

SRC Communication #2– 7/16/23 – District Safe Schools Administrators

District Safe Schools Administrator,

The secure [Kentucky School Report Card Data Approval Tool](#) will open on **July 17th**; at that time districts and schools can begin reviewing and approving their **2022-2023 School Safety** data that will be publicly released on the [School Report Card](#) in the fall. It is recommended to open the approval tool secure site using a Chrome browser. The items that need to be addressed by district Safe School Administrators and school principals during this review process are outlined below.

District and School Safety Domain Review/Approval – **due July 31st**:

- District safe school administrators must review the district-level safety data and either approve or flag the data.
- District safe school administrators should share this email with their school principals.
- School principals should review the school-level safety data and either approve or flag the data.
- District safe school administrators must monitor progress of school level approvals to ensure all schools have approved data.

Resource materials are available to assist with this review and approval process of safety domain:

- [School Safety Data Approval User's Guide](#): BrightBytes guidance document that will provide specifics on how to complete the review process in the School Report Card.
- [Review of Safety Data Using Safe Schools Aggregate Report](#): Instructions on using the Infinite Campus Safe Schools aggregate report to assist with comparing Infinite Campus safe schools' data to the School Report Card (SRC) data.

The school-level data entry of *Precautionary Measures* - **due September 29th**: This task is only done at the school-level; data entry is not required for district-level

The [Safety Precautionary Measures Guide](#) can be used to assist with entering this collector item.

Important information regarding access to the Kentucky School Report Card Data Approval Tool:

- Persons listed as District Safe Schools Administrator in Web Security Administrator –WSA (aka People Manager) will automatically have access to the secure site for their specified district
- Persons listed as School Principal in Web Security Administrator –WSA (aka People Manager) will automatically have access to the secure site for their specified school
- These roles can be verified by using the [online directory](#) in [Open House](#)

- Additional information regarding user access: [School Report Card – User Access Instructions](#)
- Additional resources available can be found on KDE’s [School Report Card Resources website](#)

I will be out of the office Monday, July 17-Wednesday, July 19 but will respond to emails upon my return. Thank you!

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Data Manager

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