

From: [Conner, Dede - Director, Division of Enterprise Data](#)
To: [All State KSIS Contacts](#)
Subject: KSIS Notification: Special SRC E-Mail - April 5, 2016
Date: Wednesday, April 06, 2016 10:11:31 AM
Attachments: [image001.png](#)

FYI – the information below went out to School Report Card (SRC) and District Assessment Coordinators (DAC) yesterday. The 2015-16 School Report Card Profile page is now open to the public.

From: Stafford, Jennifer - Director, Division of Support and Research
Sent: Tuesday, April 05, 2016 4:27 PM
To: All State Report Card Contacts; All State District Assessment Coordinators
Subject: Special SRC E-Mail (DACs Copied) - April 5, 2016

Special SRCC and DAC E-Mail

April 5, 2016

This e-mail communication to both District Assessment Coordinators (DACs) and School Report Card Contacts (SRCCs) has two purposes:

1. Ensure that each district receives this important kickoff message about the 2015-16 School Report Card (SRC); and
2. Describe the SRC tasks available for the SRCC to facilitate to schools and districts **now** for the 2015-16 SRC.

Communication with the Appropriate Person

DACs, please check that your district SRCC received this e-mail. Each district should have designated a School Report Card Contact. DACs or SRCCs, are asked to complete the [Survey](#) to update the SRCC. For questions, please contact Teresa King at (502) 564-4394 or teresa.king@education.ky.gov. Teresa maintains the DAC and SRCC distribution list for the Office of Assessment and Accountability.

Open to the Public

The 2015-16 School Report Card is now open to the public. Data is limited to what is on the profile page. This was the first data set validated by schools/districts and was done through the DASCOR validation tab. Communication regarding the validation was included in Dr. Pruitt's FAST FIVE E-MAIL – FEBRUARY 12, 2016 to superintendents.

The profile page is open for all schools and districts regardless of validation. The validation window has passed, but those that have not yet validated

may continue to validate and update as necessary. (See the attached file for a list of schools and districts that are non-verified and verified.)

Data changes will be refreshed in the School Report Card at least weekly. More information on the school change request process is available [here](#).

Additional Notes:

- Principal & Superintendents updates must be done through the People Role Manager [Web Application](#).
- School updates, including name, address, phone, fax, grade range and classification must be done through the DASCR Web Application.
- District demographic updates can be submitted to kdedascr@education.ky.gov
- Title 1 status will be loaded in the next week; questions can be directed to [Windy Newton](#)
- SBDM members will be loaded in the next week; questions can be directed to [Windy Newton](#).
- Corrections to local board members can be submitted through the KDEdatarequest@education.ky.gov mailbox.
- Membership numbers will not be updated until the fall counts are complete and other SRC data is loaded.
- Updates for school or district pictures can be submitted to the KDEdatarequest@education.gov mailbox.
- Geographic coordinates can be updated through the Commonwealth map – instructions available [here](#).

Additional Messages and Questions

The Office of Assessment and Accountability will send out periodic e-mails to SRCCs that introduce other resources, provide answers to general questions or problems and offer reminders on key SRC tasks and deadlines. Otherwise, feel free to e-mail dacinfo@education.ky.gov with any general questions or whenever you need assistance. The phone number for the Division of Support and Research is 502-564-4394.

Thank you for your help ensuring the data in the annual School Report Card is complete and accurate.

Contact Information

Office of Assessment and Accountability
Division of Support and Research
(502) 564-4394

[KDE DAC Information](#)

