

# Record 1 - School Calendar (Kentucky)

Last Modified on 10/21/2024 8:19 am CDT

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Tool Search: SAAR Report

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 'SAAR Report' interface. At the top, it says 'Superintendent's Annual Attendance Report (SAAR)'. Below that, it explains the report's purpose: '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.'

The 'Report Options' section includes:
 

- Report Type:  Detail,  Summary
- Extract Format: PDF
- Date Range: [ ] To [ ]
- School Month: [ ]
- Report Selection:  All Reports, Last Year's Full SAAR ADA [ ]

The 'Select Calendars' section shows a list of calendars: '24-25 Atherton High' and '24-25 Crosby Middle'. Below this, it says 'CTRL-click and SHIFT-click for multiple (Calendars: 2 Schools: 2)'. The 'Select Students' section has a radio button for 'Grade' and a dropdown menu showing grades from 00 to 08. There is also an 'Ad Hoc Filter' option.

The 'Specify 5 Low Attendance Days' section has a 'Load 5 Low Att. Days' button and a 'Clear' button.

At the bottom, there are buttons for 'Generate Report', 'Validation Report', and 'Submit to Batch'. Below these is a 'Batch Queue List' table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'. The table is currently empty.

R1 School Calendar

## 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							Teacher		
		Begin Date	End Date	Days	P	O	C	H	D	N	G	Weather	Other	E Days
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							Teacher		
		Begin Date	End Date	Days	P	O	C	H	D	N	G	Weather	Other	E Days
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									
<b>#456 High School</b>														
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	54	08/10/2015	10/30/2015	60	2	1	0	1	0	0	2	0	0	0
<b>#920 Academy</b>														
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	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
<b>FILLER</b>	N/A	N/A	N/A	N/A
<b>District Number</b>	Identifies the district's unique identification number.	Numeric, 3 digits  XXX	District.number	School & District Settings > District > District Information
<b>School Number</b>	Identifies the school's unique identification number. All calendars selected to report will report their school number.	Numeric, 3 digits  XXX	School.number	School & District Settings > Schools > School Information > Location Number

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

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>School Year Ending Date</b>	Last day in the current school year calendar.	Date field, 8 characters  YYYYMMDD	Calendar.endDate	Scheduling & Courses > Calendar Setup > Calendar Information > Calendar
<b>Total Days in School Year</b>	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	Scheduling & Courses > Calendar Setup > Day Setup > Day Event
<b>Number of Professional Development Days</b>	Number of professional development days in the school year, designated as P.	Numeric, 3 digits XXX	Calculation Sum of days where day.instructional = P	Scheduling & Courses > Calendar Setup > Day Setup
<b>Number of Opening Days</b>	Number of opening days in the school year, designated as O.	Numeric, 3 digits XXX	Calculation Sum of days where day.instructional = O	Scheduling & Courses > Calendar Setup > Day Setup
<b>Number of Closing Days</b>	Number of closing days in the school year, designated as C.	Numeric, 3 digits XXX	Calculation Sum of days where day.instructional = C	Scheduling & Courses > Calendar Setup > Day Setup
<b>Number of Holidays</b>	Number of holiday days in the school year, designated as H.	Numeric, 3 digits XXX	Calculation Sum of days where day.instructional = H	Scheduling & Courses > Calendar Setup > Day Setup
<b>Number of Disaster Days</b>	Number of disaster days in the school year, designated as D.	Numeric, 3 digits XXX	Calculation Sum of days where day.instructional = D	Scheduling & Courses > Calendar Setup > Day Setup

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Number of Planning Days</b>	Number of planning days in the school year, designated as G.	Numeric, 3 digits XXX	Calculation Sum of days where day.instructional = G	Scheduling & Courses > Calendar Setup > Day Setup
<b>Number of Non-Traditional Instruction Days</b>	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	Scheduling & Courses > Calendar Setup > Day Setup
<b>Full Days Dismissed - Weather</b>	Count of full school days dismissed due to weather.	Numeric, 3 digits XXX	Calculation Sum of days where dayEvent.type = W	Scheduling & Courses > Calendar Setup > Day Setup
<b>Full Days Dismissed - Other</b>	Count of full school days dismissed due to other reasons.	Numeric, 3 digits XXX	Calculation Sum of days where dayEvent.type = M	Scheduling & Courses > Calendar Setup > Day Setup
<b>Number of Teacher Equivalent Days</b>	Count of teacher inservice days.	Numeric, 3 digits XXX	Calculation Sum of days where dayEvent.type = E	Scheduling & Courses > Calendar Setup > Day Setup