

**From:** Burton, Linda - Division of Enterprise Data  
**To:** [All State KSIS Contacts](#)  
**Subject:** KSIS Notification: School Report Card 2013-14 E-Mail #2  
**Date:** Friday, July 18, 2014 12:55:00 PM  
**Attachments:** [SRC 2014 Data Stewards.xls](#)  
[School Report Card Item Descriptions 7.16.14.docx](#)  
[SRC 2013-14 Calculating School Spending Per Student.docx](#)

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KSIS Contact,

Please be aware that the message below including attachments was disseminated today to all district assessment coordinators.

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>

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**From:** Sims, Rhonda - Director, Division of Support and Research  
**Sent:** Friday, July 18, 2014 11:40 AM  
**To:** All State District Assessment Coordinators; All State Report Card Contacts  
**Cc:** Jenkins, Franki - Division of Enterprise Data; Conner, Dede - Director, Division of Enterprise Data; Burton, Linda - Division of Enterprise Data; Soundararaj, Balaji - Division of Operations and Services; Hill, Kevin - Director, Division of Assessment Design and Implementation; Atanga, Fonyam - Division of Operations and Services; KDE Office of Assessment and Accountability; Whitaker, Kiley - Division of Technical Schools and Federal Programs; Blessing, Rebecca - Director, Division of Communications; Newton, Windy - Division of Student Success; Easter, Nick - Division of Learning Services; McEntyre, Rae - Division of Program Standards; Patterson, Paige - Division of District Support; Black, Pat - Division of Operations and Services; Teate, Brandi - Division of Operations and Services; Coleman, Phil - Director, Division of Operations and Services  
**Subject:** School Report Card 2013-14 E-Mail #2

## **Office of Assessment and Accountability School Report Card Contact and District Assessment Coordinator Message**

### **School Report Card 2013-14 E-Mail #2**

**July 18, 2014**

#### **IMPORTANT DATES**

July 15      2013-14 School Report Card Profile, Learning Environment and Finance tabs open for local data verification and entry

#### **REVISED DUE DATES**

August 15      Safety tab under the Learning Environment tab closes

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

### **SRC 2013-14 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, the Profile, Learning Environment and Finance tabs are available for review.

The Profile and Learning Environment tabs have been updated with 2013-14 data, the base year of the 2013-14 SRC. The Finance tab is new this year and contains the prior two years of data (i.e., 2011-12 and 2012-13) and 2013-14 submitted data; 2013-14 Revenue and Expenditures (audited) data will NOT be available prior to the public release of the SRC, but will be added to the card later.

Data entry and verification is required by **August 15, 2014** 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**.

### **SRC 2013-14 TASKS**

Each SRCC is likely to need assistance with validation and entry of SRC data. As mentioned in the SRC 2013-14 E-Mail #1, it is important that the SRCC identify the team of people at the school and district level that will help review the first three tabs (Profile, 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 2013-14 SRC, KDE will continue testing the SRC system and correcting any programming issues identified. For example, staff is working currently on state SRC totals for LEP and Migrant data.

### **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.

**Profile** – includes 2014-15 “current contact information” district/school name, address, school or district graphic, logo or picture, school or district location on state map and mapped coordinates (as defined through [Front Door](#) Project) and narratives for alternative programs. Grade level, Board Members and SBDM members should reflect 2013-14.

Districts were asked to confirm the 2014-15 Profile data by July 10 before the SRC opened for review. If data are still incorrect, updates must be made online through the new District and School Collection Repository (DASCR) web application. Information on the new online tool is available [here](#). You can view Profile information that is currently available by accessing the online directory [here](#). KDE will update Profile data in the SRC from DASCAR again in the future.

The narrative program description is **only for alternative programs**, not A1 schools. If the existing description provided last year for the alternative program still works, then no revision is required. If a revision is desired, changes to the description may be entered directly in the entry/text box provided on the Profile tab of the SRC.

SBDM members (school card) and Board of Education members (district card) are for the 2013-14 year and will be populated into the SRC from KDE. The BOE members are not available when the SRC opens, but will be loaded later. If a change is needed for SBDM, you must contact the data steward for the SBDM collection. Please see attached list of data stewards for the 2013-14 SRC.

**Learning Environment** – includes data about students (i.e., free/reduce lunch status), teachers (i.e., teaching method/instructional setting), technology, community, safety and programs (i.e., Gifted/Talented, Limited English Proficient, Migrant, Special Education).

Note: While some teacher data is available in the SRC, additional data are expected from the Education Professional Standards Board (EPSB). These data will be loaded when available. SRCCs will be notified when this data are available for review.

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. This year's 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
- 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
- Learning Environment/Community - Number of parents/guardians serving on the School Council (SBDM) or its committees

- 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*.

**Finance** (NEW for 2014) – 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 11.

SRCC or school staff must calculate and enter into the Learning Environment-Student tab a 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 [here](#). When in the site, select **School Report Card (SECURE)**. Superintendents and several other role groups have automatically been set up with 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/>

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)**

Thanks to the DACs and SRCCs, please check that your district SRCC received this e-mail. DACs or SRCCs, please notify Maranda Perkins with the name of any new SRCC at [maranda.perkins@education.ky.gov](mailto:maranda.perkins@education.ky.gov). Maranda maintains the DAC and SRCC master e-mail distribution lists for the Office of Assessment and Accountability.

## **SUPPORT TO SRRCS**

The Office of Assessment and Accountability will send e-mails to SRCCs that provide resources and answers to general questions or problems. Groups (e.g., 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](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)**