

**From:** [Burton, Linda - Division of Enterprise Data](#)  
**To:** [All State KSIS Contacts](#)  
**Subject:** KSIS Notification - School Report Card 2013-14 E-Mail #3  
**Date:** Wednesday, August 13, 2014 11:10:10 AM

---

KSIS Contact,

Please be aware that the message below was disseminated yesterday, Aug. 12, to all School Report Card and District Assessment Coordinator contacts.

Thank you.

KSIS alerts and notifications are posted on the new [KDE Notify system](#), and a mobile app is available to receive alerts and notifications for several KDE enterprise level systems, including CIITS. Download the KDE Notify mobile app for your device: <https://notify.education.ky.gov/MobileApps>

---

**From:** Sims, Rhonda - Director, Division of Support and Research  
**Sent:** Tuesday, August 12, 2014 5:18 PM  
**To:** All State Report Card Contacts; All State District Assessment Coordinators  
**Subject:** School Report Card 2013-14 E-Mail #3

**Office of Assessment and Accountability  
Special School Report Card Contact (SRCC) and District Assessment  
Coordinator (DAC) Message**

**School Report Card 2013-14 E-Mail #3**

**August 12, 2014**

**IMPORTANT DATES**

August 15          Safety sub-tab under the Learning Environment tab closes

September 5      SRC Profile, Remaining sub-tabs under Learning Environment and Finance tabs close

**SRC DEADLINE REMINDERS**

This Friday, **August 15, 2014** is the deadline for data entry and verification for School Safety data. This is the Safety tab under the Learning Environment.

The remaining data in Learning Environment, Profile and Finance is required by **September 5, 2014**.

Each SRCC must facilitate locally two data tasks by the due dates:

**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).

## **CLARIFICATIONS BASED ON FREQUENT QUESTIONS OR EMERGING ISSUES**

1. KDE implemented a programming correction on July 21. If your district was entering data in the SRC on July 21, please double check that the entry is visible in the card. If not visible, the data will need to be re-entered.

2. There is no data entry on the **district level** 2013-14 SRC. This means SRCCs only need to facilitate validation of data entered by KDE. This change occurred with the move to enter data directly on the SRC, instead of using the previous SRC Collector. For most data fields, the school level data is aggregated or “rolled-up” to the district and state level cards. Collected data will be rolled up to the district and state level for the first time at the end of this week; data will be refreshed nightly going forward. There are a few data fields under the Learning Environment/Safety tab that will not be aggregated to the district and state 2013-14 SRC. See below the fields and how data will be displayed in the district and state level cards.

a) Do all parents receive the district discipline code?

- District card - if all schools are yes, district card will be yes; if any school in district is no, then district will be no.
- State card – if all schools are yes, then state card will be yes; if any school in state is no, then state card is no.

b) Are parents required to sign-in?

- District and State cards will display “NA”.

c) Percentage of classrooms with telephones able to access outside lines

- District and State cards will display “NA”.

d) Spending per student – Spending per student must be entered at the school level **without decimals** for the amount to be saved in the SRC. District and state totals will be updated from state financial numbers and will not roll up from school-level detail.

3. Local Board Members have been added to the **district** SRC from files provided by the Kentucky School Boards Association. In the 2013-14 SRC, the Local Board Members displayed on the Profile are for the 2013-14 school year; although, the election timeframe does not overlap precisely the school year. If changes need to occur to the members listed on the Profile, please e-mail the specific change needed to [kdedatarequest@education.ky.gov](mailto:kdedatarequest@education.ky.gov) mailbox.

4. Membership in the SRC does not include preschool students. The SRC team is working to add a footnote of explanation to the SRC.
5. KDE does refresh data in the SRC during the data entry and validation process.
  - a. On 8/11/14, KDE reloaded SAAR, ADA, Teacher Demographic, Safety, and School Profile data.
  - b. ELL numbers in the Learning Environment were updated to end-of-year counts for 2013-14, instead of 10/1/13 enrollment. Data were refreshed on 8/11/14.
  - c. Profile data including superintendents and principals were refreshed on 8/11/14 and will refresh nightly beginning next week.

All district and school contacts (roles) are updated through the People Manager Web application. WAAPOCs have responsibility for updating contacts through the Web Application tool here: <https://applications.education.ky.gov/login/>. To change principal and superintendents, please contact your WAAPOC to make changes in district and school roles. This includes current (2014-15) Superintendent and Principals that should appear on the 2013-14 SRC Profile tab. If you don't know who your district WAAPOC is, you can look up through the District and School Directory [here](#). We encourage districts to work with their WAAPOC to update all roles for the 2014-15 school year.

If you have questions regarding this e-mail, please feel free to e-mail [dacinfo@education.ky.gov](mailto:dacinfo@education.ky.gov) or [rhonda.sims@education.ky.gov](mailto:rhonda.sims@education.ky.gov). The phone number for the Division of Support and Research is 502-564-4394.

**Rhonda L. Sims**

**Director, Division of Support and Research**

**500 Mero St. 17th Fl.**

**Frankfort, KY 40601**

**(502) 564-4394**

**[rhonda.sims@education.ky.gov](mailto:rhonda.sims@education.ky.gov)**