Record N - Non-Traditional Instruction Days (Kentucky)

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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.

Non-Traditional Instruction Days

Report Logic

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

1. Select the approrpriate 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.

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.

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

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

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Calendar ID	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
Record Code	Identifies the record's code number. Reports as W.	Numeric, 1 digit	Calculated, not dynamically stored	Calculated, not dynamically stored
Grade	Identifies the student's grade level.	Alphanumeric, 2 characters XX	gradeLevel.stateGrade	Scheduling & Courses > Calendar Setup > Grade Level Setup > State Grade Level Code
Aggregate Days Attendance-T1	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 • WDHDpresent • instructionalDay = Y • attendanceDay = Y

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Aggregate Days Attendance-T2	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 • WDHDpresent • instructionalDay = Y • attendanceDay = Y
Aggregate Days Attendance-T3	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 • WDHDpresent • instructionalDay = Y • attendanceDay = Y

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Aggregate Days Attendance-T4	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 • WDHDpresent • instructionalDay = Y • attendanceDay = Y
Aggregate Days Attendance-T5	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 • WDHDpresent • instructionalDay = Y • attendanceDay = Y

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Aggregate Days Attendance-NT	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 • WDHDpresent • instructionalDay = Y • attendanceDay = Y
Aggregate Days Absence-T1	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 • WDHDabsent • instructionalDay = Y • attendanceDay = Y

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Aggregate Days Absence-T2	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 • WDHDabsent • instructionalDay = Y • attendanceDay = Y
Aggregate Days Absence-T3	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 • WDHDabsent • instructionalDay = Y • attendanceDay = Y

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Aggregate Days Absence-T4	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 • WDHDabsent • instructionalDay = Y • attendanceDay = Y
Aggregate Days Absence-T5	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 • WDHDabsent • instructionalDay = Y • attendanceDay = Y

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Aggregate Days Absence-NT	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 • WDHDabsent • instructionalDay = Y • attendanceDay = Y
Total Attendance Days	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
Date 1	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
Date 2	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
Date 3	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
Date 4	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
Date 5	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
Date 6	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
Date 7	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
Date 8	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
Date 9	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
Date 10	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
Number of Days Requested	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