

## 2021-2022 – SRC Communication #15

Distribute: Sept.19, 2022 –SRCC/DACs, Principals

### *School Report Card – Collection Items due*

The collector tool will be open for schools to enter self-reported school details for two more weeks; all entries must be made by **Friday, Sept. 30**. Details for the 2021-2022 school year should be entered into the [Kentucky SRC Data Approval and Collection Tool](#). Collector detail is required to meet state and federal reporting requirements.

District School Report Card contacts can download a summary of the approval and collection data for their district within the SRC Data Approval and Collection Tool within the *Downloads* hyperlink to monitor school collector and approval requirements.

The report to monitor school-level entry of the collector items is the download named *Collection Data*. The file can be filtered by *School Name* and *School Classification* to identify missing collector pieces. Certain collector items are not collected for certain school classifications, these are noted in the overview of each category section of this email.

District contacts should communicate with the appropriate school personnel and encourage them to complete outstanding items by the Sept. 30 deadline.

Available resources to assist with data entry of the collector items include:

- [School Report Card Collector Items](#)
- [School Report Card User Guide - Collection Tool](#)

An overview of each category is provided below. Each of the data collection areas are listed with the contact for data entry in parenthesis. Each collector area is explained and the KDE contact for questions is included.

- **Community (District SBDM Coordinators/ Principals)**

This collection is only required for schools classified as A1, under the administration of a school-based decision-making (SBDM) council and principal. Reference [Community Collection Guidance](#) to complete this task.

KDE Contact: [Windy Newton](#)

- **Safety Precautionary Measures (District Safe Schools Administrators)**

This collection must be submitted by each school except for state agency schools classified as A6. This section outlines the measures taken to ensure the safety of students. Reference [Safety Precautionary Measures Guidance](#) to complete this task.

KDE Contact: [Windy Newton](#)

- **Access to Technology (School Report Card Contacts and CIOs)**

This collection represents students' educational opportunities available using technology. Questions around access to instructional devices, Wi-Fi, bring your own device, school connectivity and 1:1 initiatives are the focus and should be populated for a minimum of a district's A1 schools. It is recommended for points of contact and/or building-level leaders entering this information to consult the district chief information officer/district

technology coordinator for up-to-date information regarding device counts and connectivity to assure alignment with other related reporting. Specific items in this collection (which are denoted in the collector tool) are reported on the school's behalf for the Civil Rights Data Collection.

KDE Contact: [Ben Maynard](#)

- **Visual and Performing Arts, Career Studies, Health and Physical Education, World Language (School Report Card Contacts, Principals, Chief Academic Officers and District SBDM Coordinators)**

These collection items are used to populate School Profile Reports in accordance with [KRS 158.6453, section 20 \(b\)](#). School Profile Reports should be completed, signed and available in the local board office no later than Oct. 1. [Instructions for completing the School Profile Report](#) and [School Profile Report Collection Tool Guidance](#) are available to assist with this reporting.

The School Profile Report also can be printed from the SRC organizational landing page (bottom right). This collection is not required of schools classified as A6.

KDE Contact: [Standards Team](#)

**Reminder:** The essential workplace ethics program questions are new this year. This data will be included in the School Profile Report. Three questions were added to the SRC Collection Tool in the career studies area to capture program information for each school. These questions include: (1) A description of the school's workplace ethics program, (2) The URL of the Workplace Ethics Program website, and (3) What percent of students at the school have attained local board-approved essential workplace ethics requirements.

[KRS 158.1413](#) details requirements of the essential workplace ethics instruction program and the [Kentucky Academic Standards for Career Studies guide](#) provides additional details. If your elementary schools are not included in the local workplace ethics program, "not applicable" can be entered.

KDE Contact: [Scott U'Sellis](#)

- **Superintendent Message (District level collector)**

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.

Previous SRC communications and resources are available on the [SRC Resource Page](#).

## CONTACTS:

- Email [BrightBytes support](#) or by phone at (877) 433-4036 with system questions.
- Email [KDE Standards Team](#) for School Profile Report questions.
- Email [KDE Data Services](#) for general questions.
- Contact your [local district WAAPOC](#) for user account set up. The [KETS Service Desk](#) is available to assist WAAPOCs.