

SRC Communication #3 – 7/12/2022

Distributed to: Web Application Administrator Points of Contacts (WAAPOC)

WAAPOCs: FYI

The information below went out to superintendents and School Report Card (SRC) contacts Monday, July 11. You may start getting requests to set up SRC access. Please help to ensure the right individuals have access before the SRC opens. It can take about 5 hours to reflect after permissions are enabled in the WSA/People Role Manager application.

[User access instructions](#) are available with other resources on the [SRC resource page](#).

Plan Now to be School Report Card Ready

It is time to start planning for the 2022 School Report Card (SRC).

The [School Report Card](#) is a federal requirement, but it should be more than just a compliance activity. It is an opportunity to showcase the achievements of your schools each year.

The review, approval and collection period help you to ensure the data being reported is correct. The first review period **opens July 18**. Public release is expected to be in early October this year. With this initial opening, SRC users can:

- Review/approve School Safety data. This is the first data collection to be reviewed and should be approved by **July 29**. The shorter timeframe for this collection is because KDE must share this data with the Center for School Safety and Office of Education Accountability in August per [KRS 158.444](#). Districts can prepare now by reviewing the [Infinite Campus Safe Schools – Aggregate Report guidance document](#); and
- Begin entering school-level data into the SRC collector tool. This data is used to populate the School Report Card and the School Profile Report. This must be completed by **Sept. 16**. [A full list of collector items](#) is available on the [SRC resource webpage](#).

Again, this year, there is an optional superintendent message that can be entered in the approval/collector tool (maximum of 750 characters). This message will display on the district and school's landing page when the SRC is released publicly. Messages should be clearly stated and reviewed locally for spelling, grammar and punctuation. KDE cannot edit district messages.

The [School Report Card Resources webpage](#) is used as a central repository for communications and resources. The 2021-2022 SRC timeline is available on this webpage. Other highlights include:

- [SRC Secure User Access Instructions](#) provides specifics on user access setup. Please work with local WAAPOCs to set up SRC access so SRC users will be ready when it opens;
- A [Quality Assurance \(QA\) Worksheet](#) includes a list of data reported in the School Report Card along with QA tools available to use for verification; and
- All SRC communications will be posted to this webpage. SRC contacts as designated in *People Role Manager* will also get these communications directly.

CONTACTS

System questions/issues: [BrightBytes SRC Support](#) or (877) 433-4036

User access questions: [KETS Service Desk](#)

General SRC questions: [KDE Data Services](#)

Safe Schools: [Windy Newton](#)