc query can be used to look at schedules, attendance or other information for this list of students by using the Advanced Search feature to locate the specific students.

#### Search for a Specific Student

- Search tab on the top left
- Advanced Search
- Saved Filters Highlight the ad hoc you created
- Search

Student       Goo         Advanced Search       Saved Filter         Student Student Number       Student Search         Student Number       Student Student Number         Student Number       Student Number         Student Number       Student Number         Student Number       Student Number         Student Number       Student Search         Student Number       Student District - No NC/NCO         Student District - No NC/NCO       SPED - Active EP with Special Ed Exit data         Grade       StateID         Person ID       StateID         Locker Number       Student Search         Status       Student Search         Status       Tansfer Students         Statuenta       Statuenta         Statuenta       Statuenta         Statuenta	Index	Search	Search for a record being tracked in Campus by using search fields or by set	lection a Saved Filter. If you have created a Saved Filter and do not a
Statuent       Go         Advanced Search       Student Search         Last Name       First Name         First Name       Student Number         Student Number       Student Number         SSN       Grade         Birth Date       Gender         StateID       Person ID         Locker Number       Status         Status       Statuent Students         Status       TEDS students no fed checked (2)         Status       Underage Kindergarteners 2017-18	Student	•	in the list, it is likely the Saved Filer was created for a context other than the Search). You may search school-wide.	current (Example: A student filter cannot be applied to a Census Pers
Advanced Search       Saved Filter         Last Name       Image: Student Summe         First Name       Image: Student Number         Student Number       Student Number         SSN       Grade         Birth Date       Image: Student Student District - No NC/NCO         Grade       Image: Student Student District - No NC/NCO         StateID       StateID         Person ID       Image: Student Student Student Student StateID         Locker Number       Status         Status       Student Stu	Search Student	Go		
Last Name       Image: Count of Grade 97,98 and 99 W/Usability         First Name       Read to Achieve Spring Attendanc         Student Number       Refugee Students         SSN       Resident District - No NC/NCO         Grade       SPED - Active IP with Special Ed Exit data         Birth Date       SPED - Active IP with Special Ed Exit data         Gender       SPED - Active IP with Special Ed Exit data         StateID       SPED - Del Prinsing Disability, Status or Setting         StateID       SPED - Statuents         Status       Statuent         Status       Statuent         Status       TEDS students no fed checked (2)         Setting       Underage Kindergarteners 2017-18         Disability       Underage Kindergarteners 2017-18	Ad	lvanced Search	Student Search	Saved Filter
Status Setting Disability Counselor Counselor			Last Name First Name Student Number SSN Grade Birth Date Gender StateID Person ID Locker Number Special Ed	Read to Achieve Spring Attendanc     Refugee Students     Resident District - No NC/NCO     SPED - Active IEP with Special Ed Exit data     SPED - IEP missing Disability, Status or Setting     SPED CSR/KY Eval     SPED Eval Created     SPED Students with IEP and PLP     Student Enrollment     Students with unlocked IEPs
Students that you are Courselino VU22 with no Records Request			Status  Setting Disability Counselor Students that you are Counseling	TEDS students no fed checked (2) Transfer Students Underage Kindergarteners 2017-18 Virtual and Performance-Based Students W22 with no Records Request

This will bring up the list of students meeting the criteria of the ad hoc for you to easily move from student to student without needing to search again. (This site only has one V/PB student).

Index	Search <	Whitlow	, Joshua	💷 Transporta	ation 👂 Attenda	ance Audit		
		Grade: 12	#2120833088	DOB: 06/25/1987	Gender: M			
Student	•	Behavior	Transportatio	on Fees	Lockers	Graduation	Athletics	AdHoc
whitlow, jo	Go	Pre-School	Title 1 Serv	vices Early	Learning/Prior	Settings ESS	6 Attenda	nce Group
	Advanced Search	Attendance	Communication	Counselor	Restraint	and Seclusion	Completed	Advo
		Summary	Profile	Enrollments	Schedule	Attendance	Flags	Grades
Search Results	: 1	New	🖶 Print Enrolln	ment History	New Enrollme	ent History		
2 Whitlow, Jo	shua #2120833088 [06/	2 Enrolln	nent Editor					
		Grade 🍦	Type Calendar			💲 Start Date	End Date	\$
		<b>12</b> Start Status: E End Status:	P 18-19 Me	etcalfe County H of the year	igh Sch	08/03/2018		

#### Verify Data Entry with the SAAR Report

The SAAR report can be run in **Detail** to verify virtual or performance-based students.

- Calendars: Select the calendars you want to verify
- **Report Type:** Detail
- **Report Selection:** Check only RV Virtual Performance Based Attendance
- Generate Report

Index	Search	- C.	Superintendent's Annual Attendance Report (SAAR)	
Calendar R	eport	^	Superintendent's Annual Attendance Report (SAAR) Enrollment Report The SAAR provides a summary of each district's attendance data for the en	t tire school year."
Dropout Re	port		Detail report types provide students reven data for vehiccation, analysis and r	elelelice.
Dual Enrolli	ment Cap Summar	ry		
Extended S	chool Services Re	рог	Report Type	Select C
FRYSC Gro	oup Program Repo	rt	Detail Summary	
FRYSC Sta	te Report		Extract Format PDF V	ALT 16
Growth Fac	tor		Date Range     To	
IDEA Dec 1	Count Extract		O School Month	
KEES Repo	ort		Report Selection All Reports	
LEAD Extra	ict			
LEP Extract	t		R9 Over/Under Attendance	
Preschool E	Enrollment Count		R9 Non-Contract Attendance	
Reading Int	ervention Extract		V DV/Victual Reformance Record Attendance	OTOL -
Retention R	Report		Bins Out of School Suspension	(Calenda
SAAR Rep	ort		RX Expulsion	Select
Safe Schoo	ls			
Special Ed I	Exit Report			۹
TEDS Repo	ort			
Testing Ros	ster Extract			
Transition R	Report			
Data Integrity T	Tools			0
count Settings				0,
cess Log		~		1921
/icuat.education.k	ky.gov/staging/#		Generate Report Validation Report Submit to Batch	]

If a student does not have a final grade or does not have a passing grade, they will show on the report with zero days.

301 Knox County 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 07/18/2013 11:26:55 AM Page 1 of 1	Superintendent's Annual Attendance (SAAR) Report Record Format: V - Virtual / Performance Based Attendance Detail Report Whole School Year Calendar: 1213 Knox Central High School Grades Count: 5
--	--

#### #410 Knox Central High School

Grade	Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual/Performance Proficient Days
09	Bamette,Jackie SID#	.00	.00	.00
Totals		.00	.00	.00

After a passing grade is entered, the amount of attendance credit per student will show on the report.

301 Knox County 200 Daniel Boone Dr, Barbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 08/02/2016 03:36:20 PM Page 1 of 1	Superintendent's Annual Attendance (SAAR) Report Record Format: V - Virtual / Performance Based Attendance Detail Report Whole School Year Calendar: 1516 Knox Central High School Grades Count: 4
--	--

ox Central High School	and the second second second	And the second Mercine Street Mercine	
Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual/Performance Proficient Days
Barnette,Garnetta Faye SID #	.00	29.58	29.58
	.00	29.58	29.58
	ox Central High School Student Enrollment Barnette,Gametta Faye SID #	Student Enrollment     Uncapped Virtual       Barnette (Gametta Faye SID # 00     00	Student Enrollment         Uncapped Virtual         Uncapped Performance Proficient Days           Bamette (Gametta Faye SID #)         .00         29.58           .00         29.58         .00         29.58

#### Calculate and Verify Attendance Credit

#### Student with Seat Time and Virtual Classes

- A student will generate AT MOST one day of Aggregate Daily Attendance (ADA) per each day they are enrolled.
- A student can be over scheduled.
  - If he has a full day of seat time attendance and has V/PB classes.
  - If she has a partial day seat time schedule and excess V/PB classes.
- The Capped V/P Proficient Days is the sum of the Uncapped Virtual Proficient days and the Uncapped Performance Proficient Days. If the student is overscheduled, the Capped V/P will only allow one day's attendance per day per student.

The SAAR report can be used to verify full day's attendance is being generated. In order to verify this you must have the following things:

- A student has a full schedule. This can be either V/PB or Seat Time and V/PB
- A student has passing grades entered on the V/PB classes

## Funding Gap Audit Report Tool Search: Funding Gap Audit

The purpose of this report is to produce a list of students that potentially have funding gaps in their schedules. The report is designed to look at a student's schedule and display the percentage of attendance used to calculate funding for seat time attendance classes and virtual/performance-based classes. Students with a combined total of less than 100% in these two class types will be returned on the report. Schedules for these students should be examined to determine whether there is a funding gap that needs to be addressed. 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. For more information, see the <u>Funding Gap</u> Audit Report Quick Reference Card.

Kentucky State	Funding Gap Audit		
Generated on 09/19/2018 10:25:46 AM Page 1 of 1	18-19 ABC High School		

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.

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	Grade	Seat Time %	V/PB %	Funding Gap Start Date	Funding Gap End Date	Partial Day	Active SpEd	V/PB Period Length	Check Funding Eligible
Mourse 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	

## Create a Single Student Filter Tool Search: Filter Designer

An Ad Hoc can be created to verify the V/PB set-up

- Select Create a new Filter using the Selection Editor
- Select Student

ndex	Search	Help		Ad Hoc Filter Designer	
Syst ∃ΩSst C ⊕ C	em Adminis itudent Info General Counseli Grad Pla	strator ormation ing nner	^	This wizard will walk you through the creation of a r Query. Ad Hoc Filters can be used as a search, or a	new filter. Filters can be created using the Query wizard, sele as input to a report.
E T	Health			Saved Filters	Create a New Filter
	Medicaid PLP Special E Student I Reports Instruction Census Hehavior lealth Attendance Ccheduling Grading & S Iedicaid	Ed Locator		student _health data student _mk ess test student _Race Ethnicity Cleanup student First Steps student KDE -GT- Dance student KDE -GT- Drama student KDE -GT- General Intellectual Ab student KDE -GT- Language Arts student KDE -GT- Language Arts student KDE -GT- Math student KDE -GT- Math	<ul> <li>Create a new Filter using the Query Wizard</li> <li>Create a new Filter using the Selection Editor</li> <li>Create a pass-through SQL Query</li> <li>Filter Data Type</li> <li>Student</li> <li>Census/Staff</li> <li>Course/Section</li> </ul>
	d Hoc Rep Filter Des	orting signer			< Back Next >

- Click Next
- Give the selection query a name
- Find the student in the list and click the arrow to move him to the Selected Student's list
- Click Save

Coloris turner Cinela Student Baker	
All Students	Selected Students
10 ALLEN. 10 ALLEN. 10 ALLEN. 10 BARGO. E 10 BARGO. E 10 BRINETT. 10 BNOHAM. C 10 BROWLING. A 10 DROWLING. A 10 DROWL	
	All Students  10 ADAMS  10 ALLEN,  10 ALLEN,  10 ALLEN,  10 BARGO, E  10 BARGO, E  10 BRNETT,  10 BRNETT,  10 BRNCHAM, G  10 BREWER,  10 BRNCHAM, G  10 BRUCHAR,  10 BRUCHAR,  10 BUTCHER,  10 CARNES, E  10 CARNES,

## Generating the SAAR for a Single Student for a Single Day Tool Search: SAAR Report

- This filter can now be used to run attendance reports for this student to make sure attendance is being calculated correctly for seat time attendance and virtual/performance-based courses.
- The date range can be set to look at a particular day or range of days or a specific school month. In the example below, the report is being generated for one school day.
- The only records we need to look at are R7 Aggregate Attendance and RV Virtual Performance Based Attendance.
- Select the Ad Hoc from the previous page
- Generate the SAAR



The example shows one attendance day. This student receives .87 attendance credit for seat time and .13 for the virtual course. The two amounts added together equal one day of attendance for this student for a single day.

301 Knox County 200 Daniel Boone Dr. Basbourville, KY 40906 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 04/30/2010 01:27:36 PM Page 1 of 1

#### Superintendent's Annual Attendance (SAAR) Report Record Format: 7 - Aggregate Attendance Date Range: 04/21/2010 - 04/21/2010 Adhoc Filter: Single Student - Andrew Baker Calendar: 0910 LYNN CAMP HIGH SCHOOL Grades Count: 1

#450 LYNN CA	MP HIGH SCHOO	DL									
	BASE Aggregate Days - PRESENT										
Grade	T1	T2	T3	T4	T5	NT	Total	Days	HD/FD		
10	.87	.00	.00	.00	.00	.00	.87	1			
Total	.87	.00	.00	.00	.00	.00	.87				
			BASE Aggrega	te Days - ABSEN	п						
Grade	T1	T2	T3	T4	T5	NT	Total	-			
10	.00	.00	.00	.00	.00	.00	.00				
Total	.00	.00	.00	.00	.00	.00	.00	1			
		AD	JUSTMENT Agg	regate Days - PR	ESENT		_				
Grade	T1	T2	T3	T4	T5	NT	Total				
10	.13	.00	.00	.00	.00	.00	.13				
Total	,13	.00	.00	.00	.00	.00	.13				
		AD	JUSTMENT Agg	regate Days - At	SENT						
Grade	T1	T2	T3	T4	T5	NT	Total				
10	.00	.00	.00	.00	.00	.00	.00				
Total	.00	.00	.00	.00	.00	.00	.00				

301 Knox County	Superintendent's Annual Attendance (SAAR) Report
200 Daniel Boone Dr. Barbourville, KY 40906	Record Format: V - Virtual / Performance Based Attendance
County: Knox Phone: (606)546-3157 Fax: (606)546-2819	Date Range: 04/21/2010 - 04/21/2010 Adhoc Filter: Single Stadent - Andrew Baker
Generate on 04/30/2010 01:27:36 PM Page 1 of 1	Calendar: 0910 LYNN CAMP HIGH SCHOOL Grades Count: 1

#### #450 LYNN CAMP HIGH SCHOOL

	Virtual Proficient Aggregate Attendance Days							Student Head Count	
Grade	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
10	.13	.00	.00	.00	.00	.00		1	0
Total	.13	.00	.00	.00	.00	.00	.13	1	0
		Performance	e Based Proficie	ent Aggregate A	ttendance Day	5		Student	Head Count
Grade	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient
10	.00	.00	.00	.00	.00	.00	.00	)) 	
Total	.00	.00	.00	.00	.00	.00	.00	0	0

Present Days + Absent Days + VP Days = 1 Day .87 + 0 + .13 = 1 Day

#### Generating the SAAR for a Single Student for the Whole Year

Run the report for this student for the whole year rather than setting the date range for one day. This shows the amount of attendance credit the student will receive for the virtual course.

301 Knox County 200 Daniel Boone Dr. Barbourville, KY 40906 County- Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 04/30/2010 05:38:54 PM Page 1 of 1			Superintendent's Annual Attendance (SAAR) Report Record Format: 7 - Aggregate Attendance Whole School Year Adhoc Filter: Single Student - Andrew Bakes Calendar: 0910 LYNN CAMP HIGH SCHOOL Grades Count: 1					
150 LYNN C	CAMP HIGH SCHOO	DL.	DACE Annual					
Grade	T1	T2	BASE Aggre	TA	T5	NT	Total	Dave HD/60
10	141.81	00	00	00	00	00	141.81	178
Total	141.81	.00	.00	.00	.00	.00	141.81	110
Γ			BASE Appre	gate Days - ABSEN	π			
Grade	T1	T2	T3	T4	T5	NT	Total	
10	.00	.00	.00	.00	.00	.00	.00	1
Total	.00	.00	.00	.00	.00	.00	.00	1
	050	AD	JUSTMENT A	gregate Days - PR	ESENT	10000		
Grade	T1	T2	T3	T4	T5	NT	Total	
10	21.19	.00	.00	.00	.00	.00	21.19	
Total	21.19	.00	.00	.00	.00	.00	21.19	
		AC	JUSTMENT A	ggregate Days - AE	SENT	802 C		
Grade	T1	T2	T3	T4	T5	NT	Total	
10	.00	.00	.00	.00	.00	.00	.00	
Total	.00	.00	.00	.00	.00	.00	.00	
2 County	301 Knox 00 Daniel Boone Dr. Ba Knox Phone: (606)540	County roomville, KY 40900 5-3157 Fax: (606)5-	6-2519	Superintende Record Format Whole School 7	ent's Annual At : V - Virtual / Per Year Adho: Filter	tendance (SAA rformance Based Single Student - An	R) Report Attendance drew Baker	1
Ge	nerate on 04/30/2010 05:	38:54 PM Page Lo	1	Calendar: 0910	LYNN CAMP HIG	H SCHOOL Grade	es Count: 1	

	Virtual Proficient Aggregate Attendance Days								Student Head Count	
Grade	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient	
10	21.19	.00	.00	.00	.00	.00	21.19	1	0	
Total	21.19	.00	.00	.00	.00	.00	21.19	1	0	
		Performance	e Based Proficie	ent Aggregate A	ttendance Day	5		Student	t Head Count	
Grade	T1	T2	T3	T4	T5	NT	Total	Proficient	Non-Proficient	
10	.00	.00	.00	.00	.00	.00	.00			
Total	.00	.00	.00	.00	.00	.00	.00	0	0	

## Present Days + Absent Days + VP Days = Total Enrolled Days 141.81 + 0 + 21.19 = 163 Days Enrolled

#### **Frequently Asked Questions**

- Q: What if I need seat time attendance at my alternative school, but all classes are performance-based?
- A: Create a Credit Recovery Attendance course scheduled into all periods the student will attend. The actual course work being attempted must be captured in the V/PB part of the schedule. Starting in 2018-2019 the state code for the placeholder course will be 960001. Since the student has a full schedule of seat time classes, the performance-based attendance credit will be capped at zero.

	Term Q1	Term Q2	Term Q3	Term Q4
	(08/11/16- 10/14/16)	(10/17/16- 12/16/16)	(01/02/17- 03/24/17)	(03/27/17- 05/19/17)
1	XXXXX-1	XXXXXX-1	XXXXXX-1	XXXXX-1
2	Credit Recovery Attendance	Credit Recovery Attendance	Credit Recovery Attendance	Credit Recovery Attendance
3	_			
4	-			
5	-			
7	-			
	11011504-200	11011504-200	11011504-200	11011504-200
	ART I	ART I	ART I	ART I
	26034S1-201	26034-S1-201	26034-S1-201	26034S1-201
	ENGLISH I	ENGLISH I	ENGLISH I	ENGLISH I
	41271214-99	41271214-99	41271214-99	41271214-99
	GEOMETRY	GEOMETRY	GEOMETRY	GEOMETRY
Virtui	61491124-200	61491124-200	61491124-200	61491124-200
	EARTH-SP SCI	EARTH-SP SCI	EARTH-SP SCI	EARTH-SP SCI
	66311S1-201	66311-S1-201	66311-S1-201	66311-S1-201
	INT SOC ST I			
	66601204-208	66601204-208	66601204-208	66601204-208
	WORLD CIV	WORLD CIV	WORLD CIV	WORLD CIV

- Q: What if I a student has been expelled with services that are V/PB? Would I still need seat time attendance?
- A: Yes, when a student is expelled with services, the district does not lose any attendance. In order to get the attendance, set it up as shown in the example above. You need to schedule students who are expelled with or without services into seat time classes in accordance with 702 KAR 7:125.
- Q: If a student enrolled in only V/PB classes receives an out of school suspension, how is the suspension entered?
- A: The district must enroll the student into a seat time course to which the suspension can be attached. Create/schedule the student in an all-day course (i.e. Homeroom) for the duration of the suspension. Behavior records for out of school suspensions can only be created when a student is enrolled in a seat-time course.
- Q: What if I have a Dual Credit performance-based class and I needed seat time attendance, would I use the same course?
- A: No, the Dual Credit Placeholder state code 950001 will be used for dual credit courses. This new state course code will be available starting in the 2018-2019.
- Q: What if the college grading scale does not match the grading scale the district uses for final grades?
- A: A new grading scale can be created that matches the college grading scale. The new grading scale can be selected on the grading task tab on the course.
- Q: What if my single-day only calculates .99 day instead of a full-day attendance credit?
- A: The length of the V/PB period needs to be extended in the period schedule. When calculating attendance credit, if the length of the period divided by the length of the standard day rounds down, not enough credit will be given. It is important to round up. The system will cap attendance if more than one day of time is allotted.
- Q: I have my schedule set up as it was recommended, and now I have schedule gaps. What did I do wrong?
- A: It is normal to see a gap on the report for these students. For SAAR, the Schedule Gap Report will list students, but is only a warning. As long as the gaps on the report match the time when the student does

not have seat time classes due to V/PB classes, attendance will calculate correctly. The gaps can be removed by using the Credit Recovery Placeholder (960001) or the Dual Credit Placeholder (950001). It may be necessary to create two versions of the placeholders, one for attendance and one not marked for attendance. Students should not be scheduled into an attendance class unless they are with certified staff and attendance is taken.

- Q: Do I have to set up my V/PB courses outside of the school day?
- A: No, but it is the recommended practice. The classes can be entered during the standard day but that may cause the funding per day to be less than 1. All V/PB classes the student is attempting to pass must be scheduled in Campus.
- Q: Why do I have zero days on Record V when all my V/PB Classes have passing grades on the transcript?
- A: The SAAR only uses posted passing grades on the grading task of the section to calculate attendance credit for Record V. Be sure to post grades to the final grading task.
- Q: Where can I find more information about using the placeholder courses?
- A: See <u>Guiding Principles for Using Course Code 950001</u> and <u>Guiding Principles for Using Course Code</u> 960001.
- Q: Is there any additional guidance on virtual and performance-based course set up?
- A: Virtual and performance-based course set up is covered in the End of Year Process Data Clean Up PowerPoint.