
From: Conner, Dede - Director, Division of Enterprise Data
Sent: Thursday, July 16, 2015 5:07 PM
To: All State KSIS Contacts <ksiscontacts@education.ky.gov>
Cc: Stafford, Jennifer - Director, Division of Support and Research <jennifer.stafford@education.ky.gov>
Subject: KSIS Notification - School Report Card 2014-15 E-Mail #3

KSIS Points of Contact:

See information below that went out to DACs and SRCC. The information below has been loaded today.

- Learning Environment → Students → By Student Success Rate (Retention and Dropout)
- Learning Environment → Students → By Transition to Adult Life after Graduation

As schools enter collector information through the edit feature, that information can be seen immediately after the update but only at the school level.

Questions regarding data can be directed to the KDEdatarequest@education.ky.gov mailbox.

From: Stafford, Jennifer - Director, Division of Support and Research
Sent: Thursday, July 16, 2015 11:04 AM
To: All State District Assessment Coordinators; All State Report Card Contacts

Office of Assessment and Accountability
School Report Card Contact and District Assessment Coordinator
Message
School Report Card 2014-15 E-Mail #3 Updated with Attachment
July 16, 2015

IMPORTANT DATES

July 15	Learning Environment and Finance tabs open for local verification and entry in the Secure Site only
July 31	Safety Data closes for review, SRCC SurveyMonkey closes
August 14	SRC Profile, Learning Environment and Finance tabs verification period closes

Problems were reported opening the *SRC 2014-15 Calculating School Spending* attachment. Please try opening this document:



SRC 2014-15 OPEN FOR DATA ENTRY AND VERIFICATION

The School Report Card ([SECURE](#)) site is NOW open for district and school data entry and verification of non-testing information. Specifically, Learning Environment and Finance tabs are available for review.

The Learning Environment and Finance tabs have been updated with 2014-15 data. Currently, the following 2014-15 data is NOT yet available to review but will be prior to the public release of the SRC.

- Learning Environment → Students → By Lunch Status
- Learning Environment → Students → By Student Success Rate
- Learning Environment → Students → By Transition to Adult Life after Graduation
- Finance → District and State Spending per Student (August 2015)
- Finance → Revenues and Expenditures

Verification of the School Safety data is required by **July 31, 2015** to meet state reporting requirements. Data entry of collector fields and verification of other data in the Learning Environment and Finance Tabs is required by **August 14, 2015**.

SRC 2014-15 TASKS

Each SRCC is likely to need assistance with validation and entry of SRC data. As mentioned in the [SRC 2014-15 E-Mail #2](#), it is important that the SRCC identify the team of people at the school and district level that will help review the two tabs (Learning Environment and Finance).

Each SRCC must facilitate locally two data tasks:

- 1) Validation** (reviewing data KDE has populated in the tab), and
- 2) Entry** (providing local data required for the SRC that are not collected in existing KDE systems).

As schools and districts begin their work with the 2014-15 SRC, KDE will continue testing the SRC system and correcting any programming issues identified. For example, staff is working currently on state SRC totals Free and Reduced Price lunch data. Additionally, Teacher Equity data will be released in the Learning Environment tab in late summer or early fall.

DOING THE WORK

KDE extracted data from multiple systems to populate the SRC tabs scheduled for the current review. Below are some key reminders and resources for data validation and entry for each tab.

Learning Environment – includes data about students (i.e., free/reduced-price meal status), teachers (i.e., teaching method/instructional setting), technology, community, safety and programs (i.e., gifted/talented, limited English proficient, migrant, special education).

Note: Teacher data is available in the SRC, some data is populated from MUNIS and other data is provided by the Education Professional Standards Board (EPSB). These data are being loaded as staff counts this year instead of FTEs.

Nearly all of the data entry fields of the SRC are under Learning Environment. The SRCC or a local designee must enter data directly in the entry/text box provided on the SRC. Like last year, the SRC process does NOT use a separate SRC Collector.

The following is a list of the data entry fields.

- Learning Environment/Students - Spending Per Student (School Only)
- Learning Environment/Technology - Total Number of Student Instructional Workstations (*Note: Please see the new definition of “minimum standards” in the School Report Card 2013-14 Item Descriptions attached below.*)
- Learning Environment/Community - Number of students whose parent/guardian had at least one teacher conference
- Learning Environment/Community - Number of parents/guardians voting in School Council (SBDM) elections (A1 Schools only)
- Learning Environment/Community - Number of parents/guardians serving on the School Council (SBDM) or its committees (A1 Schools only)
- Learning Environment/Community - Number of volunteer hours
- Learning Environment/Safety - Do all parents receive the district discipline code?
- Learning Environment/Safety - Are parents required to sign-in?
- Learning Environment/Safety - Percentage of classrooms with telephones able to access outside lines

More helpful information regarding what should be counted and included in these data entry fields are in the attached *School Report Card 2013-14 item descriptions*.



[School Report Card Item Descriptions](#)

Finance – includes district level data only. *Data are extracted from the Superintendent's Annual Attendance Report (SAAR), MUNIS via the Annual Financial Report (AFR), SEEK System, Tax Reports, and Professional/Classified Staff Data (PSD/CSD) files.* Details were provided to finance officers on July 14.

SRCC or school staff must calculate and enter into the Learning Environment-Student tab school-level spending per student amount. The attached support document provides guidance on how to generate this data. District-level spending per student values will be calculated using unaudited AFR data.

HOW TO ACCESS THE SCHOOL REPORT CARD

The secure School Report Card is accessible through the Web Applications [login](#). When in the site, select **School Report Card (SECURE)**. Superintendents and several other role groups who had access previously will continue to have access.

Staff who do not have a KDE web apps user account, or have forgotten their username or password, should visit the following link to self-register or retrieve their username/password: <https://applications.education.ky.gov/selfregistration/>.

Newly appointed and other appropriate personnel in your district must be granted access by the District Web Application Administrator Point of Contact (WAAPOC). WAAPOCs are listed in the District and School Directory [here](#). For help with user ID or passwords, click [here](#).

Communication with the Appropriate Person (REPEAT)

DACs, please check that your district SRCC received this e-mail. In order to have full contact information, all SRCCs are asked to complete the SurveyMonkey at this [link](#) by July 31.

SUPPORT TO SRCCS

The Office of Assessment and Accountability will send e-mails to SRCCs that provide resources and answers to general questions or problems. Groups (for example, Safe Schools Coordinators and Finance Officers) will receive SRC information and directions for specific SRC data validation and entry from KDE staff that support their specific group.

If you have questions regarding the SRC, please feel free to e-mail dacinfo@education.ky.gov or jennifer.stafford@education.ky.gov. The phone number for the Division of Support and Research is (502) 564-4394. Questions about data loaded in the Learning Environment tab can be directed to the kdedatarequest@education.ky.gov mailbox.

Jennifer Stafford

Director, Division of Support and Research
Office of Assessment and Accountability
Kentucky Department of Education
502.564.4394 Phone
Jennifer.Stafford@education.ky.gov



PGES4Me: In Focus Together

#IfTogether

July 28, 2015

Click on the icon to learn more!