

## **SRC Communication #1 – 07/08/2022**

Distributed to: District Safe Schools Administrators

### **School Safety – School Report Card**

District Safe Schools Administrators:

**The School Report Card (SRC) review and approval of the Safety domain will open July 18<sup>th</sup>... prepare now!**

User set up will be like previous years, designated roles will default access to the necessary user groups needed to access the secure site. This includes *District Safe Schools Administrators* and *School Principals*; these roles can be verified using the [online school directory](#). Please work with your district Web Apps Admin Point of Contact (WAAPOC) if updates to these roles are needed. Additional users will require access to be granted manually, reference the [SRC Secure User Access Instructions](#) for specifics on granting the required access. Contact your district WAAPOC to ensure setup is complete. WAAPOCs should direct questions regarding user account set up to the KETS Support Desk at [ketshelp@education.ky.gov](mailto:ketshelp@education.ky.gov).

The [School Report Resources webpage](#) will be used as a central repository for communications and other resources. Detailed instructions on the collection and approval tools will be shared with local contacts just prior to the review/approval begin date.

This review period requires active validation of school safety data through the BrightBytes School Report Card secure site (URL will be provided when site is open). Keep in mind, that this is the same data that has been previously reviewed through the district Safe Schools state report but this view provides a glimpse of the way it will look when publicly released later this fall. Each school and district must review and approve data within the secure School Report Card site.

Prior to July 29<sup>th</sup>, District Safe Schools Administrators and School Principals responsible for safe schools reporting should review the district and school level safety data and approve the data or flag the data if necessary. Detailed instructions on the collection and approval tools will be shared as the site opens.

Please let me know if you have questions or concerns, thank you!

Windy Newton  
Data Manager  
Office of the Continuous Improvement and Support  
Phone: (502) 564-5130 Ext. 4063  
Email: [windy.newton@education.ky.gov](mailto:windy.newton@education.ky.gov)  
300 Sower Blvd. – 5th floor  
Frankfort, KY 40601  
Twitter: @KyDeptofEd

