

Record 1 - School Calendar (Kentucky)

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PATH: *KY State Reporting > SAAR Reports > R1 School Calendar*

The R1-School Calendar Report returns data about the selected schools' calendars. It provides total number of the types of days included in the calendar and total days in the school year.

If more than one schedule structure is found for a calendar with different attendance days or day events, a fatal error will be returned. Users are required to correct this information.

The screenshot shows the 'Superintendent's Annual Attendance Report (SAAR)' interface. The 'Report Selection' section is active, with several reports checked, including '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', 'RN Non-Traditional Instruction Days', 'RZ Low Attendance Health and Safety', 'RV Virtual Performance Based Attendance', 'RS Out of School Suspension', 'RX Expulsion', and 'District Daily Attendance'. The 'R1 School Calendar (Annual report)' is highlighted with a red box and a red arrow. The interface also includes a sidebar with navigation options, a search bar, and a 'Batch Queue List' table at the bottom.

Image 1: R1 School Calendar Editor

Business Logic

- Pulls each calendar and reports information on days. Uses data from the Calendar > Days editor including Day Events.
- The report will report a fatal error if more than one schedule structure is found for a calendar with the same grade level but different attendance days or day events.
 - For example:
 - Calendar has two schedule structures.
 - 9th grade exists in each structure.
 - Schedule structure 1 has March 31 as an instructional day.
 - Schedule structure 2 has March 31 as a non-instructional day.
- Preschool students and state excluded calendars are not reported.

If a school has more than one calendar and the calendars are selected on the extract editor, the grade level in the first calendar will appear black and the grade level in the second calendar will report red (see Image 2).

Also, schools that have more than one schedule structure with different grade levels and different instructional days will report the grade level in red.

| #010 Elizabethtown High School | | | | | | | | | | | | | | | |
|--------------------------------|-----------|-------------|------------|------|--------------------|---|---|---|---|---|---|---------|-------|----------------|--|
| Grade | Attn Days | School Year | | | Count of Day Types | | | | | | | Weather | Other | Teacher E Days | |
| | | Begin Date | End Date | Days | P | O | C | H | D | N | G | | | | |
| 00 | 193 | 08/05/2013 | 06/30/2014 | 206 | 2 | 1 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | |
| 00 | 212 | 08/05/2013 | 05/27/2014 | 212 | 2 | 1 | 1 | 1 | 1 | 0 | 2 | 0 | 0 | 0 | |

Image 2: Red Grade Level Example

School numbers and names appear in red when the reporting calendar does not have School Months set up or no students are enrolled in the calendar (see Image 3).

| #410 Knox Central High School | | | | | | | | | | | | | | | |
|-------------------------------|-----------|-------------|------------|------|--------------------|---|---|---|---|---|---|---------|-------|----------------|--|
| Grade | Attn Days | School Year | | | Count of Day Types | | | | | | | Weather | Other | Teacher E Days | |
| | | Begin Date | End Date | Days | P | O | C | H | D | N | G | | | | |
| 00 | 261 | 07/01/2014 | 06/30/2015 | 261 | 2 | 1 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | |

Image 3: Red Calendar Example

Generating the Extract

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 **R1 School Calendar** 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 (optional).
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 01/26/16 9:32:37 AM Page 1 of 1 | | | | | Record Format: 1 - School Calendar | | | | | | | | | |
| | | | | | School Month: 1, 2, 3 | | | | | | | | | |
| | | | | | Calendars: 7 Schools: 7 Grades Count: 14 | | | | | | | | | |
| #456 High School | | | | | | | | | | | | | | |
| Grade | Attn Days | School Year | | | Count of Day Types | | | | | | | Teacher | | |
| | | Begin Date | End Date | Days | P | O | C | H | D | N | G | Weather | Other | E Days |
| 00 | 54 | 08/10/2015 | 10/30/2015 | 60 | 2 | 1 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 |
| #920 Academy | | | | | | | | | | | | | | |
| Grade | Attn Days | School Year | | | Count of Day Types | | | | | | | Teacher | | |
| | | Begin Date | End Date | Days | P | O | C | H | D | N | G | Weather | Other | E Days |
| 00 | 54 | 08/10/2015 | 10/30/2015 | 60 | 2 | 1 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 |

Image 4: R1-School Calendar Report (HTML)

Data Elements for R1 - School Calendar Report

| Element Name | Description | Type, Format and Length | Campus Database | Campus Interface |
|------------------------|--|--------------------------|-----------------|--|
| FILLER | N/A | N/A | N/A | N/A |
| District Number | Identifies the district's unique identification number. | Numeric, 3 digits XXX | District.number | System Administration > Resources > District Information |
| School Number | Identifies the school's unique identification number. All calendars selected to report will report their school number. | Numeric, 3 digits XXX | School.number | System Administration > Resources > School > Location Number |

| Element Name | Description | Type, Format and Length | Campus Database | Campus Interface |
|-----------------------------------|--|--|--|--|
| Year | Identifies the last two digits of the School year (i.e. 2009-2010 = 10). | Numeric, 2 digits XX | Calendar.endYear | System Administration > Calendar > Calendar > End Date |
| Calendar ID | Identifies the start date for month 1 of the school's calendar. | Alphanumeric, 8 characters YYYYMMDD | SchoolMonth.startDate | System Administration > Calendar > Calendar > Start Date |
| Record Code | Identifies the record's code number. Reports as 7. | Numeric, 1 digit | Calculated, not dynamically stored | Calculated, not dynamically stored |
| Grade | Identifies the student's grade level. | Alphanumeric, 2 characters XX | GradeLevel.stateGrade | System Administration > Calendar > Calendar > Grade Level > State Grade Level Code |
| Number of Attendance Days | Number of instructional days in the school year, designated as R. | Numeric, 3 digits XXX | Calculation Sum of days where day.instructional=1 | System Administration > Calendar > Calendar > Days |
| School Year Beginning Date | First day in the current school year calendar. | Date field, 8 characters YYYYMMDD | Calendar.startDate | System Administration > Calendar > Calendar > Calendar |
| School Year Ending Date | Last day in the current school year calendar. | Date field, 8 characters YYYYMMDD | Calendar.endDate | System Administration > Calendar > Calendar > Calendar |

| Element Name | Description | Type, Format and Length | Campus Database | Campus Interface |
|--|--|--------------------------|---|--|
| Total Days in School Year | Count of all days marked as O, C, G, P R, E, D, H, N. | Numeric, 3 digits XXX | Calculation Sum of days where dayEvent.type = Null, P, O, C, H, D, G, R, N between the calendar.startDate and calendar.endDate | System Administration > Calendar > Calendar > Days > Day Event |
| Number of Professional Development Days | Number of professional development days in the school year, designated as P. | Numeric, 3 digits XXX | Calculation Sum of days where day.instructional = P | System Administration > Calendar > Calendar > Days |
| Number of Opening Days | Number of opening days in the school year, designated as O. | Numeric, 3 digits XXX | Calculation Sum of days where day.instructional = O | System Administration > Calendar > Calendar > Days |
| Number of Closing Days | Number of closing days in the school year, designated as C. | Numeric, 3 digits XXX | Calculation Sum of days where day.instructional = C | System Administration > Calendar > Calendar > Days |
| Number of Holidays | Number of holiday days in the school year, designated as H. | Numeric, 3 digits XXX | Calculation Sum of days where day.instructional = H | System Administration > Calendar > Calendar > Days |
| Number of Disaster Days | Number of disaster days in the school year, designated as D. | Numeric, 3 digits XXX | Calculation Sum of days where day.instructional = D | System Administration > Calendar > Calendar > Days |
| Number of Planning Days | Number of planning days in the school year, designated as G. | Numeric, 3 digits XXX | Calculation Sum of days where day.instructional = G | System Administration > Calendar > Calendar > Days |

| Element Name | Description | Type, Format and Length | Campus Database | Campus Interface |
|---|--|--------------------------|---|--|
| Number of Non-Traditional Instruction Days | The total number of days marked with a Day Event of N: Non-Traditional Instruction Days. | Numeric, 3 digits XXX | Calculation Sum of days where dayEvent.type = N | System Administration > Calendar > Calendar > Days > Day Event |
| Full Days Dismissed - Weather | Count of full school days dismissed due to weather. | Numeric, 3 digits XXX | Calculation Sum of days where dayEvent.type = W | System Administration > Calendar > Calendar > Days |
| Full Days Dismissed - Other | Count of full school days dismissed due to other reasons. | Numeric, 3 digits XXX | Calculation Sum of days where dayEvent.type = M | System Administration > Calendar > Calendar > Days > Day Event |
| Number of Teacher Equivalent Days | Count of teacher inservice days. | Numeric, 3 digits XXX | Calculation Sum of days where dayEvent.type = E | System Administration > Calendar > Calendar > Days > Day Event |