SRC Communication #4 – 07/19/2022
Distributed to: District Safe Schools Administrators (7/19)
              School Report Contacts (7/22)

Safety Data – School Report Card Review

The secure [Kentucky School Report Card Data Approval Tool](#) is now open; districts can begin reviewing and approving their 2021-22 School Safety data that will be publicly released on the School Report Card in the fall. It is recommended to open the approval tool secure site using a Chrome browser. The items that need to be addressed by district Safe School Administrators and school principals during this review process are outlined below.

District and School *Safety Domain Review/Approval* – due **July 29 (because of delay in release this due date will likely be extended):**

- District safe school administrators must review the district-level safety data and either approve or flag the data.
- **District safe school administrators should share this email with their school principals.**
- School principals should review the school-level safety data and either approve or flag the data.
- District safe school administrators must monitor progress of school level approvals to ensure all schools have approved data.

Resource materials are available to assist with this review and approval process of safety domain:

- [School Safety Data Approval User's Guide](#): BrightBytes guidance document that will provide specifics on how to complete the review process in the School Report Card.
- [School Report Card Filter Instructions](#): Instructions on using the Infinite Campus *Safe Schools* **aggregate** report to assist with comparing Infinite Campus safe schools data to the School Report Card (SRC) data.
    - Note: In School Removal data on the School Report Card is an output of In-School and In-District Removals $\geq$ .5 of the day as calculated in the Safe Schools aggregate report– the label will be updated before public release.

The school-level data entry of *Precautionary Measures* - due **September 16**:

- This task is only done at the **school-level**; data entry is not required for district-level

Resource materials available to assist with entering collection items include: [Safety Precautionary Measure Guide](#)

Important information regarding access to the [Kentucky School Report Card Data Approval Tool](#):

- Persons listed as *District Safe Schools Administrator* in Web Security Administrator –WSA (aka People Manager) will automatically have access to the secure site for their specified district
- Persons listed as *School Principal* in Web Security Administrator –WSA (aka People Manager) will automatically have access to the secure site for their specified school
- These roles can be verified by using the [online school directory](#)
- Additional information regarding user access: [School Report Card – User Access Instructions](#)
- Additional resources available can be found on KDE's [School Report Card Resources website](#)

Please contact me with any questions or concerns regarding the safety domain approval or data entry of school-level precautionary measures. Thank you!

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