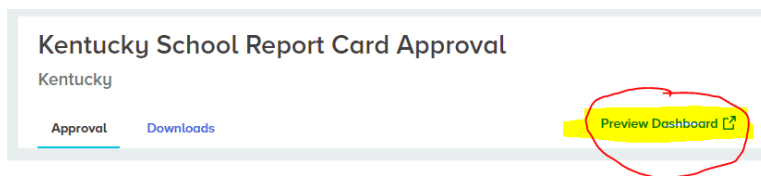## School Report Card – Reminder for Superintendents

The School Report Card (SRC) Approval Tool remains open for district review of Overview and Education Opportunity data and for data entry of SRC and School Profile Report collection detail.

Schools and districts should navigate to the Kentucky School Report Card (SRC) Data Approval Tool to complete this work. A reminder of outstanding tasks is being sent to principals, SRC contacts and district assessment coordinators today. The message is available on the SRC Resource Webpage.

School Report Card – Reminders (SRCC, DACs and Principals)

The School Report Card (SRC) Approval Tool remains open for district and school review of Overview and Education Opportunity data and for data entry of SRC and School Profile Report collection detail. Schools and districts should navigate to the Kentucky School Report Card (SRC) Data Approval Tool to:

- Verify school and district demographic details – including current principal/superintendents, and 2022-2023 local school board and school-based decision making council members – are correct by using the "Preview Dashboard" feature. See screenshot below.

NOTE: To update the superintendent or principal name/email displayed on the SRC, please have the district's web application administrator point of contact (WAAPOC) make the update in Web Security Administrator/People Role Manager and notify Jessi Carlton by email with correct contacts, including emails.

- Review data available in the Overview and Education Opportunity domains to ensure quality of this data. The SRC Quality Assurance Worksheet is a helpful tool that includes: (1) data quality reports that can be used to assist with verification and (2) KDE contacts by data point to raise questions about the data. Issues can be flagged within the SRC tool, but please verify data against the data quality reports available before flagging data as incorrect. Data listed below are not yet available in these domains; however, they are expected by mid-September. Districts will be advised as data becomes available.

  - Overview/Faculty Staff and Community/ Faulty Profile/ National Board-Certified Teachers
  - Overview/Faculty Staff and Community/ Equity
  - Career and Technical Education

- Districts can advise schools on whether they should go ahead and approve these domains based on data available or wait until the remaining data points are available in September. Districts should approve each of these domains after school and district data has been reviewed. KDE monitors only district-level approvals.
- Enter school collection items through the collection tool, data should be entered by **Sept. 29**. School Profile data should be entered before this date to allow time to get signatures on the School Profile Report before the Oct. 1 due date. The SRC Collector Items resource provides details of items that need to be entered at

the school level. The only district-level collector item is the superintendent message. Districts can use the downloads function to see Collection Data and track status of school-level data entry.

- Schools can use the Downloads function to print the School Profile Report after all collection detail has been entered. There is also a collection data download available at the school level. School Profile Reports must be signed by school-based decision-making committee members, principals and superintendents before the Oct. 1 due date for having the report available in the local board office.

The School Report Card Resources Webpage includes prior communications and other resources that can help with the review process.

CONTACTS:
- Email BrightBytes support with system questions.
- Email KDE Standards Team for School Profile Report questions.
- Email KDE Data Services for general questions.
- Email Windy Spalding for School Safety data questions.
- Email Jessi Carlton for Principal/Superintendent updates
- Contact your local district WAAPOC for user account set up. The KETS Service Desk is available to assist WAAPOCs.