

# District Daily Attendance (Kentucky)

Last Modified on 10/21/2024 8:21 am CDT

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Tool Search: SAAR Report

The District Daily Attendance record is provided districts with daily total values of absent and present days as well as the percentage of attendance. Additionally, districts can use it as a tool to determine which days may be manually designated Low Weather Days.

District Daily Attendance is not included in the fixed width file submitted to the State of Kentucky and cannot be produced in State Format. Elements listed below appear on the PDF format only.

**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 student-level data for verification, analysis and reference.

**Report Options**

Report Type:  Detail  Summary

Select Calendars:  All Calendars

Extract Format: PDF

Date Range: [ ] To [ ]

School Month: [ ]

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
- RW Ten Low Attendance /Weather Days  
*No Low Weather Days have been set.*
- RN Non-Traditional Instruction Days  
*No Non-Traditional Instruction Days have been set.*
- RV Virtual Performance Based Attendance
- RS Out of School Suspension
- RX Expulsion
- District Daily Attendance**

Select Calendars: 24-25 Atherton High, 24-25 Crosby Middle

CTRL-click and SHIFT-click for multiple (Calendars: 2, Schools: 2)

Select Students:  Grade [ ] All Students [ ]

Ad Hoc Filter: [ ]

Specify 5 Low Attendance Days:      [Load 5 Low Att. Days](#) [Clear](#)

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

Refresh Show top 50 tasks submitted between 07/15/2024 and 07/22/2024

Batch Queue List	Report Title	Status	Download
Queued Time			

*District Daily Attendance*

## Report Logic

The District Daily Attendance report pulls totals for district-wide attendance on all days

corresponding to the approved district calendar (also verified in R1). This record is used for validating purposes and to assist districts in determining which days are eligible for Low Weather Day status. This report is not submitted to the state.

This report includes over age and under age students. Students meeting any of the following criteria are not reported:

- Students marked "Perkins Only."
- Students marked "State Exclude" on enrollment, calendar or grade.
- Students in grade levels 95, 96, 97, 98 and 99. These grades will not be used in calculations or displayed as line items.
- District-wide data is pulled regardless of calendar selected.
- Pulls all calendar days in the district and shows attendance values for each one.
  - The Event Type is determined in the calendar with non-event type first, then Weather day.
- If the selected day ADA is equal to or greater than Last Year's SAAR ADA, then these days will show in the District Daily Attendance in Red.
  - The Footer will include the following warning in red: Days in red will not appear on Record W as the ADA on these days is greater than or equal to Last Year's SAAR ADA.
- RW days cannot be RW if already RL. Validation prevents the SAAR report from generating in State Format (Fixed Width) if these days overlap.

## Generating the Extract

See the [SAAR Report Editor Options](#) for information about the fields on the extract editor.

1. Select the desired **Report Type**. Report Selection options vary depending on the Report Type selected.
2. Select the **Extract Format** from the dropdown list.
3. Enter a **Date Range** to review data for one or more school months or select which school months should be included in the report. Leaving the Date Range blank reports the entire year.
4. Mark the **R9 Non-contract, Over and Under Attendance** checkbox.
5. Select the appropriate **Calendars** to include in the report.
6. Select the appropriate **Grade** (or select an **Ad Hoc Filter**)
7. Specify **5 Low Attendance Days** by selecting the **Load 5 Low Att. Days** button.
8. Select **Validation Report** to see if the report has been set up correctly.
9. Select the **Generate Report Button**. The report will appear in a separate window in the specified Extract Format.

For more information about the SAAR Extract Editor see the [SAAR \(Kentucky\)](#) article.

COUNTY PUBLIC SCHOOLS					Superintendent's Annual Attendance (SAAR) Report				
Generate on 05/16/2012 12:16:44 PM Page 1 of 2					District Daily Attendance				
					Whole School Year 08/17/2010 - 06/02/2011				
					Days: 175 Shorten Days: 2 Students: 109832 Absent Rate: 5.7%				
Date		Present	Absent	Total % Type	Date		Present	Absent	Total % Type
06/02/2011 <sup>L</sup>	Th	78,021.95	14,708.06	92,730.01 15.9%	03/28/2011	M	87,626.31	5,504.40	93,130.71 5.9%
01/12/2011 <sup>L</sup>	W	81,295.07	12,319.53	93,614.60 13.2%	02/22/2011	Tu	87,633.20	5,732.17	93,365.37 6.1%
02/28/2011 <sup>SL</sup>	M	82,265.02	10,983.22	93,248.24 11.8%	03/07/2011	M	87,636.43	5,650.91	93,287.34 6.1%
04/01/2011 <sup>L</sup>	F	82,801.18	10,195.39	92,996.57 11.0%	03/11/2011	F	87,637.32	5,647.72	93,285.04 6.1%
01/20/2011 <sup>SL</sup>	Th	83,374.83	10,217.25	93,592.08 10.9%	01/25/2011	Tu	87,644.23	5,951.50	93,595.73 6.4%
06/01/2011	W	83,678.40	9,066.11	92,744.51 9.8%	02/25/2011	F	87,655.21	5,697.30	93,352.51 6.1%

Image 2: District Daily Attendance Report

## Report Layout

The report layout is broken down into two sections: [Report Header](#) and [Report Body](#).

### Report Header

COUNTY PUBLIC SCHOOLS		Superintendent's Annual Attendance (SAAR) Report		
Generate on 05/16/2012 12:16:44 PM Page 1 of 2		District Daily Attendance		
		Whole School Year 08/17/2010 - 06/02/2011		
		Days: 175 Shorten Days: 2 Students: 109832 Absent Rate: 5.7%		

Image 3: District Daily Attendance Header

Element	Description	Format, Type and Length	Campus Database	Campus Location
<b>Shortened Days</b>	Identifies the number of days shorted during the entire year across the district.	Numeric, 2 digits	Not Dynamically Stored	Not Dynamically Stored
<b>Students</b>	Identifies the number of students enrolled during the year.	Numeric, 5 digits	Not Dynamically Stored	Not Dynamically Stored
<b>Absent Rate</b>	Identifies the percent absent for the entire district over the course of the entire year.	Numeric, 5 characters NN.N%	Not Dynamically Stored	Not Dynamically Stored

### Report Body

Date	Present	Absent	Total	%	Type	Date	Present	Absent	Total	%	Type
<b>Last Year ADA</b>	<b>65,425.00</b>					02/16/2011	W	87,623.63	5,871.00	93,494.63	6.3%
06/02/2011 <sup>L</sup>	Th	78,021.95	14,708.06	92,730.01	15.9%	03/28/2011	M	87,626.31	5,504.40	93,130.71	5.9%
01/12/2011 <sup>L</sup>	W	81,295.07	12,319.53	93,614.60	13.2%	02/22/2011	Tu	87,633.20	5,732.17	93,365.37	6.1%
02/28/2011 <sup>SL</sup>	M	82,265.02	10,983.22	93,248.24	11.8%	03/07/2011	M	87,636.43	5,650.91	93,287.34	6.1%

Image 4: District Daily Attendance Body

Element	Description	Format, Type and Length	Campus Database	Campus Location
<b>Date</b>	Identifies the date and weekday, and includes the superscript notations. Superscript notations include these (a date may be given more than one superscript notation): <ul style="list-style-type: none"> <li>• L: Low Attendance Day</li> <li>• S: Shortened Day</li> <li>• W: Low Attendance Weather Day</li> <li>• N: Non-Traditional Instruction Day</li> <li>• Z: Low Attendance Health and Safety Day (No longer allowed to be selected as a value after Release Pack .1721. Users can still report on historical data)</li> </ul>	Alphanumeric, 15 characters	calendar.days	Scheduling & Courses > Calendar Setup > Calendar Information > Days
<b>Present</b>	Indicates the total funding present days for the single day corresponding to the value.	Alphanumeric, 10 characters	Not Dynamically Stored	Not Dynamically Stored
<b>Absent</b>	Indicates the total of funding absent days for the single day corresponding to the value.	Alphanumeric, 10 characters	Not Dynamically Stored	Not Dynamically Stored
<b>Total</b>	Identifies the total number of possible days (Present + Absent).	Alphanumeric, 10 characters	Calendar.days	Scheduling & Courses > Calendar Setup > Day Setup
<b>%</b>	Indicates the percent absent (Absent / Total).	Alphanumeric, 5 characters  NN.N%	Not Dynamically Stored	Not Dynamically Stored

Element	Description	Format, Type and Length	Campus Database	Campus Location
<b>Type</b>	Identifies the type of Day Event. See the <a href="#">Day Event Codes</a> for options.	Alphanumeric, 1 character	Calendar.dayEvents	Scheduling & Courses > Calendar Setup > Day Setup > Day > Day Event
<b>Last Year ADA</b>	Indicates the value for last year's SAAR ADA (displayed in red). This field is manually entered on the SAAR extract editor.	Alphanumeric, 10 characters	Not Dynamically Stored	Not Dynamically Stored

## Day Event Codes

Code	Description
<b>C</b>	Closing
<b>D</b>	Disaster
<b>E</b>	Teacher Equivalency
<b>G</b>	Planning
<b>H</b>	Holiday
<b>I</b>	Closed Due to Illness
<b>K</b>	Break
<b>L</b>	Low Attendance Due to Weather
<b>M</b>	Other
<b>N</b>	Non-Traditional Instruction Day
<b>O</b>	Opening
<b>P</b>	Professional Day
<b>R</b>	Regular
<b>U</b>	Makeup
<b>W</b>	Weather Cancelled
<b>Z</b>	Low Attendance Health and Safety Day