

## 2021-2022 – SRC Communication #16

Distributed: Sept. 26, 2022 – Superintendents, SRCC/DACs, Principals

### *School Report Card – Reminder*

### **School Report Card – Final Collection/Approval Reminders**

The School Report Card (SRC) data entry and approval tasks are due by the end of this week.

**Sept. 30** is the due date for entering the superintendent message, other collection items and district approvals. The [Kentucky SRC Data Approval and Collection Tool](#) is used to complete these tasks for the Overview, Education Opportunity and Transition to Adult Life domains.

District School Report Card contacts can download a summary of approval and collection data for their district within the SRC Data Approval and Collection Tool under the “downloads” tab to verify all collector items have been entered and approvals are complete.

The deadline for having the School Profile Report available in the local board office is **Oct. 1**. The schools in your district will need to complete data entry, print and collect signatures – school-based decision making council members *if applicable*, principal and superintendent – this week to meet this legislative requirement.

Data recently loaded to the SRC Approval Tool for high school and district review includes:

- Educational Opportunity, Advanced Coursework: International Baccalaureate data.
- Educational Opportunity, Career and Technical Education (CTE): Career Pathways, CTE Participation, CTE Student Objective, Early Postsecondary Opportunities
- Transition to Adult Life, Transition to Adult Life (*2021 graduates*)

Public release dates for the 2022 School Report Card, including assessment, accountability and federal classification data, are:

- **Thursday, Oct. 13:** District embargo opens
- **Friday, Oct. 14:** Media embargo opens
- **Monday, Oct. 17:** KDE media opportunity mid-day; embargo ends 11:59 p.m. ET
- **Tuesday, Oct. 18:** Public release

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

Outstanding Action items include:

- Use the “Downloads” function in the SRC Approval Tool to download reports that can be used to verify that all approvals are complete for the Overview, Educational Opportunity and Transition to Adult Life domains and that all collector items have been entered.
- Complete the approval process for any remaining domains at the district level after verifying the accuracy of the school-level and district-level data. The [SRC Quality Assurance Worksheet](#) can be used to help guide SRC users through the review process.

- Enter remaining collection data for SRC and School Profile Reporting, including the optional superintendent message in the district level collector. The [SRC Collection Items](#) document provides detail on data that must be entered at the school level to meet federal and/or state reporting requirements.
- Print the School Profile Report once all data is entered and collect signatures needed to meet requirements to have available in the local board office **by Oct. 1**.
- Verify current contact information is correct for school principals and district superintendent through the “Preview Dashboard” option on the top right side of the Approval Tool landing page. Updates to the contact information must be made through the People Role Manager system. Contact the district web application administrator points of contact (WAAPOC) as identified in [Open House](#) for assistance with updates. If updates are not reflected in SRC Preview Dashboard in three days, please reach out to [Jessi Carlton](#).

Data not yet available for SRC review includes:

- Assessment Data
- Accountability Data
- Transition to Adult Life, Career Readiness: Career Readiness Score/Indicators.

#### 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.