

# Record 9 - Non-contract, Over and Under Attendance (Kentucky)

Last Modified on 12/14/2025 8:45 pm CST

[Report Logic](#) | [Generating the Extract](#) | [Report Layout](#)

Tool Search: SAAR Report

The Record 9 Non-Contract Over/Under Attendance Reports attendance for students who attend Kentucky schools but who are not considered Kentucky Residents for funding purposes (NCO: Non-Contract Out of State) or students who are residents of the State of Kentucky who are not residents of the district (NC: Non-Contract). Additionally, this record reports attendance for students who are considered overage or underage for their grade.

**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

Extract Format: PDF

Date Range  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.*
- RV Virtual Performance Based Attendance
- RS Out of School Suspension
- RX Expulsion
- District Daily Attendance

**Select Calendars**  All Calendars

- 13-14 Ackerly Child Guidance
- 13-14 Ahrens Educational Resou
- 13-14 Atherton High School
- 13-14 Atkinson Academy
- 13-14 Auburndale Elementary Sc
- 13-14 Audubon Traditional Elem
- 13-14 Audubon Youth Developmen
- 13-14 Ballard High
- 13-14 Barret Traditional Middl
- 13-14 Bates Elementary
- 13-14 Bellewood Childrens Home
- 13-14 Binet School
- 13-14 Blake Elementary
- 13-14 Bloom Elementary
- 13-14 Blue Lick Elementary
- 13-14 Bowen Elementary
- 13-14 Boys Haven

*CTRL-click and SHIFT-click for multiple (Calendars: 166 Schools: 166)*

**Select Students**

Grade  Ad Hoc Filter

All Students: 00, 01, 02, 03, 04, 05, 06, 07, 08

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

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

Image 1: R9-Non-Contract, Over and Under Attendance Editor

## Report Logic

The NC / NCO portion of R9 EXCLUDES Overage / Underage attendance.

- Attendance for students who are underage or overage appears in the Under / Over portion of R9.

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.

Only days marked as both Instructional and Attendance are considered in attendance calculations.

## NC/NCO Students

Students with active NC or NCO attendance groups during the reporting period entered on the extract editor report in the Non-Contract portion of Record 9.

## Overage/Underage Students

Over Age:

- Students with attendance taking place on or after their 21st birthday are considered overage.

Under Age:

- Students in grade level 00 with a 5th birthday on or after August 1st of the reporting year are considered Underage for the entire year.
- Students in grade level 01 with a 6th birthday on or after August 1st of the reporting year are considered Underage for the entire year.
- Under Age attendance is reported for the duration of the student's enrollment UNLESS the Age Waiver checkbox is marked on the enrollment being reported.
- If the Age Waiver checkbox is marked on an enrollment record, attendance for the student is not reported.

Values from R9 are NOT used in the R7 Adjustment categories. Values on R9 are also included in R7 BASE Aggregate Attendance. These records are reconciled by the state.

## 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 **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 (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.

<b>345 TESTER COUNTY PUBLIC SCHOOLS</b> District Address County: <b>Tester</b> Phone: (555)555-6530 Fax: (502)555-3991 Generate on 10/05/2010 01:48:32 PM Page 1 of 2		<b>Superintendent's Annual Attendance (SAAR) Report</b> Record Format: 9 - Non-Contract / Overage & Underage Attendance School Month: 2, 3 Calendars: 438 Schools: 2 Grades Count: 4	
--	--	---	--

  

123 TESTING HIGH SCHOOL								
	Non Contract - Aggregate Days - PRESENT							Non Contract
Grade	T1	T2	T3	T4	T5	NT	Total	Student Count
09	.00	.00	.00	.00	.00	.00	.00	0
10	.00	.00	.00	.00	.00	.00	.00	0
11	.00	.00	.00	.00	.00	11.50	11.50	1
12	.00	.00	.00	.00	.00	.00	.00	0
<b>Total</b>	.00	.00	.00	.00	.00	11.50	11.50	1

Image 2: R9-Non-Contract, Over and Under Attendance Report (HTML)

## Report Layout

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>FILLER</b>	N/A	3 characters	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.	Numeric, 3 digits XXX	school.number	School & District Settings > Schools > School Information > Location Number
<b>Year</b>	Identifies the last two digits of the School year (e.g. 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 records code number. Reports as 9	Numeric, 1 digit	Calculated, not dynamically stored	Calculated, not dynamically stored

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Grade</b>	Indicates the student's grade level.	Alphanumeric, 2 characters XX	gradeLevel.stateGrade	Scheduling & Courses > Calendar Setup > Grade Level Setup > State Grade Level Code
<b>Non-contract Student Count</b>	Identifies the total count of students marked with the NCO Attendance Group.	Numeric, 4 digits XXXX	Not dynamically stored	Student Information > General > Attendance Groups
<b>Under/Overage Student Count</b>	Identifies the total count of students 5 years of age on or after August 1 and 6 years of age on or after Oct 1 or 21 and over.	Numeric, 4 digits XXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• Identity.birthdate</li> <li>• Enrollment.stateGradeLevel</li> </ul>
<b>Non-contract Aggregate Days Attendance - T1</b>	Aggregate Days Present for the T1 Transportation Code. (Enrolled Minutes - absent minutes) / Total School Day Minutes for all reported days marked for both Attendance and Instruction.	Numeric, 9 digits XXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• attendanceGroup = NCO or NC</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Non-contract Aggregate Days Attendance - T2</b>	Aggregate Days Present for the T2 Transportation Code. (Enrolled Minutes - absent minutes) / Total School Day Minutes for all reported days marked for both Attendance and Instruction.	Numeric, 9 digits XXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• attendanceGroup = NCO or NC</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>
<b>Non-contract Aggregate Days Attendance - T3</b>	Aggregate Days Present for the T3 Transportation Code. (Enrolled Minutes - absent minutes) / Total School Day Minutes for all reported days marked for both Attendance and Instruction.	Numeric, 9 digits XXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• attendanceGroup = NCO or NC</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Non-contract Aggregate Days Attendance - T4</b>	Aggregate Days Present for the T4 Transportation Code. (Enrolled Minutes - absent minutes) / Total School Day Minutes for all reported days marked for both Attendance and Instruction.	Numeric, 9 digits XXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>attendanceGroup = NCO or NC</li> <li>instructionalDay = Y</li> <li>attendanceDay = Y</li> </ul>
<b>Non-contract Aggregate Days Attendance - T5</b>	Aggregate Days Present for the T5 Transportation Code. (Enrolled Minutes - absent minutes) / Total School Day Minutes for all reported days marked for both Attendance and Instruction.	Numeric, 9 digits XXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>attendanceGroup = NCO or NC</li> <li>instructionalDay = Y</li> <li>attendanceDay = Y</li> </ul>

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Non-contract Aggregate Days Attendance - NT</b>	Aggregate Days Present for the NT Transportation Code. (Enrolled Minutes - absent minutes) / Total School Day Minutes for all reported days marked for both Attendance and Instruction.	Numeric, 9 digits XXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>attendanceGroup = NCO or NC</li> <li>instructionalDay = Y</li> <li>attendanceDay = Y</li> </ul>
<b>Under/Overage Aggregate Days Attendance - T1</b>	Aggregate Days Present for the T1 Transportation Code. (Enrolled Minutes - absent minutes) / Total School Day Minutes for all reported days marked for both Attendance and Instruction.	Numeric, 9 digits XXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>Identity.birthdate</li> <li>Enrollment.stateGradeLevel</li> <li>instructionalDay = Y</li> <li>attendanceDay = Y</li> </ul>

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Under/Overage Aggregate Days Attendance - T2</b>	Aggregate Days Present for the T2 Transportation Code. (Enrolled Minutes - absent minutes) / Total School Day Minutes for all reported days marked for both Attendance and Instruction.	Numeric, 9 digits  XXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• Identity.birthdate</li> <li>• Enrollment.stateGradeLevel</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>
<b>Under/Overage Aggregate Days Attendance - T3</b>	Aggregate Days Present for the T3 Transportation Code. (Enrolled Minutes - absent minutes) / Total School Day Minutes for all reported days marked for both Attendance and Instruction.	Numeric, 9 digits  XXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• Identity.birthdate</li> <li>• Enrollment.stateGradeLevel</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>



Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Under/Overage Aggregate Days Attendance - T4</b>	Aggregate Days Present for the T4 Transportation Code. (Enrolled Minutes - absent minutes) / Total School Day Minutes for all reported days marked for both Attendance and Instruction.	Numeric, 9 digits  XXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• Identity.birthdate</li> <li>• Enrollment.stateGradeLevel</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>
<b>Under/Overage Aggregate Days Attendance - T5</b>	Aggregate Days Present for the T5 Transportation Code. (Enrolled Minutes - absent minutes) / Total School Day Minutes for all reported days marked for both Attendance and Instruction.	Numeric, 9 digits  XXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• Identity.birthdate</li> <li>• Enrollment.stateGradeLevel</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Under/Overage Aggregate Days Attendance - NT</b>	Aggregate Days Present for the NT Transportation Code. (Enrolled Minutes - absent minutes) / Total School Day Minutes for all reported days marked for both Attendance and Instruction.	Numeric, 9 digits  XXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• Identity.birthdate</li> <li>• Enrollment.stateGradeLevel</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>