

SAE Calculation Tool (Maryland)

Last Modified on 03/11/2024 8:45 am CDT

Tool Search: SAE Calculation Tool

[Report Editor](#) | [Calculate and Update State Aid Eligibility Values](#) | [Results Report Layout](#) | [Errors / Warnings](#) | [SAE Code Values](#) | [Attendance Calculation Logic](#)

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 generates in a reasonable amount of time, the SAE calculation is completed using this tool.

SAE Calculation Tool ☆

Reporting > MD State Reporting > SAE Calculation Tool

MD SAE Calculation Tool

This tool auto calculate the State Aid Eligibility and populate a value in the enrollment field. The calculation will be based on the calendar(s) selected in the editor. If more than one calendar is selected the results file will only be available in CSV.

Users must select an operation of either Overwrite or Fill Null Values Only

Overwrite: Will overwrite only existing values in the database

Fill Null Values Only: Will only populate a value if current value is null

It is recommended that a test be run prior to the running the calculation. The "test" option will provide a results report that includes number of enrollments updated. The generate option will also provide these results.

If batch is selected, user must navigate to the batch que or process inbox to receive the results reports.

This tool can be run for previous or current calendars

State Aid Eligibility

Please select a mode Overwrite
 Fill Null Value Only

September 30th Date

Format

Ad Hoc Filter

Select Calendars

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

19-20

- 19-20 0004 Steuart Hill Academ
- 19-20 0007 Cecil Elementary
- 19-20 0008 City Springs Elem/M
- 19-20 0010 James McHenry Elem/
- 19-20 0011 Eutaw-Marshburn Ele
- 19-20 0012 Lakeland Elementary
- 19-20 0013 Tench Tilghman Elem
- 19-20 0015 Stadium School Midd
- 19-20 0016 Johnston Square Ele
- 19-20 0053 Margaret Brent Elem
- 19-20 0054 Barclay Elementary/
- 19-20 0055 Hampden Elem/Middle
- 19-20 0058 Dr. Nathan A. Pitts
- 19-20 0060 Gwynns Falls Elemen

CTRL-click or SHIFT-click to select multiple

 Show top tasks submitted between and

Report Editor

Report Option	Description
Mode Selection	<ul style="list-style-type: none"> 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	<p>Indicates how the report generates:</p> <ul style="list-style-type: none"> • CSV • PDF <p>If more than one calendar is selected the results file is only available in CSV.</p>
Ad Hoc Filter	<p>When chosen, only those students included in the selected ad hoc filter are reported in the extract, if they meet the requirements of the extract.</p>
Select Calendars	<p>At least one calendar needs to be selected in order to generate the report. Calendars can be selected by the active year, by school name or by year.</p>
Test	<p>Calculates based on selections in extract editor and requirements in outlined in Absence Calculation for students and return a results report.</p>
Generate	<p>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.).</p>
Submit to Batch	<p>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</p>

Calculate and Update State Aid Eligibility Values

- Select one of the following modes:
 - **Overwrite**
 - **Fill Null Value Only**
- Select a **Calendar**. At least one calendar needs to be selected in order to generate the report.
- Click the **Test** button.

Result

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**.

Result

The tool updates student's State Aid Eligibility values based on the options you selected on the editor. If a student is not able to meet any of the state aid eligibility values, a record does not report and the student appears on 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 display depending on the results, error, or warning scenarios. The possible options are indicated below.

▶ [Click here to expand...](#)

Errors / 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 30 th date in the extract editor with a 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 of 20 or 21 prior to the September 30th effective date AND have excused absences on and after the September 30 th effective date. Students also have a SAE of 01, 02, 03, 05, 07, or 09. Please review the SAE Eligibility determined for the students.
Warning 3	The students have addresses active AFTER the September 30 th 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 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.

▶ [Click here to expand...](#)

Attendance Calculation Logic

- The attendance calculation is used to determine the following specific eligibilities: 00, 01, 04, and 06.
- The student must have an enrollment in the selected calendar(s). If the student has multiple enrollments in the selected calendar, multiple enrollments may 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 decimal of FTE to the left two places).
 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
 4. Converts the percent absent to the following values.

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

Percent Absent	Absent Value	Attendance Value
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.
 - 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.
-