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.

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.

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

Report Layout

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
FILLER	N/A	3 characters	N/A	N/A
District Number	Identifies the district's unique identification number.	Numeric, 3 digits XXX	district.number	School & District Settings > District > District Information
School Number	Identifies the school's unique identification number.	Numeric, 3 digits XXX	school.number	School & District Settings > Schools > School Information > Location Number
Year	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
Calendar ID	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
Record Code	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
Grade	Indicates the student's grade level.	Alphanumeric, 2 characters XX	gradeLevel.stateGrade	Scheduling & Courses > Calendar Setup > Grade Level Setup > State Grade Level Code
Non-contract Student Count	Identifies the total count of students marked with the NCO Attendance Group.	Numeric, 4 digits XXXX	Not dynamically stored	Student Information > General > Attendance Groups
Under/Overage Student Count	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 • Identity.birthdate • Enrollment.stateGradeLevel
Non-contract Aggregate Days Attendance - T1	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 • attendanceGroup = NCO or NC • instructionalDay = Y • attendanceDay = Y

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Non-contract Aggregate Days Attendance - T2	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 • attendanceGroup = NCO or NC • instructionalDay = Y • attendanceDay = Y
Non-contract Aggregate Days Attendance - T3	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 • attendanceGroup = NCO or NC • instructionalDay = Y • attendanceDay = Y

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Non-contract Aggregate Days Attendance - T4	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 • attendanceGroup = NCO or NC • instructionalDay = Y • attendanceDay = Y
Non-contract Aggregate Days Attendance - T5	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 • attendanceGroup = NCO or NC • instructionalDay = Y • attendanceDay = Y

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Non-contract Aggregate Days Attendance - NT	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 • attendanceGroup = NCO or NC • instructionalDay = Y • attendanceDay = Y
Under/Overage Aggregate Days Attendance - T1	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 • Identity.birthdate • Enrollment.stateGradeLevel • instructionalDay = Y • attendanceDay = Y

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Under/Overage Aggregate Days Attendance - T2	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 • Identity.birthdate • Enrollment.stateGradeLevel • instructionalDay = Y • attendanceDay = Y
Under/Overage Aggregate Days Attendance - T3	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 • Identity.birthdate • Enrollment.stateGradeLevel • instructionalDay = Y • attendanceDay = Y

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Under/Overage Aggregate Days Attendance - T4	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 • Identity.birthdate • Enrollment.stateGradeLevel • instructionalDay = Y • attendanceDay = Y
Under/Overage Aggregate Days Attendance - T5	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 • Identity.birthdate • Enrollment.stateGradeLevel • instructionalDay = Y • attendanceDay = Y

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Under/Overage Aggregate Days Attendance - NT	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 • Identity.birthdate • Enrollment.stateGradeLevel • instructionalDay = Y • attendanceDay = Y