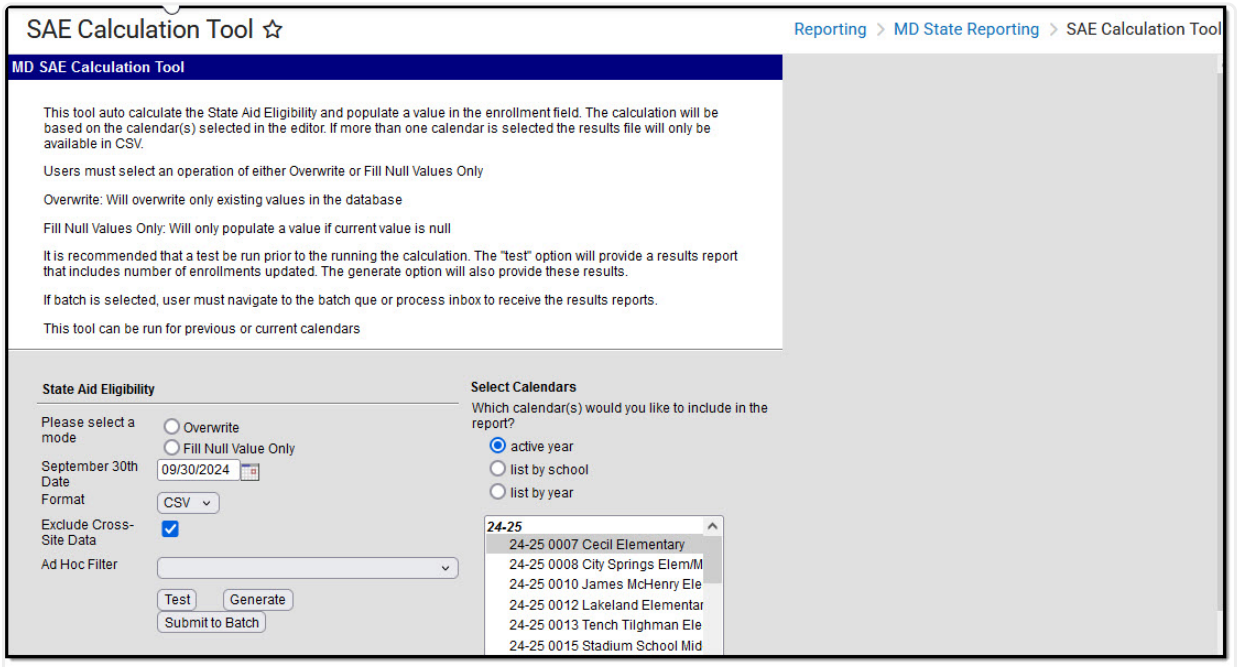
SAE Calculation Tool (Maryland)

Last Modified on 11/12/2026 10:21 am CST

Path: Reporting > MD State Reporting > SAE Calculation Tool

The SAE Calculation Tool determines State Aid Eligibility (SAE) and populates the State Aid Eligibility field on the Enrollment tab. SAE is reported in the September 30th Attendance report.

The September 30th Attendance and Enrollment report requires districts to report a State Aid Eligibility type. The calculation used to determine the eligibility is very complex. To ensure the extract is generated in a reasonable amount of time, the SAE calculation is completed using this tool.



SAE Calculation Tool Editor

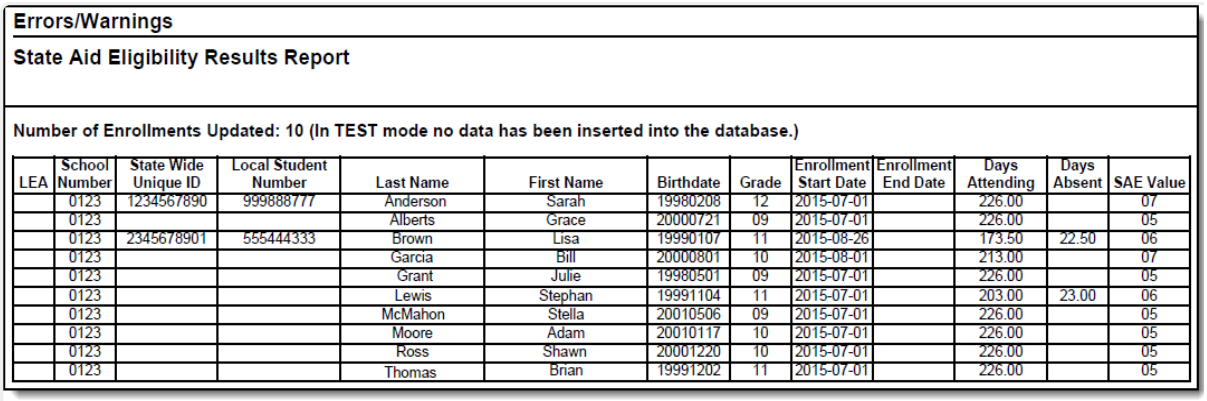
Report editor

Report Option	Description
Mode Selection	• **Overwrite**: Overwrites any existing State Aid Eligibility values. • **Fill Null Value Only**: If a student does not have a State Aid Eligibility value, this option calculates and adds the value to their Enrollment.
September 30th Date	Defaults to 09/30/YYYY.
Format	Indicates how the report generates: • CSV • PDF If more than one calendar is selected the results file is only available in CSV.

Exclude Cross-Site Data	Cross-site section enrollment data is **not** included in the report when checked. • Cross-site enrollment functionality must be enabled at the district level for the checkbox to display. • Defaults to checked.
Ad Hoc Filter	When chosen, only students included in the selected ad hoc filter are reported in the extract if they meet the extract's requirements.
Select Calendars	At least one calendar must be selected to generate the report. Calendars can be selected by the active year, by school name or by year.
Test	Calculates based on selections in the extract editor and requirements outlined in Absence Calculation for students and returns a results report.
Generate	To display the results of the report immediately, click the **Generate Report** button. This is best if the selection criteria is small (one or two calendars, a short date range, a smaller student selection, etc.).
Submit to Batch	To display the results of the report at a later time, click the **Submit to Batch** button. The Batch Queue tool is used by some districts /states to generate large, system-intense reports. This tool helps prevent report time-out errors and/or system performance issues. See the Batch Queue article for more information

Calculate and update state aid eligibility values

1. Select one of the following modes:
   - **Overwrite**
   - **Fill Null Value Only**
2. Select a **Calendar**. At least one calendar must be selected to generate the report.
3. Click the **Test** button.
   The tool calculates SAE values for students and returns a results report.



Errors/Warnings

State Aid Eligibility Results Report

Number of Enrollments Updated: 10 (In TEST mode no data has been inserted into the database.)

LEA	School Number	State Wide Unique ID	Local Student Number	Last Name	First Name	Birthdate	Grade	Enrollment Start Date	Enrollment End Date	Days Attending	Days Absent	SAE Value
	0123	1234567890	999888777	Anderson	Sarah	19980208	12	2015-07-01		226.00		07
	0123			Alberts	Grace	20000721	09	2015-07-01		226.00		05
	0123	2345678901	555444333	Brown	Lisa	19990107	11	2015-08-26		173.50	22.50	06
	0123			Garcia	Bill	20000801	10	2015-08-01		213.00		07
	0123			Grant	Julie	19980501	09	2015-07-01		226.00		05
	0123			Lewis	Stephan	19991104	11	2015-07-01		203.00	23.00	06
	0123			McMahon	Stella	20010506	09	2015-07-01		226.00		05
	0123			Moore	Adam	20010117	10	2015-07-01		226.00		05
	0123			Ross	Shawn	20001220	10	2015-07-01		226.00		05
	0123			Thomas	Brian	19991202	11	2015-07-01		226.00		05

State Aid Eligibility Results Report

4. Click the **Generate** button or **Submit to Batch**.
   The tool updates students' State Aid Eligibility values based on the options you selected in the editor. If a student does not meet any of the state aid eligibility values, no record is reported, and the student appears in the errors extract. If the student does not have an active household address as of the September 30th date, the student reports with all address fields null. If the student is tied to more than one household, a record for each household reports.

Results report layout

Different data elements are displayed depending on the results, errors, or warnings. The possible options are indicated below.

Data Element Label	Description	Location
LEA	The two-digit State designation of the LEA. Reports the State District Number.	District Information > State District Number
School Number	The identifying number of the school tied to the student's enrollment. 1. Reports the school number from the resident school field on the student's enrollment if the school tied to the student's enrollment is a type of 99. OR 2. Reports the home school number from the student’s enrollment. OR 3. Reports from the school number on the school table tied to the enrollment if Home School is null.	School Information > Type > 99 Enrollment > Special Ed Fields > Providing School *(enrollment.providingschool)* Enrollment > Home School School Information > State School Number(School at time of enrollment)

Statewide Unique Identifier	Unique Student Statewide Identifier (MSDE Assigned). Reports the Student State ID.	Demographics > Student State ID
Local Student Number	Unique Local Assigned Student Number. Reports the Student Number.	Demographics > Student Number
Last Name	Reports the student's last name from the current Identity record. • If Legal Last Name is not NULL, reports from Legal Last Name. • If Legal Last Name is NULL, reports from Last Name.	Identities > Current Identity > Legal Last Name Identities > Current Identity > Last Name
First Name	Reports the student's first name from the current Identity record. • If Legal First Name is not NULL, reports from Legal Last Name. • If Legal First Name is NULL, reports from Last Name.	Census > People > Identities > Current Identity > Legal First Name Identities > Current Identity > First Name
Birth Date	The student's date of birth.	Identities > Current Identity > Birth Date
Grade	The two-digit number of the grade in which the student is placed.	Enrollments > Grade, associated state grade level
Household Name	The household name.	Household > Address
Household Address	The address tied to the household.	Household > Address
Address Start Date	The start date of the address.	Household > Address > Start Date
Enrollment Start Date	The student's enrollment start date.	Enrollments > Enrollment Start Date
Enrollment End Date	The student's enrollment end date.	Enrollments > Enrollment End Date
Days Attending	The number of days the student attended.	Enrollment
Days Absent	The number of days absent.	
SAE	State Aid Eligibility The calculated value that was inserted into the student's enrollment.	

Errors and warnings

Error / Warning	Description
Error 1	The student’s enrollment(s) does not meet any of the State Aid Eligibility options. No value was inserted or overwritten.
Error 2	The student’s enrollment(s) is in a calendar with no instructional days. The calendar is tied to a school with a Type that is not 99:Non Public. No value was inserted or overwritten.
Warning 1	The students do NOT have any address active as of the September 30th date in the extract editor in the state of Maryland. These students have received a State Aid Eligibility of 05. Students report once for each household and address. If the student is tied to more than one household, they will report multiple times.
Warning 2	The students have active enrollments but have 10 or more full-day absences tied to state code 20 or 21 prior to the September 30th effective date AND excused absences on and after the September 30th effective date. Students also have an SAE of 01, 02, 03, 05, 07, or 09. Please review the SAE Eligibility determined for the students.
Warning 3	The students' addresses are active after the September 30th date in the extract editor with a state of Maryland. These students have received a State Aid Eligibility of 05. Students will report once for each household and address. If a student is tied to more than one household, they report multiple times.
Warning 4	Students have an SAE OF 10,11,12. Displays students are enrolled in PTECH (0875,0877,0878) and have an SAE code that is NOT 10, 11 or 12.

SAE code values

State Aid Eligibility codes are assigned based on the following scenarios.

Value	Name	Description
00	Withdrawn	• The student has an enrollment end date in a selected calendar that is prior to the 9/30 Effective Date. -*Instructional days are not considered in this calculation.* • Enrollment end date is on the 9/30 Effective Date AND exit code is not T10.

Value	Name	Description
04	Ineligible – no attendance in September	The student is actively enrolled on the first instructional and attendance day of the calendar. AND The student is actively enrolled in the same calendar as of the 9/30 Effective Date. • There is no gap in enrollment. AND The student has 0 Days Present. If the student is not scheduled into ANY instructional periods during this time frame, those days are considered absent.
06	Ineligible – COMAR 13A.02.06	ONE of the following scenarios is true: • Student of any age has at least a .5 day of attendance in August AND no attendance in September **OR** • Student must be absent a full day on September 30th Effective Date AND has no attendance in October (regardless of excused/unexcused) **OR** • Student must be present at least .5 day of attendance in September and .5 day in October AND has 10 or more consecutive absences. 10 consecutive absences must be state code of 20 or 21 and include the September 30th Effective Date AND the 1st Instructional/Attendance Day in October **OR** • Student must be absent half a day on the September 30th Effective Date AND have no present days during the 10 Instructional/Attendance days before and after the September 30th Effective Date. The 10 absences before or after the September 30th Effective Date can have any state attendance code.
03	Ineligible – age less than 5	The student did not qualify for a State Aid Eligibility of 00, 04 or 06. AND The student is enrolled in state grade level of 92, 93, 94, 95, or 96.
02	Ineligible – age 21 and over	The student did not qualify for a State Aid Eligibility of 00, 04, 06, or 03. AND The Student is 21 years old before September 1st of the reporting year. AND The student is present at least .5 day in September.

Value	Name	Description
05	Ineligible – Maryland non – resident student	The student did not qualify for a State Aid Eligibility of 00, 04, 06, 03 or 02. AND The student does not have an address where state = MD • Check ALL active addresses tied to the student as of the September 30th effective date.
09	Ineligible – Nonpublic Placement	The student did not qualify for a State Aid Eligibility of 00, 04, 06, 03, 02, or 05. AND The student's enrollment as of the September 30th Effective Date is in a school where school type is 99: non-public.
07	Ineligible – documentation of immunization unavailable	The student did not qualify for a State Aid Eligibility of 00, 04, 06, 03, 02, 05, or 09. AND The student does NOT have the Immunization Compliance box checked on their enrollment

Value	Name	Description
01	Eligible for State Aid	The student did not qualify for a State Aid Eligibility of 00, 04, 06, 03, 02, 05, 09, or 07. AND The student is present for a full day on the September 30th Effective Date. The student did not qualify for a State Aid Eligibility of 00, 04, 06, 03, 02, 05, 09, or 07. AND The student is present at least .5 day of attendance in September and .5 day in October AND has less than 10 consecutive absences. • Consecutive absences must be state code of 20 or 21. 1. Find the last half or full day the student is present in September. 2. Find the first half or full day the student is present in October. ▪ Determine if between the September and October present days there are fewer than 10 Consecutive Full Day absences with a state code of 20 or 21. The student did not qualify for a State Aid Eligibility of 00, 04, 06, 03, 02, 05, 09, or 07. AND The student is present half a day on the September 30th Effective Date AND present at least half a day during the 10 Instructional/Attendance days before and after the September 30th Effective Date
10		Student is enrolled in a PTECH school (0875, 0877, 0878) AND Student is in grade 9, 10 or 11. **OR** Student is in grade 12 with no C60 exit code for any prior enrollment.
11		All of the following are true: • Student is 5th year PTECH. • Student is enrolled in a PTECH school (0875, 0877, 0878). • Student is in grade 12. • Student had a CXX exit code for the -1 school year.
12		All of the following are true: • Student is 6th year PTECH. • Student is enrolled in a PTECH school (0875,0877, 0878). • Student is in grade 12. • Student had a CXX exit code for the -2 school year.

Attendance calculation logic

- The attendance calculation is used to determine the following specific eligibilities: 00, 01, 04, and 06.
- The student must be enrolled in the selected calendar(s). If the student has multiple enrollments in the selected calendar, they may all be updated and appear on the Results Report unless the enrollment is marked as state-excluded.
- The calculation is based on information from the September 30th date through the system date. No future data is considered.
- If the student has a value in the FTE field on their enrollment, then the tool completes the following steps.

    1. Finds the number of student day minutes from the calendar.
    2. Multiplies the number of student day minutes by the FTE (move the decimal of FTE two places to the left).
    3. Divides the number of minutes the student was absent by the product.
        - Absences are defined by any Attendance Code tied to a state code of 1-21 or 99.
    4. Converts the percent absent to the following values.

Percent Absent	Absent Value	Attendance Value
0-33	0	1
34-66	.5	.5
67-100	1	0

- If the student does NOT have a value in the FTE field on their enrollment, then the tool calculates the total number of absences for the reporting period based on the values found in System Administration > Calendar > Whole Day (absence) and Half Day (absence). Absences are defined by any Attendance Code tied to a state code of 1-21 or 99.
- If the student does NOT have an FTE filled out on their enrollment AND is not scheduled into any instructional periods, they are considered absent for the day.