

**From:** Conner, Dede - Director, Division of Enterprise Data  
**Sent:** Tuesday, July 14, 2015 9:20 PM  
**To:** All State KSIS Contacts  
**Cc:** Stafford, Jennifer - Director, Division of Support and Research  
**Subject:** KSIS Notification: 2014-15 School Report Card E-Mail #2 UPDATED  
**Importance:** High

KSIS Points of Contact:

FYI - The School Report Card Secure site will open July 15<sup>th</sup>. The information below has been shared with DACs, SRC and Behavior Contacts. A list of Infinite Campus tools that can be used to help verify Learning Environment data has been posted to the KSIS Other Information webpage under School Report Card [here](#).

Questions regarding Learning Environment data can be sent to the [KDEdatarequest@education.ky.gov](mailto:KDEdatarequest@education.ky.gov) mailbox.

**From:** Newton, Windy - Office of Next Generation Schools and Districts  
**Sent:** Tuesday, July 14, 2015 4:03 PM  
**To:** Behavior Points of Contact  
**Subject:** FW: School Report Card 2014-15 E-Mail #2 UPDATED  
**Importance:** High

The **2014-15** Behavior data will be loaded into the School Report Card SECURE site for school and district verification on **July 15<sup>th</sup>**. The School Report Card SECURE can be accessed through the Web Applications login [here](#). See the [Accessing the School Report Card](#) section of the original email below to obtain access to the application to verify the safety portion of your school/district data.

Once you log into the [Web Applications](#), click on the link for School Report Card (SECURE) as shown below:



Once selecting your district or school and clicking [View Card](#), the safety data can be found via the Learning Environment Tab; then the Safety Tab. A description of each table is as follows:

- **School Safety – Precautions:** this table contains three questions that must be answered at the **school level**, upon answering the questions click the [Update](#) button (NOTE: The questions do **not** need to be answered at the district level;

the data from the school will update based on a batch process that will happen weekly. This update will not occur real time.)

- **Behavior Events by Race and Gender:** this table represents the number of events by category (Assault, 1<sup>st</sup> degree, Other Assault or Violence, Weapons, Harassment (includes Bullying) , Drugs (includes Tobacco) and Alcohol) by race and gender
- **Discipline Resolutions by Race and Gender:** this table represents the number of behavior events with a state resolution (Expelled, receiving services, Expelled, not receiving services, Out of School Suspension, In School Removal, Corporal Punishment, Restraint, Seclusion, Unilateral Removals by School Personnel or Hearing Officer) by race and gender
- **Legal Sanctions:** this table represents the number of behavior events that resulted in a legal sanction (Arrest, Charges, Civil Damages, SRO Involvement, and Court Designated Worker) by race and gender
- **Behavior Events by Grade Level:** this table represents the number of behavior events by grade level
- **Behavior Events by Socio-Economic Status:** this table represents the number of behavior events by lunch status (Free, Reduced, Paid)
- **Behavior Events by Location:** this table represents the number of behavior events by location
- **Behavior Events by Context:** this table represents the number of behavior events by context

The aggregate numbers on the school report card can be validated by running your district or school Safe Schools Extract via Infinite Campus | KY State Reporting. Instructions on filtering the data to verify the totals are attached.

**Safety data must be validated by July 31<sup>st</sup> to meet requirements of [KRS 158.444](#),** please contact me as soon as possible if there are any issues in your district or schools report card safety data. Thank you!

**Windy L. Newton**  
**Division of Student Success**  
**Office of Next Generation Schools and Districts**  
**(502) 564-4772**

**From:** Stafford, Jennifer - Director, Division of Support and Research

**Sent:** Monday, July 13, 2015 4:28 PM

**To:** All State District Assessment Coordinators; All State Report Card Contacts

**Cc:** Conner, Dede - Director, Division of Enterprise Data; Hill, Kevin - Director, Division of Assessment Design and Implementation; Wickizer, John - Division of Assessment Design and Implementation; Whitaker, Kiley - Division of Technical Schools and Federal Programs; Herbener, Martin - Division of Engineering and Management; Blessing, Rebecca - Director, Division of Communications; Newton, Windy - Office of Next Generation Schools and Districts; Patterson, Paige - Division of District Support; Liguori, Bart - Office of the Commissioner of Education; Botula-Griffith, Lynn - Division of Operations and

Services; Dodd, Karen - Office of the Commissioner of Education; McCowan, Joseph - Office of Next Generation Learners; Dunn-Thomas, Tyra - Division of Enterprise Data; KDE Office of Assessment and Accountability

**Subject:** School Report Card 2014-15 E-Mail #2 UPDATED

**Office of Assessment and Accountability  
Special District Assessment Coordinator (DAC) and  
School Report Card Contact (SRCC)  
School Report Card 2014-15 E-Mail #2 UPDATED  
July 13, 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

**Please see update in green below.**

**School Report Card (SRC) Message #2**

This second e-mail communication has been sent to both District Assessment Coordinators (DACs) and School Report Card Contacts (SRCCs) to ensure that each district receives this important information regarding the School Report Card (SRC) process for 2014-15.

**Communication with the Appropriate Person**

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.

**Current Status**

The 2014-15 School Report Card ([SRC](#)) is currently 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 new DASCRC validation tool.

**School Report Card – 2014-15 Data**

The SRC is a dynamic public reporting tool for school-, district- and state-level data and information. The SRC reports Kentucky's assessment and accountability system, Unbridled Learning: College/Career-Readiness for All, and other key indicators such as learning environment, finance, and career and technical education.

The 2014-15 SRC has the same eight organizational tabs it had the year before including: **Profile, Accountability, Assessment, Program Review, Learning Environment, Finance, Delivery Targets and Career and Technical Education.** **NOTE: There will be one new section “Teacher Equity” that will be released in late summer or early fall. This will be located within the Learning Environment tab.**

### **Upcoming Tasks with the 2014-15 SRC**

The KDE Report Card team anticipates opening two tabs (Learning Environment and Finance) of the 2014-15 SRC on **July 15.**

Each SRCC must facilitate locally two data tasks:

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

Each SRCC will need assistance for validation and entry of SRC data. The first step for SRCCs is to identify the team of people at the school and district level that will help with the first two tabs (Learning Environment and Finance). *See below information on how to get the appropriate staff rights to access the SRC.*

For example, Finance Directors will be needed for the Finance tab. District or school program area staff will need to review Gifted/Talented, Limited English Proficient, Migrant, Special Education data. Instructional supervisors may need to review the Learning Environment tab. Safe Schools Coordinators and principals may need to validate and enter Safety and/or Profile data.

**SRCCs are asked to complete the data verification for the Safety Tab by Friday, July 31 and entry for the Profile, Learning Environment and Finance Tab by close of business (5 p.m. ET) Friday, August 14.**

A list of Infinite Campus and adhoc reports that can be used to help with validation is available [here](#).

### **Data Extracts Will Populate SRC**

KDE will begin extracting data from multiple systems on July 7 to populate the SRC tabs scheduled for release on July 15.

- **Learning Environment** – includes data about students (i.e., free/reduce meal status), teachers (i.e., teaching method/instructional setting), technology, community, safety and programs (i.e., Gifted/Talented, Limited English Proficient, Migrant, Special Education). *Data are extracted primarily from Infinite Campus and entered by local district and school.*
- **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 will be provided to finance officers by July 13.

### **Accessing the School Report Card**

Secure access to the School Report Card will be through the School Report Card web application again this year. When the card is opened, users must be granted access by the district WAAPOC. WAAPOCs are listed in the district and school directory [here](#).

Some appropriate personnel in your district already have a KDE web apps user account because they have previously accessed web applications; however, some may not. 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/>

### **More SRC Information Coming**

As we approach July 15, support information and directions to access the SRC will be shared by e-mail.

The Assessment, Accountability, Program Review, Delivery, and Career and Technical Education tabs of the 2014-15 SRC will open in September for local validation. Initial access in September will be limited for tabs with embargoed data.

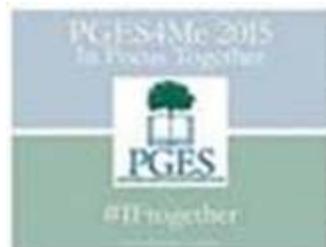
### **Support to SRRCs**

Jennifer Stafford 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 kick off to the SRC, please feel free to e-mail [dacinfo@education.ky.gov](mailto:dacinfo@education.ky.gov) or [jennifer.stafford@education.ky.gov](mailto:jennifer.stafford@education.ky.gov). The phone number for the Division of Support and Research is 502-564-4394.

*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](mailto:Jennifer.Stafford@education.ky.gov)



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July 28, 2015

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