

Report Logic

Only students who are actively enrolled on the final instructional day of the date range specified in the Extract Editor are reported. 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.
- Students who withdrew before the last day of the date range specified in the extract editor OR the last day of the 10th month if no date range is specified. These students appear in Withdrawal (R3) for the same reporting period.

The reported values are determined by calculating the number of students by race and gender who are enrolled on the last day of the date range specified in the extract editor OR the last day of the 10th month if no date range is specified.

The SAAR Enrollment (R2), Withdrawal (R3) and Ethic (R5) records should abide by the following equation: $R2 - R3 = R5$. If all data is properly inputted for all students, this equation will hold true.

The following circumstances can cause the $R2 - R3 = R5$ equation not to balance:

- Dual Enrolled students who are enrolled in more than one calendar are counted on this record once for each calendar.
- Students with no gender in the Census screen (this can happen if students are loaded via sql process rather than manually or via a wizard).
- Students with no ethnicity (this can happen if students are loaded via sql process rather than manually or via a wizard).

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 **R5 Ethnic Count** 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.

345 TESTERCOUNTY PUBLIC SCHOOLS
District Address
County:
Tester
Phone: (555)555-6530
Fax: (502)555-3991
Generate on 10/05/2010 12:56:33 PM
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Superintendent's Annual Attendance (SAAR) Report
Record Format: 5 - Ethnic Count
School Month: 2, 3
Calendars: 438
Schools: 2
Grades Count: 5

123 TESTINGHIGH SCHOOL

Grade	White		Black		Hispanic		Asian		Hawaiian/Pacific Islander		American Indian/Alaskan		2 or More		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
09	95	101	33	37	4	7	3	3	0	0	0	0	0	2	135	150	285
10	100	122	36	49	10	15	14	8	0	0	0	0	0	1	160	195	355
11	78	94	25	21	7	16	7	9	0	0	0	0	0	0	117	140	257
12	60	109	20	23	7	7	11	5	0	0	0	0	0	0	98	144	242
14	0	2	1	1	0	0	0	0	0	0	0	0	0	0	1	3	4
Total	333	428	115	131	28	45	35	25	0	0	0	0	0	3	511	632	1,143

Image 2: R5- Ethnic Count Report (HTML)

Report Layout

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
District Number	Identification number for the district.	Numeric, 3 digits XXX	district.number	School & District Settings > District > District Information
School Number	Identification number for the school.	Numeric, 3 digits XXX	school.number	School & District Settings > Schools > School Information > Location Number
Year	Last 2 digits of the school year. (i.e. 2009 - 2010 = 10)	Numeric, 2 digits XX	calendar.endYear	Scheduling & Courses > Calendar Setup > Calendar Information > End Date

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Calendar ID	District Calendar - Distinct start date for Month 1.	Alphanumeric, 8 characters YYYYMMDD	schoolMonth.startDate	Scheduling & Courses > Calendar Setup > Calendar Information > Start Date
Record Code	Record code number. Will auto-fill with "5".	Numeric, 1 digit	Calculated, not dynamically stored	Calculated, not dynamically stored
Grade	Indicates the student's grade level.	Alphanumeric, 2 characters XX	gradeLevel.stateGrade	Scheduling & Courses > Calendar Setup > Grade Level Setup > State Grade Level Code
Male-White	Count of white males.	Numeric, 3 digits XXX	Identity.raceEthnicity=01	Census > People > Demographics > Race/Ethnicity
Female-White	Count of white females.	Numeric, 3 digits XXX	Identity.raceEthnicity=01	Census > People > Demographics > Race/Ethnicity
Male-Black	Count of black males.	Numeric, 3 digits XXX	Identity.raceEthnicity=02	Census > People > Demographics > Race/Ethnicity
Female-Black	Count of black females.	Numeric, 3 digits XXX	Identity.raceEthnicity=02	Census > People > Demographics > Race/Ethnicity

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Male-Hispanic	Count of Hispanic males.	Numeric, 3 digits XXX	Identity.raceEthnicity=01	Census > People > Demographics > Race/Ethnicity
Female-Hispanic	Count of Hispanic females.	Numeric, 3 digits XXX	Identity.raceEthnicity=01	Census > People > Demographics > Race/Ethnicity
Male-Asian	Count of Asian males.	Numeric, 3 digits XXX	Identity.raceEthnicity=03	Census > People > Demographics > Race/Ethnicity
Female-Asian	Count of Asian females.	Numeric, 3 digits XXX	Identity.raceEthnicity=03	Census > People > Demographics > Race/Ethnicity
Male-Hawaiian/Pacific Islander	Count of Hawaiian/Pacific Islander males.	Numeric, 3 digits XXX	Identity.raceEthnicity=05	Census > People > Demographics > Race/Ethnicity
Female-Hawaiian/Pacific Islander	Count of Hawaiian/Pacific Islander females.	Numeric, 3 digits XXX	Identity.raceEthnicity=05	Census > People > Demographics > Race/Ethnicity
Male-American Indian/Alaskan	Count of American Indian/Alaskan males	Numeric, 3 digits XXX	Identity.raceEthnicity=02	Census > People > Demographics > Race/Ethnicity
Female-American Indian/Alaskan	Count of American Indian/Alaskan females	Numeric, 3 digits XXX	Identity.raceEthnicity=02	Census > People > Demographics > Race/Ethnicity

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Male-2 or more	Count of males, not Hispanic, with 2 or more races selected.	Numeric, 3 digits XXX	Identity.raceEthnicity=07	Census > People > Demographics > Race/Ethnicity
Female-2 or more	Count of females, not Hispanic, with 2 or more races selected.	Numeric, 3 digits XXX	Identity.raceEthnicity=07	Census > People > Demographics > Race/Ethnicity