

KYSRC: Finance Approval User's Guide

Document Purpose About the School Report Card Data Approval Tool Accessing the Kentucky School Report Card Data Approval Tool Getting Help Help On Using the Kentucky School Report Card Data Approval Tool The Kentucky School Report Card Data Approval Dashboard The Approval Link The Approval Summary Section The Domains for Approval Section **Data Validation and Approval Process** Step 1: Accessing District Level Financial Transparency Data Step 2: Navigating the Data Pages Step 3: Approving or Flagging Your Data Approving Your Data Flagging Your Data **District Narrative** Creating or Editing your Narrative Previewing District Narrative Monitoring School-Level Collector Item Entry Process Monitoring Progress in the School Breakdown Table Step 1: Click the Schools link from your district level Data Approval Dashboard Step 2: Filter to the Financial Transparency Domain Step 3: View the progress of schools in the Collection Status column Tracking Collector item Progress using the Collection Data Report Step 1: Make sure you are on the School Breakdown page or the district-level Approval and Collection Tool dashboard Step 2: Click on the Downloads Link from any page of the Data Approval Tool Step 3: Open the Report and Navigate to the Finance Data School Report Card Data Approval Contacts: **BrightBytes Support Contacts KDE Support Contacts**

Document Purpose

This document provides Kentucky school districts details on the process of viewing, verifying and approving Finance data for the **Kentucky School Report Card** using the **Kentucky School Report Card Data Approval and Collection Tool (DACT)**.

Specifically, this document:

- Walks school and district staff through how to access and navigate the Kentucky School Report DACT
- Helps <u>school-level staff</u> understand how to enter the required finance data for the Kentucky School Report Card into the collector item section.
- Helps <u>district-level staff</u> understand how to view, verify, and approve or flag their data for the Kentucky School Report Card
- Helps district staff understand how they can monitor progress as their schools enter their data.

Let's get started!

NEW for 2020 - Finance Domain District Narrative

Each district has a unique financial base. Looking at the data alone on the School Report Card does not explain the financial situation of the district. New for 2020, districts have the ability to add a narrative section to the finance domain to help ensure that parents, community members and researchers have a more complete picture of the financial situation in your district by providing a brief financial overview. More information on how to add a narrative can be found <u>here</u>.

About the School Report Card Data Approval Tool

The **Kentucky School Report Card DACT** is a secure version of the public-facing **Kentucky School Report Card** site. The **DACT** allows "permissioned users" (those granted access by KDE or their district) the ability to login and view their data prior to public release. The **DACT** also allows permissioned users to enter data in certain collection fields and verify the data for the Kentucky School Report Card reporting.



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NOTE: Permissioned users will have a slightly different experience when signed into the **DACT** than when visiting the public-facing **Kentucky School Report Card**.

Accessing the Kentucky School Report Card Data Approval Tool

To learn how to access the Kentucky School Report Card Data Approval and Collection Tool, you can watch <u>this video</u> or follow the instructions below:

Log into the Kentucky School Report Card **DACT** using your school district email address and your Windows/Office365 password. Please ensure that you have your email address and password ready before proceeding to the next section.

SAFETY TIP: Do not access the Kentucky School Report Card DACT via a public computer. Using a public computer could unintentionally provide access to sensitive data for non-permissioned users.

Additionally, do not share credentials because the account gives access to a wide variety of tools and data.

Steps to Access Your Account

- Navigate to <u>Kentucky School Report Card Data Approval Tool</u> (<u>https://kysrc.clarity.brightbytes.net/tools</u>) using the latest edition of your browser type (e.g., Chrome, Edge, Firefox) Please note:
 - Older browsers may not function properly. Older browsers are defined as those no longer maintained/updated by their developing company (such as older versions of Internet Explorer, which are no longer supported by Microsoft)
 - You may see the "Clarity" platform logo. Clarity is the platform upon which the Kentucky School Report Card is built.
- 2. Click on "Login Here."



ᅇ Clarity			
	Log In		
		Login Here	
	Education	վիդ	

 Enter or select your school district email address. You will be taken directly to the landing page if you have previously signed into Office365. If you have not signed into Office365, you will be asked to enter your password; use your Windows/Office365 password.



NOTE: The URL you are using to log into the DACT

(https://kysrc.clarity.brightbytes.net/tools) takes you directly to the **Tools** page of the Clarity platform where you can access the **DACT**. If you happen to exclude the /tools portion of the URL, you will need to click on the **Tools** icon at the top of the page.

Clarity % Tools	Q	٠	
Select the Tools Icon			
Hello, BrightBytes We've gathered Insights, research, and data here to help you meet your goals.			
Customize Clarity			
STEP 1 0F 2			



Additionally, if you're logging into the **DACT** on a mobile device, click on the three stacked horizontal lines in the upper right corner (the menu icon) and select the **Tools** option.

Clarity E Hello, Tim Menu Icon We've gathered Insights, research, and data here to help you meet your goals.	Clarity
Insiahts Selected	

Once on the **Tools** landing page, click the sideways arrow (>) on the far right to access the **DACT**.



What if I am responsible for more than one school or district?

If you are responsible for approving data from more than one organization, you can toggle between them in the platform. Before navigating to the **DACT**, hover over the blue avatar in the upper-right corner of the webpage to view the menu. Then select the organization you wish to view. When you navigate to the **DACT**, you will then see the relevant organization's data for review.





Getting Help

Help Logging Into the Kentucky School Report Card Data Approval Tool

If you experience issues accessing your account, please contact BrightBytes Support in one of the following ways:

- Email BrightBytes Support at support@brightbytes.net
- Call BrightBytes Support at (877) 433-4036

Help Getting Correct Level of Access to Data

If you can access your **DACT** account but feel you do not have the appropriate level of access (i.e., you are unable to see the appropriate data or take the necessary approval actions), please contact your district Web Apps Admin Point of Contact (WAAPOC) to ensure appropriate access has been set up.

If you are unsure how to reach your WAAPOC, locate their contact information via the <u>Directory | Open House</u> on the Kentucky Department of Education's website (<u>http://openhouse.education.ky.gov/Directory</u>). Navigate to the appropriate district and scroll to the bottom of district screen to locate the name and email address of your WAAPOC. For additional assistance, reach out to the KETS Service Desk at ketshelp@education.ky.gov or via telephone at (866) 538-7435.

If the problem persists, please contact support in one of the following ways:



- Email BrightBytes Support at support@brightbytes.net
- Call BrightBytes Support at (877) 433-4036
- Email the KETS Support Desk at ketshelp@education.ky.gov for assistance with district set up of the appropriate level of access.

Help On Using the Kentucky School Report Card Data Approval Tool

Once you have successfully logged into the **DACT**, click on the **Help** link at the top right of the page to access the BrightBytes Help Center.



From here, you can select a topic or use the search feature to locate resources designed to assist with the **DACT**.

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In addition, KDE has posted the following 5 guidance documents on our <u>SRC</u> <u>Resources</u> page:

- Overview of 2018-2019 Finance SRC Requirements This is a guidance document that outlines what is expected of districts for the Financial Transparency domain – entry of school-level spending per student and verification of district-level finance data.
- <u>Identify Expenditures for Y19</u> This is a guidance document that directs districts how to pull the data from the MUNIS database.



- <u>Spending Per Student Calculation Workbook</u> This is an Excel workbook that will help districts with the school-level spending per student calculation. It provides the formulas to pro-rate the expenses held at district level down to school level.
- <u>18-19 Membership for Spending Per Student Calculation</u> This is an Excel document that provides the 18-19 membership districts will need to produce the school-level spending per student calculation.
- <u>SRC Finance Domain Glossary</u> This document provides the definitions for each data point in the Finance domain.

The Kentucky School Report Card Data Approval Dashboard

The **Approval Dashboard** is the landing page for the **DACT**. This page shows your progress toward completing the collection fields data entry and the overall data approval process.

Kentucky School Abc Elementary School Approval Downloads Collection		rd Approval		Help	Log Out
Approval Summary					
7 Flag	roved 0%, 0 Domains gged 14%, 1 Domains Approved 86%, 6 Do				
NAME	STATUS	UPDATED ON	UPDATED BY		
School Overview	Unreviewed				>
Academic Performance	Unreviewed				>
Educational Opportunity	Unreviewed				>
Transition Readiness	Unreviewed				>

The next section of this document will go through the various components of the **Data Approval Dashboard**.



The Approval Link



At the top of the school-level view of the **Kentucky School Report Card Approval** page you will see an *Approval* link. Clicking this link at any time will take you back to the Data Approval Dashboard

The Approval Summary Section

In this section, there is a breakdown of the progress toward completing the data approval process.



If viewing the page at a district level, the progress shown is representative of the district and not for each school.

NOTE: Data in the **Kentucky School Report Card** is grouped into several high-level categories, called **domains**. These categories are centered around critical questions a visitor to the site might have and are designed to help them more easily find data.

In the Approval Summary section, you can easily see:

• The total number of Domains that need to be **Approved**

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- The number of Domains that are currently **Not Approved**
- The number of Domains that have been Approved
- The number of Domains that have been Flagged

For the purpose of this document, we will only focus on the Finance domain.

The Domains for Approval Section

This area provides you an easy way to see a variety of information about your organization's progress through the approval process.

NAME		STATUS	UPDATED ON	UPDATED BY	
	erview	Approved	July 29, 2019	wen@brightbytes.net	>
🝸 Aco	demic Performance	Unreviewed			>
Edu	icational Opportunity	Unreviewed			>
Trai	nsition Readiness	Unreviewed			>
Sch	ool Safety	Approved	July 29, 2019	wen@brightbytes.net	>
💎 Sch	ool Accountability	Unreviewed			>
	ancial Transparency	Approved	March 2, 2020	districtadmin@brightbytes.com	>

In this section of the Data Approval Dashboard you can see the:

- 1. Domain Name: (e.g., School Overview, Academic Performance, Educational Opportunity).
- 2. Domain Approval status:
 - **Unreviewed**: Indicates that the data has not been looked at or has not yet been validated for accuracy
 - Flagged: Indicates that there are potential inaccuracies with the data
 - **Approved**: Indicates that the data has been validated for accuracy



- 3. Updated On: This shows the date for the most recent modifications made to the the approval status for that domain
- 4. Updated By: This shows the email address of the person who made the most recent modification to the approval status for that domain.
- 5. For the Financial Transparency domain only: you see link to Edit District Narrative. More information on this will be provided below.

Data Validation and Approval Process

This section will help you understand the process of reviewing district and school-level Financial Transparency data and will help you understand how to flag or approve your data.

Step 1: Accessing District Level Financial Transparency Data

From the district-level Data Approval Dashboard, click on the sideways arrow (the > symbol) at the right side of the Financial Transparency domain you wish to view to be taken to the underlying data for this domain.

Step 2: Navigating the Data Pages

Once on the data page for a given domain, you will find several layers of data through which to navigate.

S Financial Transparency How equitable is spending and funding across districts?	Financial Summary An asteriak * indicates that information has been suppressed from view due to student data privacy requirement	ints.	
	Data Category		
Financial Summary			
Funding	Financial Summary		
Spending			
SEEK - State Funding	Financial Summary		
Taxes	overview		
Balance Sheet	Individual Data Points	DISTRICT	STATEWIDE
1	End-of-Year Student Membership 🛈	\$7,035.00 Students	\$648,369.00 Students
Subdomains	Fund Balance ① Fund Balance %	\$23,762,256.00 47.04%	\$1,033,357,855.00 19.96%



- The *subdomains* of data are listed along the left side of the page.
- Data Categories (if needed) are listed as tabs
- Each data category contain a set of individual *Data Points*
- Each of these data points is may be displayed different visualizations (i.e. as a donut or bar chart, or listed in a table format)

KDE has posted the following 5 guidance documents on our **<u>SRC Resources</u>** page:

- Overview of 2018-2019 Finance SRC Requirements This is a guidance document that outlines what is expected of districts for the Financial Transparency domain – entry of school-level spending per student and verification of district-level finance data.
- <u>Identify Expenditures for Y19</u> This is a guidance document that directs districts how to pull the data from the MUNIS database.
- <u>Spending Per Student Calculation Workbook</u> This is an Excel workbook that will help districts with the school-level spending per student calculation. It provides the formulas to pro-rate the expenses held at district level down to school level.
- <u>18-19 Membership for Spending Per Student Calculation</u> This is an Excel document that provides the 18-19 membership districts will need to produce the school-level spending per student calculation.
- <u>SRC Finance Domain Glossary</u> This document provides the definitions for each data point in the Finance domain.

Should you find any issues with your data, please flag the data as outlined <u>below</u>. BrightBytes will work with KDE to facilitate a refresh of the data and will notify you when the refreshed data will be visible in the DACT.

Step 3: Approving or Flagging Your Data

After validating the data within the finance domain, click on the *Approval* link at the top left of the page. It will take you back to the Data Approval Dashboard where you will be able to either "Flag" or "Approve" your data.



NOTE: Finance data will only be flagged or approved at the district level. The only school level data that needs to be validated is the collector items. Instructions for validating collector item data are found later in this document.

	Kentucky School Report Card Approval ABC County Schools						
App	roval Schools Downloads	Help Log Out					
	Click the Approva	l link to					
	return to Approva	l Dashboard					
S Financial Transparency	Financial Summary						
How equitable is spending and funding across districts?	An asterisk * indicates that information has been suppressed from view due	e to student data privacy requirements.					
Financial Summary							
Funding	Financial Summary						

Approving Your Data

If all data within a domain is accurate, you are now ready to *Approve* your data at the district level.

To Approve any domain of data:

1. Click the box in the status column for the Financial Transparency domain.



NAME		STATUS	UPDATED ON	UPDATED BY	
V	Overview	Approved	July 29, 2019	wen@brightbytes.net	>
Ŧ	Academic Performance	Unreviewed			>
	Educational Opportunity	Unreviewed			>
8	Transition Readiness	Unreviewed			>
V	School Safety	Approved	July 29, 2019	wen@brightbytes.net	>
P	School Accountability	Unreviewed	/	Click this box to modify data approval status.	>
\$	Financial Transparency Edit District Narrative	Approved	March 2, 2020	districtadmin@brightbytes.com	5

 A window will appear providing you the option to select a status of "Unreviewed," "Approved" or "Flagged." Change the status to "Approved."

Kentucky	Change Status	×	
Approval Approval Summary	STATUS Unreviewed Approved Flagged Select the "Approved" option	He	lp Log Out
7 Total	Cancel Save		

3. Click the Save button to submit the change and return to the Approval Dashboard.

NOTE: You can return at a later time and modify the status again if needed.



Flagging Your Data

If you find errors or inaccuracies in any data table with a domain, you should flag the domain for your school or district.

To *Flag* a data domain:

1. Click the box in the status column for the appropriate domain.

NAME		STATUS	UPDATED ON	UPDATED BY	
💎 Over	view	Approved	July 29, 2019	wen@brightbytes.net	>
🝸 Acad	lemic Performance	Unreviewed			>
Educ	ational Opportunity	Unreviewed			>
💼 Tran	sition Readiness	Unreviewed			>
Scho	ol Safety	Approved	July 29, 2019	wen@brightbytes.net	>
-0				Click this box to modify	
Scho	ol Accountability	Unreviewed	/	data approval status.	>
	ncial Transparency District Narrative	Approved	March 2, 2020	districtadmin@brightbytes.com	>

2. A window will appear providing you the option to select a status of "Unreviewed," "Approved," or "Flagged." Change the status to "Flagged."



Approval Schools		Help	Log Out
	Viewing Flag X		
Approval Summary	STATUS Unreviewed Approved Flagged Flagged FLAC COMMENTS Flogging data generates an automatic message to our support team which includes your contact email. Please provide a brief summary of your issue in the box below. Our support team will reach out to you by		
Domains For Appro.	email within one business day to gather details and work toward a resolution of the issue. If you would prefer they contact you by phone, please provide your phone number in the box below.		
NAME			
💖 School Overvi	Cancel Save		
Acodemic Perfo	mance Unreviewed		

- 3. Please provide a brief but specific summary of why you are creating this flag. Including the following details will help expedite the support process:
 - The name of the Data Subdomain
 - The name of the Data Category Tab
 - The name of the Data Point

S Financial Transparency How equitable is spending	An asterisk * indicates that information has been suppressed from view due to student data privacy requireme	nts.	
and funding across districts?	Data Category		
Financial Summary			
Funding	Financial Summary		
Spending			
SEEK - State Funding	Financial Summary		
SEEK - State Funding Taxes	Financial Summary		
		DISTRICT	STATEWIDE
Taxes	OVERVIEW	DISTRICT \$7,035.00 Students	STATEWIDE \$648,369.00 Students

4. Click the Save button to submit the data approval status and return to the Approval Dashboard.



After you have flagged your data:

- BrightBytes Support will contact you via phone or email within 24 business hours to work with you to understand and resolve the issue.
- If the issue necessitates a new data upload from KDE, BrightBytes Support will work with the appropriate KDE staff to review the issue(s) reported and, if necessary, facilitate a refreshed dataset.
- BrightBytes Support will notify you as soon as the data issue is resolved. At that time, you can expect to see your data within 24 hours. If you do not see updated data within 24 hours, please contact BrightBytes Support (support@brightbytes.net) or by phone at (877) 433-4036.

NEW for 2020 - Finance Domain District Narrative

Each district has a unique financial base. Looking at the data alone on the School Report Card does not explain the financial situation of the district. Ensure that parents, community members and researchers have a more complete picture of the financial situation in your district by providing a brief financial overview. Narratives should be concise and easily understood. Consider noting large-scale projects, initiatives or shifts in funding from prior years.

Creating or Editing your Narrative

To create a narrative, click the "Edit District Narrative" link from the data approval dashboard.

NAME		STATUS	UPDATED ON	UPDATED BY	
NAME		STATUS	UPDATED ON	OPDATED BY	
S.	Overview	Approved	July 29, 2019	wen@brightbytes.net	>
Ŧ	Academic Performance	Unreviewed)
	Educational Opportunity	Unreviewed			>
8	Transition Readiness	Unreviewed			>
0	School Safety	Approved	July 29, 2019	wen@brightbytes.net)
-	School Accountability	Unreviewed	Click this lini edit your dis	k to create or trict narrative.	>
(\$)	Financial Transparency Edit District Narrative	Approved	March 2, 2020	districtadmin@brightbytes.com	5



Once your click the link, you will see a window like the one below:

Narrative	×
WHAT IS A NARRATIVE?	PUBLISHING YOUR NARRATIVE
Each district has a unique financial base. Looking at the data alone on the School Report Card does not explain the financial situation of the district. Ensure that parents, community members and researchers have a more complete picture of the financial situation in your district by providing a brief financial overview. Narratives should be concise and easily understood. Consider noting large-scale projects, initiatives or shifts in funding from prior years.	 To view your narrative, go to the Financial Summary screen in the Financial Transporency domain. Narrative text is limited to 400 characters.
YOUR NARRATIVE	
	Cancel Save

You can begin to enter your narrative in the text field provided. Once your narrative is complete, click the Save button.

Narrative	×
WHAT IS A NARRATIVE?	PUBLISHING YOUR NARRATIVE
Each district has a unique financial base. Looking at the data alone on the School Report Card does not explain the financial situation of the district. Ensure that parents, community members and researchers have a more complete picture of the financial situation in your district by providing a brief financial overview. Narratives should be concise and easily understood. Consider noting large-scale projects, initiatives or shifts in funding from prior years.	 To view your narrative, go to the Financial Summary screen in the Financial Transparency domain. Narrative text is limited to 400 characters.
YOUR NARRATIVE	oes here
Your narrative goes here	Click to save.
	Cancel Save



NOTE: If you do not click "Save" and close this window, your narrative will not be published and will not be saved for future editing. If you erase the narrative and click "Save" - your narrative will no longer appear on the summary page of the Financial Transparency domain.

Previewing District Narrative

At this time your narrative will be viewable by clicking on the sideways arrow next to the Financial Transparency domain on the data approval dashboard. This will take you to the summary page of the Financial Transparency domain.

NAME		STATUS	UPDATED ON	UPDATED BY	
N	Overview	Approved	July 29, 2019	wen@brightbytes.net	>
Ŧ	Academic Performance	Unreviewed)
	Educational Opportunity	Unreviewed			2
۵	Transition Readiness	Unreviewed)
0	School Safety	Approved	July 29, 2019	wen@brightbytes.net Click to access financial	2
P	School Accountability	Unreviewed		transparency summary page and to view district narrative	0
(\$)	Financial Transparency Edit District Narrative	Approved	March 2, 2020	districtadmin@brightbytes.com	-

The image below is an example of how the narrative will appear on the KYSRC.

S Financial Transparency How equitable is spending and funding across districts?	Financial data is complex and varies from district to district. Conclusions should not be drawn solely from the data below. Please engage local school district leaders with questions to better understand local district revenue and spending.
Financial Summary	A message from the superintendent Test narrative
Funding	
Spending	
State Funding - SEEK	
Taxes	Financial Summary



Monitoring School-Level Collector Item Entry Process

If you are a district-level user and want to monitor the data entry progress for individual schools, you have two options. You can either view overall progress in the School Breakdown table, or you can track and view responses in the downloadable Collection Data Report. Below is the process for a district-level user to monitor the collector item entry progress for individual schools,

Monitoring Progress in the School Breakdown Table

Step 1: Click the Schools link from your district level Data Approval Dashboard

Kentucky School Repo	rt Card Approval		
Aleutian Region School District	Click Schools to view		
Approval Schools Downloads	school-level progress	Help	Log Out

Clicking the Schools link will take you to the School Breakdown Table. This table provides district personnel with a way to track the progress schools are making toward completing the collection entry process.



eutian Region School District						
Kentucky School Report Card Approval Aleutian Region School District						
Approval Schools Down	Approval Schools Downloads					
reakdown Q	TOTAL SCHOOLS: 17 DO	omain: All Domains 🔻				
NAME	COLLECTION STATUS	APPROVAL STATUS	PROGRESS	LAST UPDATED		
Adak School	Not Started	Not Started	()		>	
Amukta Elementary	Not Started	Not Started	•		>	
Amukta High	Not Started	Not Started	•		>	
Amulda Middla	Not Started	Not Started			~	

Below is a detailed explanation of each column/feature in the Breakdown table of the *Schools* view:

- Name: The name of the schools in your district.
- **Collection Status:** Each school's progress toward entering their data into the collection fields.
- **Approval Status:** The status for the approval all data domains. The status for this field can be one of the following:
 - **Not Started:** The data has not been viewed or it has been viewed but no change was made to the approval status.
 - Started: The approval status for one or more of the domains at this school has been modified to approved or flagged. However, at least one of the data domains has yet to be approved.
 - **Approved:** All data domains have been approved.

NOTE:

• Columns in the Breakdown table are sortable by clicking on the column header.



Step 2: Filter to the Financial Transparency Domain

By default, the filter is set to All Domains. Clicking on the words "All Domains" will open a dropdown menu allowing you to change the filter setting from All Domains to Financial Transparency.

DTAL SC	HOOLS: 13 DOMAIN:	All Domains	Clicking the words "All Domains" opens the filter
	COLLECTION STATUS	Overview Academic Performance	dropdown menu
ng	Not Started	Educational Opportunity	>
	Not Started	Transition Readiness School Safety	>
	Not Started	School Accountability	>
ol	Not Started	Financial Transparency	Select Financial Trasnparency
	Not Started	Not Started	>

Step 3: View the progress of schools in the Collection Status column

akdown					
Q TOTAL SCHOOLS: 13 DOMAIN: Financial Transparency ▼					
NAME	COLLECTION	APPROVAL STATUS	PROGRESS	LAST UPDATED	
ABC Elementary School	Done	Not Started	()	>	
XYZ Elementary School	Started	Not Started	()	>	
ABC Middle School	Not Started	Not Started	()	>	
XYZ High School	Not Started	Not Started	()	>	

The *Collection Status* of a school for can be:

• Done: All the required collector item data for the school has been entered and submitted.



- Started: Some, but not all, of the required collector item data for the school has been entered and submitted.
- Not Started: None of the required collector item data for the school has been entered and/or submitted.
- Not Applicable: This school is not an A1 school and is not required to submit finance collector item data.

Tracking Collector item Progress using the Collection Data Report

A report is available to help districts monitor the progress of their schools' data approval process. To access this report, follow these steps:

Step 1: Make sure you are on the School Breakdown page or the district-level Approval and Collection Tool dashboard

Step 2: Click on the Downloads Link from any page of the Data Approval Tool



Step 3: Open the Report and Navigate to the Finance Data

- Finance data can be found in columns CG CM
- If using Excel, it will make it easier to focus on the financial data if you:
 - Select the View
 - Select the options to *Freeze Top Row* and *Freeze First Column*
- You should easily be able to see which schools have or have not entered the financial data.
- Additionally, you should be able to look for data issues that may need additional attention.

School Report Card Data Approval Contacts:



If you need any additional assistance with using or accessing the School Report Card Data Approval tool, or have questions about the data being displayed, contact BrightBytes or KDE using the contact info below:

BrightBytes Support Contacts

Email: <u>support@brightbytes.net</u> Phone: (877) 433-4036 Help Videos: <u>https://www.youtube.com/channel/UCWKz67GcNu0DTte4eXH1I5A</u>

KDE Support Contacts

The <u>Glossary</u> and the <u>resources provided by KDE</u> should allow districts to pull the proper reports from MUNIS in order to validate the data in the DACT.

Should you find any issues with your data, please flag the data as outlined earlier in this document. BrightBytes will work with KDE to facilitate a refresh of the data and will notify you when the refreshed data will be visible in the DACT.

