

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

Last Modified on 03/11/2024 8:44 am CDT

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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.

The screenshot shows the 'Superintendent's Annual Attendance Report (SAAR) Enrollment Report' interface. The left sidebar contains a navigation menu with 'SAAR Report' selected. The main content area is titled 'Superintendent's Annual Attendance Report (SAAR) Enrollment Report' and includes a description of the report. Below this, there are several sections for configuring the report:

- Report Options:** Includes 'Report Type' (Summary selected), 'Extract Format' (PDF), and 'Date Range' (Month 1-10).
- Report Selection:** A list of checkboxes for various report components. The checkbox for 'RN Non-Traditional Instruction Days' is checked and highlighted with a red box and a red arrow. Below it, the text reads 'No Non-Traditional Instruction Days have been set.'
- Select Calendars:** A list of school calendars for the 15-16 year.
- Select Students:** A dropdown menu for 'Grade' (00-08) and an 'Ad Hoc Filter' field.
- Specify 5 Low Attendance Days:** A section with input fields and a 'Load 5 Low Att. Days' button.

At the bottom, there are buttons for 'Generate Report', 'Validation Report', and 'Submit to Batch', along with a 'Batch Queue List' table.

Image 1: RN - Non-Traditional Instruction Days Editor

# 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 System Administration > Calendar > Calendar > Days.
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.

| COUNTY PUBLIC SCHOOLS                          |  | Superintendent's Annual Attendance (SAAR) Report             |     |     |     |     |       |                 |
|--|--|--|-----|-----|-----|-----|-------|-----------------|
| Generate on 01/20/2016 02:51:46 PM Page 1 of 7 |  | Record Format: N - Ten (10) Non-Traditional Instruction Days |     |     |     |     |       |                 |
|  |  | School Month: 1, 2, 3, 4                                     |     |     |     |     |       |                 |
|  |  | Calendars: 12 Schools: 12 Grades Count: 14                   |     |     |     |     |       |                 |
| <b>#456 Ackerly</b>                            |  |  |     |     |     |     |       |                 |
| Grade  | Aggregate Non-Traditional Instruction Days - PRESENT |  |     |     |     |     | Total | Attendance Days |
|  | T1   | T2   | T3  | T4  | T5  | NT  |       |                 |
| 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               |
| <b>Total</b>                                   | .00  | .00  | .00 | .00 | .00 | .00 | .00   | <b>0</b>        |

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<br>XXX | district.number | System Administration > Resources > District Information     |
| <b>School Number</b>   | Identifies the school's unique identification number.   | Numeric, 3 digits<br>XXX | school.number   | System Administration > Resources > School > Location Number |

| Element Name                        | Description   | Type, Format and Length             | Campus Database                    | Campus Interface  |
|-------------------------------------|---|-------------------------------------|------------------------------------|---|
| <b>Year</b>                         | Identifies the last two digits of the School year (e.g. 2009-2010 = 10).  | Numeric, 2 digits<br>XX             | calendar.endYear                   | System Administration > Calendar > Calendar > End Date  |
| <b>Calendar ID</b>                  | Identifies the start date for month 1 of the school's calendar.   | Datefield, 8 characters<br>YYYYMMDD | schoolMonth.startDate              | System Administration > Calendar > Calendar > 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<br>XX    | gradeLevel.stateGrade              | System Administration > Calendar > Calendar > Grade Level > 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<br>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<br>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<br>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<br>XXXXXXXXXXXX | 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<br>XXXXXXXXXXXX | 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<br>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<br>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 Absent-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<br>XXXXXXXXXXXX | 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 Absent-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<br>XXXXXXXXXXXX | 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<br>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<br>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<br>XXXXXXXXXXXX | Not dynamically stored | Calculated <ul style="list-style-type: none"> <li>• WDHDabsent = Y</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<br>XXXXXXXXXXXX | Not dynamically stored | System Administration > Calendar > Calendar > Days   |

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

| 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<br>CCYYMMDD | Not dynamically stored | System Administration > Calendar > Calendar > Days |
| <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<br>CCYYMMDD | Not dynamically stored | System Administration > Calendar > Calendar > Days |
| <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<br>CCYYMMDD | Not dynamically stored | System Administration > Calendar > Calendar > Days |

| 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<br>CCYYMMDD | Not dynamically stored | System Administration > Calendar > Calendar > Days |
| <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<br>CCYYMMDD | Not dynamically stored | System Administration > Calendar > Calendar > Days |
| <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<br>CCYYMMDD | Not dynamically stored | System Administration > Calendar > Calendar > Days |

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