

# SAAR (Kentucky)

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Tool Search: SAAR Report

The SAAR (Superintendent's Annual Attendance Report) provides a summary of each district's attendance data for the entire school year, which is used for funding purposes. The SAAR consists of thirteen separate reports with unique logic, formatting and purpose. Each Record of SAAR can be run individually, or the SAAR can be run as a set. The Summary report types provide aggregate data suitable for state submission. The Detail report types provide student-level data for verification, analysis, and reference.

Submission to the state takes place in May and June, with the final deadline June 30<sup>th</sup>.

There are a number of changes from how the legacy system reported SAAR data:

- All Partial Day calculations are included directly in Record 7. Partial-day attendance entries do not need to be adjusted.
- Record formats V, S and X are only available in PDF format, as they are included in the Aggregate Adjustment Days on Record 7 (both in PDF and in export format).

The SAAR Report is no longer available in State Editions of Campus.

SAAR Report ☆

Reporting > KY State Reporting > 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
☐ School Month

To

☐ Month 1 (07/10/2023 - 07/26/2024)
☐ Month 2 (08/31/2024 - 09/27/2024)
☐ Month 3 (09/28/2024 - 10/30/2024)
☐ Month 4 (10/31/2024 - 12/02/2024)
☐ Month 5 (12/03/2024 - 01/10/2025)
☐ Month 6 (01/11/2025 - 02/07/2025)
☐ Month 7 (02/08/2025 - 03/07/2025)
☐ Month 8 (03/08/2025 - 04/11/2025)
☐ Month 9 (04/12/2025 - 05/12/2025)
☐ Month 10 (05/13/2025 - 06/06/2025)

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
☐ RL Ten Low Attendance Days
☒ RW Ten Low Attendance Weather Days  
No Low Weather Days have been set.
☒ 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 Academy @ Shawnee High  
24-25 Academy @ Shawnee Middle  
24-25 Ackerly  
24-25 Ahrens Educational Resou  
24-25 Alex R Kennedy Elementar  
24-25 Atherton High  
24-25 Atkinson Academy  
24-25 Auburndale Elementary  
24-25 Audubon Traditional Elem  
24-25 Ballard High  
24-25 Barret Traditional Middl  
24-25 Bates Elementary  
24-25 Bellewood  
24-25 Binet School  
24-25 Blake Elementary  
24-25 Bloom Elementary  
24-25 Blue Lick Elementary

CTRL-click and SHIFT-click for multiple  
(Calendars: 223 Schools: 168)

Select Students

☒ Grade

All Students

00  
01  
02  
03  
04  
05  
06  
07  
08

☐ Ad Hoc Filter

Specify 5 Low Attendance Days

Load 5 Low Att. Days

Clear

Specify 10 Low Attendance Days

Load 10 Low Att. Days

Clear

SAAR Extract Editor

## Available SAAR Reports

The following reports are available. Follow the link to see specific report logic and instructions on generating individual extracts:

- [Record 1 - School Calendar \(Kentucky\)](#)
- [Record 2 - Enrollment and Reenrollment \(Kentucky\)](#)
- [Record 3 - Withdrawals \(Kentucky\)](#)
- [Record 5 - Ethnic Count \(Kentucky\)](#)
- [Record 7 - Aggregate Attendance \(Kentucky\)](#)
- [Record 9 - Non-contract, Over and Under Attendance \(Kentucky\)](#)
- Record H - Home and Hospital (Kentucky)
- [Record L - Five \(5\) Low Attendance Days \(Kentucky\)](#)
  - **Note:** The Record L: Ten Attendance Days and the Record L: Five Low Attendance Days reports cannot be generated at the same time.
- [Record L - Ten \(10\) Low Attendance Days \(Kentucky\)](#)
- [Record W - Ten \(10\) Low Attendance Weather Days \(Kentucky\)](#)

- [Record N - Non-Traditional Instruction Days \(Kentucky\)](#)
- [Record V - Virtual Performance Based Attendance \(Kentucky\)](#)
- [Record S - Out of School Suspension \(Kentucky\)](#)
- [Record X - Expulsion \(Kentucky\)](#)
- [District Daily Attendance \(Kentucky\)](#)

## Report Editor Details

Field	Description
<b>Report Type</b>	<p><b>Summary:</b> This is the default display of the extract editor. This mode is used for official submission of the SAAR and provides access to all records of SAAR with aggregate attendance data.</p> <p><b>Detail:</b> This is the alternative view of the report options. This mode contains a more limited set of options as it is only available for 5 records of SAAR: RS, RX, RH, R9 and RV. Detail mode reports produce attendance data summarized by student.</p> <p>For more information, see the <a href="#">Difference Between Detail and Summary Report Type</a> section below.</p>
<b>Extract Format</b>	<p>Extract formats include PDF, HTML and State Format (Fixed Width). When submitting information to the KDE, use the State Format (fixed width); otherwise, use either PDF or HTML formats for reviewing data prior to submission.</p> <p>When State Format (Fixed Width) is selected, reports RV, RS, RX and District Daily Attendance are no longer available.</p>
<b>Date Range/School Month</b>	<p>A date range may be used while generating the extract. Dates are entered in <i>MMDDYYYY</i> format or by selecting the calendar option and clicking on the desired days. Additionally, school months may be selected to create a date range. By selecting non-sequential months (Month 4 and Month 7, for example) the date range will include ALL data between the beginning of month 4 and the end of month 7.</p>
<b>Report Selection</b>	<p>Marking the All Reports checkbox selects all available reports to be generated. Users may also enter a Last Years SAAR ADA which is acquired from the previous year's KDE SAAR Report Summary, when running the District Daily Attendance record of SAAR.</p>
<b>Last Year's Full SAAR ADA</b>	<p>Enter last year's SAAR ADA acquired from the previous year's KDE SAAR Summary. This value is reported on the <a href="#">District Daily Attendance</a> record.</p>
<b>Select Calendars</b>	<p>At least one calendar must be selected to generate the SAAR reports. Multiple calendars can be selected by using the CTRL and SHIFT keys or by marking the All Calendars checkbox.</p>

Field	Description
<b>Students</b>	Select which grades to report student data.  <b>Ad Hoc Filter</b> - Select an <a href="#">Ad hoc filter</a> to report data on a specific set of students.
<b>Specify 5 Low Attendance Days</b>	Select the <b>Load 5 Low Att. Days</b> button to automatically calculate and populate which 5 days in the district are considered Low Attendance Days. <ul style="list-style-type: none"> <li>Only days on which all schools are in session report.</li> <li>Days with abnormally low attendance are excluded.</li> <li>Report W and Report L conflict validation is not used and must be run separately to view any conflicts.</li> </ul>
<b>Specify 10 Low Attendance Days</b>	Select the <b>Load 10 Low Att. Days</b> button to automatically calculate and populate which 10 days in the district are considered Low Attendance Days. <ul style="list-style-type: none"> <li>Only days on which all schools are in session report.</li> <li>Days with abnormally low attendance are excluded.</li> <li>Report W and Report L conflict validation is not used and must be run separately to view any conflicts.</li> </ul>
<b>Batch Queue List</b>	Selecting the Submit to Batch button 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 <b>Get this Report</b> text which when selected, will display the report in the specified format.

## Transportation Logic

The following Transportation report logic applies to the R7, R9, RH, RL, RW, and RN options:

- When the Transportation 2.0 tool is enabled, transportation 2.0 records with Start and End Dates within the selected data range on the extract editor report are included.
- When Transportation 2.0 is not enabled, transportation data reports from the original Transportation tool.

## Preparing for SAAR Reporting

[Identifying Schedule Gaps](#) | [Identifying Day Gaps](#) | [Verifying Multiple Enrollment Schedules](#) | [Other Edit Reports](#)

Before generating the SAAR reports, it is recommended districts review data and modify erroneous areas. The following lists the areas and order in which data should be reviewed.

## Identifying Schedule Gaps

**PATH:** *Scheduling > Student Gap Scheduler*

Identify students missing one or more courses in a period or term throughout the year using the

[Student Gap Scheduler](#). Filling in the gaps not only prevents students from being viewed as partial day students by the report logic, but also prevents receiving partial funding for those students.

## Identifying Day Gaps

**PATH:** *KY State Reporting > Edit Reports > Schedule Gap Attendance*

After filling student schedule gaps, run the [Schedule Gap Attendance](#) report to identify any students who may have a gap in attendance (where there is attendance before and after a period, but appear to have attendance missing for a period).

Edit those student's attendance records and save the days. Campus will fill in the missing attendance.

## Verifying Multiple Enrollment Schedules

**PATH:** *KY State Reporting > Edit Reports > Multiple Enrollment Schedules*

Verify students who withdrew from a school and re-enrolled. Verify their schedules reflect accurate roster start and end dates to represent both enrollments via the Multiple Enrollment Schedules report.

## Other Edit Reports

**PATH:** *KY State Reporting > Edit Reports*

Generate the following reports for additional data review:

- **Expulsion Attendance Report** : Identifies student expulsion without services and any incorrect attendance associated with it.
- **Suspension Attendance Linkage** : Identifies suspended students who do not have attendance matching their suspension.
- **Missing Enrollment End Status** : Identifies enrollments that were end-dated when a new enrollment was created and no end status (Record 3) was entered.
- **Overage/Underage Report** : Identifies students who fall into the three categories reported on SAAR: Students in 2000 not 5 years old by October 1, students in 2001 not 6 years old by October 1 and students with their 21st birthday during the reported school year.
- **Schedule Structure Grades Report** : Identifies students who are enrolled in a grade that is not supported by the schedule structure in which they are enrolled. Contact Campus Support for guidance as needed.

## SAAR Validations and the Validation Report

[SAAR Validations](#) | [SAAR Validation Report](#) | [Generate the Validation Report](#)

## SAAR Validations

A validation will run when RL and RW records are selected and generated in PDF or State Format (Fixed Width) format. The validation results in a PDF when PDF format is chosen, or results in a text file when State Format (Fixed Width) is chosen, with a warning message if any of the 5 Low Attendance Days (as calculated by RL) are the same as any of the designated 10 Low Attendance Weather Days in the district.

- The validation runs district-wide regardless of calendar selection.
- The validation message will include the calendar name in which the RW Low Attendance Weather Day has been set, next to the date.
- The validation will trigger in both real-time reporting and Batch Mode.

## SAAR Validation Report

**PATH:** *KY State Reporting > SAAR Report > Validation Report*



*Image 2: Validation Report*

The Validation Report should be generated prior to running the actual SAAR Report. The Validation Report looks for three key pieces of information to be correct for SAAR to be accurate.

By selecting all calendars and clicking the Validation Report button, Campus will look for three requirements:

- All schedule structures within a calendar must match on all SAAR reported data. The count of day types, the number of attendance and school days must all agree.
- School Month 1 Start Dates must be the same or later than the calendar Start Date, and School Month 10 End Date must be the same or earlier than the calendar End Date.
- All grade levels (00-14) must be properly mapped to the State Grade Level on the Calendar Grade Level tab (*System Administration > Calendar > Calendar > Grade Level*).

## Generate the Validation Report

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. Determine the **Report Selection** to be included in the Validation Report. If all types should be included, select the All Types checkbox; otherwise mark the checkbox associated with the desired report.
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. Specify **10 Low Attendance Days** by selecting the **Load 10 Low Att. Days** button (optional).



## Detail

In the example below, a Detail Report of the RS Report lists information about the two students who meet the criteria for 018: High School.

Superintendent's Annual Attendance (SAAR) Report				
Record Format: S - Suspension				
Detail Report				
School Month: 1, 2, 3, 4, 5, 6				
Calendar: 1516 High School Grades Count: 1				
#018 High School				
Grade	Student Enrollment	Total Suspension Days	Eligible Suspension Days	# of Suspensions
11	Isiah SD#	3.00	3.00	1
11	Alexander SD#	3.00	3.00	1
Totals		6.00	6.00	2

## Summary

In the Summary Report of the RS Report, data is summarized by school and grade. As you can see, the two students who appeared in the detail report for 018: High School are listed here under the school and grade.

Superintendent's Annual Attendance (SAAR) Report									
Record Format: S - Out of School Suspension									
School Month: 1, 2, 3, 4, 5, 6									
Calendar: 1516 High School Grades Count: 4									
#018 High School									
Grade	Suspension Aggregate						ABSENT Days (SSP3)		
	T1	T2	T3	T4	T5	NT	Total	Heads	Multiples
09	.00	.00	.00	.00	.00	.00	.00	0	0
10	.00	.00	.00	.00	.00	.00	.00	0	0
11	3.00	.00	3.00	.00	.00	.00	6.00	2	0
12	.00	.00	.00	.00	.00	.00	.00	0	0
Total	3.00	.00	3.00	.00	.00	.00	6.00	2	0