

# Record N - Non-Traditional Instruction Days (Kentucky)

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

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Tool Search: SAAR Report

Record N - Non-Traditional Instruction Days reports attendance taken for up to ten days manually designated as Non-Traditional Instructions Days. These totals are used by the state to adjust attendance funding to compensate for days when Non-Traditional instruction was offered which impacted student attendance.

SAAR Report ☆

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

To

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
☒ RN Non-Traditional Instruction Days  
No Non-Traditional Instruction Days have been set.
☒ RV Virtual Performance Based Attendance
☒ RS Out of School Suspension
☒ RX Expulsion
☐ District Daily Attendance

Select Calendars

☐ All Calendars

24-25 Atherton High

24-25 Crosby Middle

CTRL-click and SHIFT-click for multiple

(Calendars: 2 Schools: 2)

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

Generate Report

Validation Report

Submit to Batch

Refresh

Show top 50

tasks submitted between 07/15/2024 and 07/22/2024

Batch Queue List

Queued Time

Report Title

Status

Download

*Non-Traditional Instruction Days*

## Report Logic

Non-Traditional Instruction Days are manually designated by the user as follows:

1. Select the appropriate Calendar in the Campus tool bar.
2. Go to Scheduling & Courses > Calendar Setup > Day Setup.
3. Select a day and add a Day Event of N: Non-traditional Instruction.

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4. Select the Save icon.

This record is not included in the Record 7 adjustment.

If any RL day overlaps a day designated as Non Traditional Instruction Day, both the PDF and State Formats will fail to generate and produce an error message.

## Selection Criteria

- District-wide data is pulled for the report, regardless of the calendar selected.
- This report pulls attendance for all days marked Non-Traditional Instruction Day in the Day Events section of System Administration > Calendar > Calendar > Days.
- Up to 10 days marked Non-Traditional Instruction Day in any calendar in the district will have data pulled and reported.
- This report projects future present days attendance. If the report is run halfway through the year and the student is enrolled all year, SAAR present days will reflect the entire year and future days will be counted as present days.
- Only days marked as both Instructional and Attendance are considered in the attendance calculations.
- This report lists all days marked as Non Traditional Instruction.
  - A list, without attendance data will exist for each day marked as N: Non-Traditional Instruction regardless of whether or not the day is marked as both Instructional and Attendance.

## 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 **RN Non-Traditional Instruction Days** 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 how the report will be generated:
  - **Generate Report Button** - The report will generate immediately and appear in a separate window in the specified Extract Format.
  - **Submit to Batch** - Selecting this option will send the report to the Batch Queue List where it will generate without disrupting the use of Campus. Once the report has finished processing, the Download column of the Batch Queue List will display a blue hyperlinked **Get this Report** text which when selected, will display the report in the specified format.

For more information about the SAAR Extract Editor see the [SAAR \(Kentucky\)](#) article.

COUNTY PUBLIC SCHOOLS

Generate on 01/20/2016 02:51:46 PM

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Superintendent's Annual Attendance (SAAR) Report

Record Format: N - Ten (10) Non-Traditional Instruction Days

School Month: 1, 2, 3, 4

Calendars: 12 Schools: 12 Grades Count: 14

#456 Ackerly

Grade	Aggregate Non-Traditional Instruction Days - PRESENT							Attendance Days
	T1	T2	T3	T4	T5	NT	Total	
00	.00	.00	.00	.00	.00	.00	.00	0
02	.00	.00	.00	.00	.00	.00	.00	0
04	.00	.00	.00	.00	.00	.00	.00	0
05	.00	.00	.00	.00	.00	.00	.00	0
06	.00	.00	.00	.00	.00	.00	.00	0
07	.00	.00	.00	.00	.00	.00	.00	0
08	.00	.00	.00	.00	.00	.00	.00	0
09	.00	.00	.00	.00	.00	.00	.00	0
10	.00	.00	.00	.00	.00	.00	.00	0
11	.00	.00	.00	.00	.00	.00	.00	0
12	.00	.00	.00	.00	.00	.00	.00	0
Total	.00	.00	.00	.00	.00	.00	.00	0

Image 2: RN - Ten Non-Traditional Instruction Days (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

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Calendar ID</b>	Identifies the start date for month 1 of the school's calendar.	Datefield, 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 W.	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>Aggregate Days Attendance-T1</b>	Aggregate Days Present for the T1 Transportation Code. Logic reports the sum of the WDHDpresent field for all reported N days marked for both Attendance and Instruction.	Numeric, 10 digits XXXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• WDHDpresent</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Aggregate Days Attendance-T2</b>	Aggregate Days Present for the T2 Transportation Code. Logic reports the sum of the WDHDpresent field for all reported N days marked for both Attendance and Instruction.	Numeric, 10 digits XXXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• WDHDpresent</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>
<b>Aggregate Days Attendance-T3</b>	Aggregate Days Present for the T3 Transportation Code. Logic reports the sum of the WDHDpresent field for all reported N days marked for both Attendance and Instruction.	Numeric, 10 digits XXXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• WDHDpresent</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Aggregate Days Attendance-T4</b>	Aggregate Days Present for the T4 Transportation Code. Logic reports the sum of the WDHDpresent field for all reported N days marked for both Attendance and Instruction.	Numeric, 10 digits XXXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• WDHDpresent</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>
<b>Aggregate Days Attendance-T5</b>	Aggregate Days Present for the T5 Transportation Code. Logic reports the sum of the WDHDpresent field for all reported N days marked for both Attendance and Instruction.	Numeric, 10 digits XXXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• WDHDpresent</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Aggregate Days Attendance-NT</b>	Aggregate Days Present for the NT Transportation Code. Logic reports the sum of the WDHDpresent field for all reported N days marked for both Attendance and Instruction.	Numeric, 10 digits  XXXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• WDHDpresent</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>
<b>Aggregate Days Absence-T1</b>	Aggregate Days Absent for the T1 Transportation Code. Logic reports the sum of the WDHDabsent field for all reported N days marked for both Attendance and Instruction.	Numeric, 10 digits  XXXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• WDHDabsent</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Aggregate Days Absence-T2</b>	Aggregate Days Absent for the T2 Transportation Code. Logic reports the sum of the WDHDabsent field for all reported N days marked for both Attendance and Instruction.	Numeric, 10 digits XXXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• WDHDabsent</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>
<b>Aggregate Days Absence-T3</b>	Aggregate Days Absent for the T3 Transportation Code. Logic reports the sum of the WDHDabsent field for all reported N days marked for both Attendance and Instruction.	Numeric, 10 digits XXXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• WDHDabsent</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>



Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Aggregate Days Absence-T4</b>	Aggregate Days Absent for the T4 Transportation Code. Logic reports the sum of the WDHDabsent field for all reported N days marked for both Attendance and Instruction.	Numeric, 10 digits XXXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• WDHDabsent</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>
<b>Aggregate Days Absence-T5</b>	Aggregate Days Absent for the T5 Transportation Code. Logic reports the sum of the WDHDabsent field for all reported N days marked for both Attendance and Instruction.	Numeric, 10 digits XXXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• WDHDabsent</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Aggregate Days Absence-NT</b>	Aggregate Days Absent for the NT Transportation Code. Logic reports the sum of the WDHDabsent field for all reported N days marked for both Attendance and Instruction.	Numeric, 10 digits XXXXXXXXXX	Not dynamically stored	Calculated <ul style="list-style-type: none"> <li>• WDHDabsent</li> <li>• instructionalDay = Y</li> <li>• attendanceDay = Y</li> </ul>
<b>Total Attendance Days</b>	The total number of attendance days in the reported period. Total N days marked "Instructional" AND "Attendance" in the Calendar > Days editor. A day is only counted once, even if it is marked as a N day in multiple calendars.	Numeric, 10 digits XXXXXXXXXX	Not dynamically stored	Scheduling & Courses > Calendar Setup > Day Setup

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Date 1</b>	Identifies the first selected date. Displays date of earliest day marked N: Non-Traditional Instruction in ANY calendar in the district	Date field, 8 characters CCYYMMDD	Not dynamically stored	Scheduling & Courses > Calendar Setup > Day Setup
<b>Date 2</b>	Identifies the second selected date. Displays date of next, earliest day marked N: Non-Traditional Instruction in ANY calendar in the district.	Date field, 8 characters CCYYMMDD	Not dynamically stored	Scheduling & Courses > Calendar Setup > Day Setup
<b>Date 3</b>	Identifies the third selected date. Displays date of next, earliest day marked N: Non-Traditional Instruction in ANY calendar in the district.	Date field, 8 characters CCYYMMDD	Not dynamically stored	Scheduling & Courses > Calendar Setup > Day Setup

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Date 4</b>	Identifies the fourth selected date. Displays date of next, earliest day marked N: Non-Traditional Instruction in ANY calendar in the district.	Date field, 8 characters CCYYMMDD	Not dynamically stored	Scheduling & Courses > Calendar Setup > Day Setup
<b>Date 5</b>	Identifies the fifth selected date. Displays date of next, earliest day marked N: Non-Traditional Instruction in ANY calendar in the district.	Date field, 8 characters CCYYMMDD	Not dynamically stored	Scheduling & Courses > Calendar Setup > Day Setup
<b>Date 6</b>	Identifies the sixth selected date. Displays date of next, earliest day marked N: Non-Traditional Instruction in ANY calendar in the district.	Date field, 8 characters CCYYMMDD	Not dynamically stored	Scheduling & Courses > Calendar Setup > Day Setup

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Date 7</b>	Identifies the seventh selected date. Displays date of next, earliest day marked N: Non-Traditional Instruction in ANY calendar in the district.	Date field, 8 characters CCYYMMDD	Not dynamically stored	Scheduling & Courses > Calendar Setup > Day Setup
<b>Date 8</b>	Identifies the eighth selected date. Displays date of next, earliest day marked N: Non-Traditional Instruction in ANY calendar in the district.	Date field, 8 characters CCYYMMDD	Not dynamically stored	Scheduling & Courses > Calendar Setup > Day Setup
<b>Date 9</b>	Identifies the ninth selected date. Displays date of next, earliest day marked N: Non-Traditional Instruction in ANY calendar in the district.	Date field, 8 characters CCYYMMDD	Not dynamically stored	Scheduling & Courses > Calendar Setup > Day Setup

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Date 10</b>	Identifies the tenth selected date. Displays date of next, earliest day marked N: Non-Traditional Instruction in ANY calendar in the district.	Date field, 8 characters CCYYMMDD	Not dynamically stored	Scheduling & Courses > Calendar Setup > Day Setup
<b>Number of Days Requested</b>	Total number of days with a Day Event of N. Unique count of dates where at least one calendar in the district marked it as a N: Non-Traditional Instruction Day	Numeric, 2 characters XX	Not dynamically stored	Not dynamically stored