



Kentucky School Report Card Suite Collection Tool: Sept. 18, 2024, Training Transcript

Jeana Cleaver: And as Amanda mentioned, my name is Jeana, and I do the training and support for our data system projects. So anything that helps you kind of learn how to do our systems falls in my wheelhouse.

I do have a background in public education. I worked in the school systems for over 10 years, so I know what it's like to learn a new data system at the beginning of a school year. And hopefully, by the time we're through with this we will have alleviated some of the angst around learning this system.

Since we are recording the meeting, and because I want like most of that recording to be showing the screen and the few slides that I have to introduce, I'm going to turn my camera off so that we have more space on that recording to, for you to see what you need to see.

So this is the training for the Kentucky School Report Card Suite Collection and Approval Tool. As we are going through, some of the things I want you to know upfront is the demo that I am doing is going to be done in our test environment. So what that means is the environment that we use internally to test new things before they go out to you, so that way we can make sure they're working before it goes into your production environment. So everything that I do is going to be in that test environment. So any data that I am entering into the system is going to be data that's fake, and it is not going to impact what you see on your production site, once you get in later today. We will provide the URL at the end of the trainings so that you can have that and see what it looks like when you're gonna be going into the live production system.

So we are gonna talk about system login. You're gonna see me logging into the test system which is probably gonna look a little bit different than what you're normally gonna see, because it's just most likely gonna log me in since I've been in this morning already, but just in case, you can see how that works. We're gonna go over the homepage. We're gonna talk about your data collection pages and, some of those, whether you see them or not, is going to be dependent on your roles and permissions, so, and I will show you what those look like with different logins, so you



can see what a school page looks like and what it looks like if you're logged in as the district.

We're also gonna be talking about the help that Amanda mentioned earlier, and then have that time for questions at the end. Something to keep in mind is that this system is currently set to time out after 20 min of inactivity.

Hopefully, it won't time out while I'm in here, since I'm going to be doing things, but that's just something to keep in mind once you go into your production system and start moving forward.

So on that note, we are going to take a look at the system.

So this is the test system, and it doesn't show anything on the login page, but in the URL it has a space up here that says test, and I know that's probably super small and hard for you to see. But I just wanted you to know that that is there, so I am in the test system, so nothing that I do is going to impact anything that you see on your end. But the page looks the same.

So when you log into your test system, your production system, you will see the Kentucky login button. And so you'll just click it, and typically, it will, like, send you a it'll ask you for your email. It'll send you a code for you to verify, and then it will let you in, but, like I said, I've been to this morning, so it just took me straight to the website.

So this is your homepage, and what you will see when you log in. Your name will always be up here in the top right corner, so that way you know that you're in the right spot. We are, we do have a way to look at your profile, and this is also where you log out. So if you go into the profile page, it's gonna give you like your information about your login and all that kind of stuff, and then just get back to anywhere else in the system. you just click back up here on your navigation bar.

So if you log into the system as a school user, or as a district user, you are gonna see the home, the collection, and the help, in the navigation bar at this time. The extra ones that you're seeing on my screen right now goes back to us like doing that testing stuff, so these are things that are being tested right now, the preview and approval pieces, and those will get pushed out to you in your production system at a later date.



So our focus in this training is going to be on the collection piece and on the help menu. So you will see and experience the preview and approval processes at a later date.

So on your homepage, this is where you're gonna see basic information about, like, your timeline, your dates, when different pieces of the system are going to be coming out are in the bottom, right hand corner. And then we have information about the difference, like, what school users can do, what district users can do that kind of gives you an overview of what you'll be able to do in the system whenever you log in under your account.

So as we kind of go, get into this, so maybe keep in mind, too, I should have mentioned, my login in test is the KDE Admin login, so I will see everything when I'm logged into the test system. So some of the things that you see on my screen as I'm going through and testing may not look a hundred percent like what you'll see when you go into your system and start looking. But I will be showing some of these other logins, you can see what they look like for the different role types.

So when you are in the homepage, and you need to start working on your data collection, so you click on the collection menu or hover over it, and you'll get the extra menu for you to be able to select what you're going to do.

The upload agency files you will not see in your production environment because that is a KDE permission. That's why it's showing up here, again, because that's the role that I have in the test system.

So if you look at, this a district admin login. If I click on this Collection menu, you'll see there are 4 options. So there's the Submit Collection Data, Download School Profile Report, Monitor Progress, and Superintendent's Message. If you have a school report, or a school role you will only see the top 2; you'll see the Submit Collection Data and the Download School Profile Report.

We are gonna kind of walk through all these, and show you how they connect to each other as you add data. So even if you are a school user, we're I would still suggest you pay attention to like some of these other things, so that you'll know where that information is coming from when it shows up on your side of the system, or like where your information is going once you enter data.

So the first thing we're gonna take a look at is the Submit Collection Data. So when you need to submit all your collection, this is the place that you will go. You



just click on it from the, select it from the Collection Menu, and this is the test system, so sometimes it's, it likes to do this. There we go. So, I have my screen zoomed in a little bit, so that you will hopefully be able to better see some of the stuff that's going on. On the page when you log in, these dropdowns over here on the right hand side, depending on the size of your monitor or the zoom that you are using whenever you are working in the system, these may shift where they show up on the screen, so they may be in a straight line, they may be stacked like what you're seeing on mine. So that just is dependent on your screen size, because the system is built to be responsive to whatever screen type or size you're using whenever you're in doing your work.

So the first dropdown we have is the school year. It will automatically default to the current school year. Once historical records have been added, or once you move forward in the future you'll be able to click on this and change your view, and you can look at past data, but you will not be able to enter anything other than in the current school year.

If you are a district user, the school district will only show the districts that you are assigned to in your roles and permissions. So this is showing the entire list of school districts because I have that KDE permission in my test login, and then your school filter will automatically adjust, depending on what district has been chosen, so those will always match each other. Whatever district, your schools are also gonna match it.

So when you land on this page, first off, this, no data has been entered for this school, and so you'll see your table is empty. You have your domains all the way over on the left, and those are in alphabetical order from A to Z. You can flip it if you want to go Z to A. There's a little arrow, so you can just click the arrow, and it will rearrange the column in order of either ascending or descending depending on which way you want to look at it.

The Status section will start out saying, all of the domains are Not Started because no data has been entered for any of those domains, and then your Status Date and Updated By will be blank, because again, nothing has been added, and everything is set as the Status of Not Started.

As I'm probably sure you saw when I first got onto this page, since Adair is the first district that shows up in the drop-down list, that's kind of where everybody does a lot of their testing. So you can see where all of these. This is what it looks like once data has been entered. So you can see the status could be anywhere from Not



Started like we just saw to In Progress, Completed, and Finalized. And those update as you do your job, and you put data into the system, and save that in and update that and do all the things.

So once, as you add data on this page, this is one of those places where I'm going to kind of show you the chain of data. So if you, if you, as a school, are adding data on the school, on the submit page, the school districts that have this Monitor Collection Progress page can go in and kind of see where you are on your progress. And so this, instead of having to go into every single district to see kind of where they are on all their process for adding data, district users can come in here and see. Like, okay. So Adair County elementary has finalized their access technology and effective teachers. They've completed this one. They're still working on precautionary measures. So it gives LEA or the districts that one place to see where, how all their schools are doing. So as a school, as you add data on this Collection Data page, it will update this Progress page, so the districts can see kind of where you are in your collection progress.

So we're gonna go back to our Submit Data Collection piece. We'll kind of walk through what this looks like when you're putting in data. So this is kind of where I'm gonna play around in. So you can see there are ones that are started, ones that are not started, ones that are in progress, and ones that are finalized. So the status date will always show the most recent dates something was done to that data. So you can see that this one, the access technology, is showing a status date of 9 18. So that means that was updated this morning whereas career studies is showing yesterday's date. so that's when that information was put in. So that will always update to the most recent time the data has been adjusted, as will the Update By; this will show always the email address for the last person to update the data, so you will always know when you go in who was the last person to do anything with the data that's in that domain.

So, in order for you to move a piece or a domain from Not Started to In Progress to Complete is Finalized, you will be using the action buttons in the column that is all the way over on the right. So the icons kind of tell you a little bit about what you can do with them, so if you hover over them, you'll see the pencil allows you to edit the form, the eye allows you to view the form, the complete form is the thumbs up, and then once you have a domain that has a Completed status, you will also see a check mark that allows you to finalize the form, and we'll talk about that little bit more. In a few minutes.

So if I want to go in and start a new domain that has no data in it, I will just click the pencil icon, and it will reroute me to the form so that I can fill out the information for this domain. I can fill out as many of these questions at a time as I want. If I am working on this, and then I get a parent phone call, or there's an altercation that happens on campus or whatever, and I get pulled away, I can stop what I'm doing, come down to the bottom of this form, click submit, and it will save the information that I put in, and I can come back in and add more later when maybe there's not so much going on on the campus or in my office.

So some of these are set up as text fields, some of them are numeric fields, some of them have the radio buttons, and some of them are check or multi-select checkboxes. So after I have selected whatever I'm gonna put in for this data, I come down to the bottom, and I can submit, and this will then change my status to show In Progress, and then it has today's date and I'm the one who put that data in. At any time I can go back into that one, and click the pencil icon again, and it will show all of my previous responses, and allow me to add answers to ones that I did not get to the last time, and you can do this as many times as you want to, or as you need to, to get all of your data documented. So if you've made changes, you can update your form. If you don't want to keep the information that you added into the form, you can click cancel, and it will toss any of the new information that you put in, and revert back to its original form.

If a form has been completed. So we'll take a look at this parent involvement right here. It is showing complete, but even though it is marked as complete, you can still go in and make changes to that. So I can go in and click my pencil icon, and oops, let me get the box off the screen, and I can go in and make the change, and I can update it, and it will come back over here, and it will reset my status to In Progress, because now I've made changes to it. If that last change is all that was needed, and I need to re-complete the data, then I can go over here and click on the thumbs up icon, which is how you complete your form. So if I click on this, I'll get a popup that's asking "Are you sure you want to mark this as complete?", and you just click, Ok, and it will change your status to Completed, and then you will get the checkmark icon that shows up. So this is where, it's only available after data has been Completed. And it is optional. You do not have to finalize your data in order for KDE to use it in the school report card.

If you finalize data, you can see this one right here, I have the visual and performing arts finalized. If you've finalized data, you have no more chances to change it. It is locked, and the only thing you will be able to do is view it. So if you click on your view form, it will, everything will be read only, you will not be able to



like, check anything, check any boxes in any of them. Everything is grayed out and read only, and it's locked. So you can view it, but you can't do anything with it when it's finalized. And again, that is not a requirement. It is an optional feature that you can use whenever you are setting your data. Your data will still go all the way through the process and into the score card if you have it as complete as opposed to finalizing it. So that is just something to keep in mind in how you want to do things in your school and in your district. It is an option; it is not required.

So if you have data that you want to finalize, if you know there is no more information that's going to be changed in that particular session, or in that domain, then you click on the checkmark, and it will ask you, "are you sure you want to finalize this form? It will make it read only, and lock it to prevent any further changes. So once finalized, the Status will be updated accordingly." So if you say that you want to finalize this data, if you Ok it, then your status changes to finalize, and it is now read only.

So those are just kind of some things to keep in mind as you're working through submitting your collection data.

As I am submitting and making changes to this data, again, if I now go back to, as the district go to Monitor Collection Progress, and I go down to that district that I was just working in, you can now see the process of the data that I was working on where you have now two that are Finalized, one that's Completed and one that's In Progress. So again, this page updates automatically as a school enters data on their Collection Data page.

So as a school and as a district, you can opt to download your School Profile Report, and this will always, you can do this as many times as you want to because it will always like update with the latest data. So when you're on a School Profile Reports Page, when you select your district in or within the district, if you are a district person or a school person, it should automatically show your districts. You should not have to drop anything down to select a district. I'm just having to do that because of my roles and permissions in the test system. So once you are on your district, you have a table below that has districts and schools.

You also have, a School Profile, which is kind of like our table heading in here in the middle of the page and next to that is an info icon. You will see these at various places throughout the system, and if you click on it it will pop open a box. This shows you. It gives you maybe a definition. It may give you more instructions, just some extra information to help you know what to do on the page or what the



page is being used for. Not every page has that, but if it is a feature that has been selected for that particular page, you'll see it, and you can click on it and get your extra information.

So in the table on the page, your districts will be left on the in your left hand column, and then all the schools for that district that you have permissions to view are in the right hand column. So if you click on the name of a school, it will create a PDF in a new tab. If you add data into your Collection Reports. it will take about 15 min after you put data in the Collection Report for it to make its way to the School Profile Report, so that process is not immediate, unlike the table that we just witnessed, that one immediately updates as you enter data. The School Report Card is going to populate about 15 min after you add that data, so that is just something to keep in mind. The School Profile report also will contain information that KDE puts into the system from the school, the student information system. So this is a PDF. You have the option of using your buttons just like all PDF documents. You can print the file, you can download it. You can do whatever you need to do.

It will have information about all the data that's been collected up to this point of whenever you download the form, and if you scroll all the way to the bottom of the page, you will see where you can get signatures for your site-based decision-making council and your campus leadership.

So we'll jump back over here to our system. Again, you can open up your PDF as many times as you want to. It regenerates every time you open it, so you will always have the latest data in the report.

So we've looked at the Monitor Collection Progress. This is the this is one of the pages that is a district only view. Like, if you are a school user, you will not be able to see this, so this is for districts to be able to kind of keep up with the progress of their schools in their districts, and they can use it as a way to kind of reach out to schools if they choose to use it that way, or they can just kind of keep an eye on things.

The last option that we have in this Collection Menu is the Superintendent's Message, and again, this is one of those that is only available at the district level, so if you are a district user, you will see this option.

So when you're on the page, this is another one that has one of those information icons, and it just gives you a set of instructions for how to operate on the page. It is pretty simple to do this. You just, where it says, "Enter the message here",

and under the Superintendent's Message column heading, if you just double click in that field, it will give you the opportunity to type. So you can put, type whatever your messages in there. You can paste into this field, as well, but something maybe to keep in mind this field is limited to a thousand characters. And it is, there's no text formatting. So if you try to like bold, underline, or do italics, that stuff will not transfer over into this field, and the, like, hard returns and extra spaces won't be recognized either. It is a, it is strictly a text box for you to type in whatever message you want to get out to your users. So once I have the message typed in, I have the X icon if I decide I don't like that message, and I want more time to, like, formulate it, then I can just click the X, and you'll go back to your "Enter the message here". And then if, I do like it, and it's what I want to keep, I click the check mark, and it will save the message on this page. Once you have the message saved, it will populate on the overview page of the School Report Card, which is that this Preview up here that we're still testing, it'll show up there on your overview page. It will also show up on the public-facing site for the release of the actual score report cards. So this message will end up getting displayed in two different places, both internally in the portal and externally to the public. And again, this is one that can be updated multiple times. If you're working on your language and trying to get it just right, you can come in here and make edits to it whenever you need to do that.

So we've covered everything under the collection menu, and I realize that was super fast; I didn't realize I was gonna go that fast. So now we're gonna like, kind of jump over here to the help menu. So the help will always be like the last option on the navigation bar, and right now, underneath help, we have a Contact Us information page and User Guides, and Amanda mentioned these at the beginning of the training, so that you will, aAnd this is where you access those from.

So we're gonna look at user guides first. So right now, there are five documents in here, and it is, all these are all of the modules that are getting released for KDE, school districts, and school users to be able to use now. So if you are wanting to know how to operate something in the system, and you just need a quick like reminder, because this isn't something that happens all the time, if you select it, it will open a PDF up in a new tab. And it is just a quick tip document with some screenshots and basic information about how to navigate through that part of the system. This one is by document five pages, and I think it's the longest one that we have of the ones that are being released today. So there is a document for every one of the options, or every one of the modules that are coming out today, and they're all PDFs, so that your computer should open them easily enough. So just click on it, and it should just automatically open that in a new tab.



So the Contact Us will redirect you to a help page, and this is gonna have information for you about how you can get help if those quick tip user guide documents are not enough. There is an email for system support through AnLar where you will get direct access to the help desk staff for the system, and they will help you figure out some of those problems or direct you to the person that you need to work with that person is within your KDE Department. And then it also has emails for assessment and accountability data as well as the Kentucky Department of Education. So those contacts will always be here under the Help menu as well as the user guides. And again, the user guide list will be added to as more features are released in the system.

So I realized that was super fast and quick. Hopefully I didn't go too fast. This is the bulk of what you will be working on and seeing as of today, what's in the help menu and what's in the collection menu, and of course the homepage. So unless some of my team wants to jump in and maybe fill in where I maybe missed some details, we can open it up to questions if you have any out there in Kentucky.

Amanda Davis: Thanks, Jeana. So much. I've been, I know Dede and I have been tag teaming on any questions that pop up in the chat, and I just saw one. Neil. You popped a question in there about elevating permissions. Yes, initially. Start there with your, and I'm gonna say it wrong, your WAPOC. I, hopefully I didn't damage that too much. But yes, start there, and there is some instruction when you go to, Jeana's there right now, that initial login page. If for some reason you cannot log in or you have a user that cannot log in, there's some instruction there. Jeana, will you go to the, that one's not the most up to one. There's one in the portal, on the login page. You're gonna see some instructions on your. WAPOC and going to find that contact. So yes, please start there. If you find that you've got user permissions, then those can be escalated as well.

Any other questions. You're welcome to put those in the chat, or you're welcome to come off mute and ask Jeana and I any additional questions that you may have.

Jeana: Now I'll just jump in real quick and say this that I have now is the portal, so it looks just exactly like what I showed you when I started my demo. So if you, once you are going into your live system, if you click the Kentucky login, we'll see what it does. Oh, it took me directly to it. I thought it was gonna make me go through the whole process. But it will add, it'll like, send you your code into your email that is being used



to set up the account. But this is the live, this is the portal site that you'll be logging into, so this is what it will look like when you get in. It should look the same as what you were seeing on my screen when I was doing the demo, with the exception of some of the menus will be different or missing a different.

Dede Conner: Good morning. This is Dede. I just want to point out, and I put this in the chat earlier, but some of you that joined late might not have the previous chat. You will use your kyschools.us. email account for this. It's all part of the single sign on process and the initial time you log in you'll have to enter that, and that's what, you know she's, Jeana is discussing right now. So I think, Jeana you would have to log out of the whole incognito, or in private modes. Browser and start over again for it to come up and give you that level access. At least, that's been my experience.

Jeana: Yeah, I hadn't logged into the prod since yesterday, so I was hoping maybe it would like.

Dede: Right, reset.

Jeana: Yup, but now it's still just sent me straight to it. So...

Dede: So I want to talk a little bit just because we have some time about the help feature in the contacts. If you have questions regarding the system, how it works, you know, those type of things, those are all gonna go to AnLar. If you have data issues, meaning not data issues like data you've put in that's not populating the School Profile that would go to AnLar. But if you have data issues of KDE populated data that you're not, you don't think's correct, or you, it's missing, or anything like that, that's really nothing the AnLar team can do to help you with. So those type of issues, as we get into this part of it, reach out to the contact that's on the KDE resource materials. It's great to, you know, I know they've got the KDE data request which comes to my team. But my team can't always help you with all those things you've got Wendy Spaulding that's doing all the precautionary methods and safety. You've got, also you've got Karen Davidson that does all the School Profile Report, but Tessa Harris, that does the ineffective teacher. That's a new collection this year. You've got Amy Tracy, that does the career studies information. You got Ben Maynard that does the technology, and I don't expect you to remember all that. If you go to the KDE Resources web page, there's information on every collector item that's entered where you find that information who the contact is, and there's also a quality assurance or a QA worksheet that's out there. That lists all the appropriate KDE contacts for all the data that's you're going to be, not just the collector



information, but all the data and the resources you might be able to use in Infinite Campus, or within other systems, to be able to validate that data.

Amanda: And Dede, if you want to provide those contacts to us, we'll just include them right here on the help page do that's easily accessible for your school and district users.

Dede: Okay, yeah, I'm pretty sure you have those, but I'll make sure I'll get them to you again.

Amanda: Yeah, that's great.

Dede: So Susan mentions in the chat she's only seeing a home and help button. That's a good example, Susan, of something that would go to the AnLar Help Desk, so you would want to send a message to kysrcsupport@anlar.com and indicate in that way they can look at the permission, and how how your permissions are, and maybe look into why you were seeing it. That we did test with a few districts yesterday, and I have to say if you're on board again, thank you for that, because it allowed us to make sure that when they got on, they could see they, could get on first with their account versus our test accounts, and they could also see what we were seeing. So we have done significant testing on this, but with any new system, there may be things that you find that we didn't find, or as a new, as the site was updated, it broke something else. Those things can happen. And you know, the AnLar teams worked really hard with us. Our KDE teams worked really hard to try to work through the issues. But if you find something, you know, don't get overly concerned, we'll do that. We have some things on the school profile report that we're seeing some issues with, maybe it's not populating as we thought, but it could be we didn't wait our 15 min. So if it's just that we didn't wait our 15 minutes., it's, you know, it's on us. So we just need to watch for those kinds of things and make sure that they're there. But if you do find a problem like that, please speak up. This is, keep team KDE for School Report Card. We've all got to, you know, we're in this together to make sure it's a good good experience. What you're seeing today, I think, is easy to use. The user guides can walk you through all the material, very, and the process very easily. We'll be introducing more information in a couple of weeks on additional parts of the system. And I think you'll find it very user friendly, a different experience on what we've had before. But Anlar has aligned to some of the domains and things like that that we were already familiar with. So it's not like a brand new, where is everything? Most of the data you're gonna find in the same place, the really the only exception you'll see, and you won't see that for a couple of weeks is some of the CTE data is pulled into one group. So I do have a communication ready to go out



between 10:00 and 10:30. The first sentence has a hyperlink to the URL. We just, you know, decided to delay that because we didn't want, you know, 1,500 schools, and you know, 171 different districts, all logging in at the exact same time during the training, so that, that, you know, could give us an unexpected performance issue. So thank you for your patience on that.

So the information on the collector items, I think it does include items that are required only for A1. Most of the data, precautionary, precautionary. Not precautionary, I'm sorry. The community data as far as parental involvement, that data is not required by A6s. But most data is required. However, a lot of the non-A1 school classifications aren't gonna have good, they're not gonna have answers for all those questions. Do the best you can. Just you know, this legislature didn't give us an opt out for any type of schools for the School Profile Report, so they're really required, but a lot of it is not offered, you know, in some cases.

Windy Spalding: To clarify, Dede, this is Windy. The parental involvement is required is basically SBDM questions, school based decision-making questions. So those are required for A1, schools only. And then the precautionary measures are required for all school types, except your A6 state agency schools. So those were the exceptions, I think.

Dede: Okay, thank you. Wendy. Appreciate that.

Any other questions.

If you've gotten what you need, and you want to go on about your day, I think this is probably a good time to you know, log out, and you know, go on. If you've run into any questions or anything along the way that you just need to ask somebody, AnLar is going to have open hours even today, until 2 o'clock, and then Thursday and Friday of this week. So do try to get on the system this week and make sure it's working for you while we've got those office hours, and you've got ready assistance for as you work on these.

Amanda: Dede in the chat, there's just a question about you repeating what you just said about A5 and A6 schools.

Dede: Windy said it so much better than I did. So Windy.

Windy: Yes, and I am I'm trying to add it to the chat as well. So parental involvement. Those are school-based decision making questions and requirements, so those are



only required for A1 classified schools. Per precautionary measures is required for all school types except for A6, so those are the exceptions for those two domains.

And somebody said A5 schools. So A5 schools do have to complete precautionary measures, but they do not have to complete parental involvement. Again, because that is only for A1 schools. Does that help?

A8 would have to, that's Ben Maynard's area, but those are virtual schools, so I would, they definitely don't have to. Okay, sorry A8 does not have to report under parental involvement. Again, because they don't have a SBDM. A8 would probably not have to do precautionary measures if they are ran through the A1 school, because they are virtual.

Let's say, visual performing arts, career studies, ineffective data, that data is School Profile Report, and you are correct. I think that there is an exception for A6 facilities on the School Profile Report. We'll have to confirm that, and we can send that out when we send out our notification about the collector fields.

Dede: And I do know that for the School Profile Report, the legislature has said all schools, so it's one of those things that it's supposed to be in the Local Board Office. So an A6 facility isn't usually associated with the Local Board Office, so I think you can use that as the reason not to provide it. But KDE doesn't really have any more guidance than all schools from the legislature on that one.

I know there's questions about the school profile report and the timeliness, and we do apologize. I know it's a very short window. Districts are just asked to do the best. They can't change the due date that's set by the Legislature, which is October 1. If you've collected your information to enter into the collection tool, I think you'll find it very easy to enter that information, and print your school profile report. Usually the more time consuming piece is actually putting that information, getting the site-based decision making signatures and putting that a site-based decision making, principal, and superintendent signatures because you have to wait to your next site-based decision meeting, if that's applicable to your school. So just if you need to put a blank copy in the Local Board office in case you get questions, and I think that'd be pretty easy to understand, explain that, from you know that you've done the best you can. Some delays have caused you inability to meet the October one deadline.

Any other questions. I think I heard somebody popped on.



Darryl did add something as a possible reason you would only see home and help. So if you're only seeing home and help, you may want to work, talk to your WAPOC to make sure you're set up correctly for the scorecard access because it may be that you're just not assigned to a certain school. It's not capturing that.

Amanda: Okay, any anything else that we can help with before we let you all go about your day.

Dede, anything else from you?

Dede: Nope, you should get the email sometime between 10:00 and 10:30. It's with our Communications department.

Amanda: Okay, that sounds great.

Participant 1: I just have a quick question. I'm sorry.

Amanda: Yes, oh, you're just fine. Go ahead.

Participant 1: And we popped on late. We looked at the time wrong. Where do we go to access the website, which I'm sure you went over that at the beginning, like set up. We were late. I apologize.

Dede: You didn't miss that at all.

Amanda: KDE is going to be sending out some communication in the next 30 to 40 min, and that will include the link. It will also include some help information for you, some quick reference guides, some office hours, various ways you can contact, contacts that you might need if you run into any issues.

Participant 1: Okay. And the only other question I have is when this is concluded. I know you guys recorded this, where will we find this recording, so we can go back and watch.

Amanda: We'll have it distributed through Kd. And then we'll also have it on the site as well.

Participant 1: Okay, thank you so much.

Amanda: You're welcome. Okay, anything else we can help with.

Dede: Amanda. I'm gonna go ahead and put the link to those that have stuck with us the whole time.

Amanda Oh, yeah. Go ahead. Yep. Go ahead. You're good. Yeah.

Dede: Alright. So I think we're beyond the concern that we would have 1,500 people trying to lock access to one time. So if you stayed, that's your benefit. You will actually get that in the communication, too. But if you click on that link there, that's your access to the School Report Card Collection portal.

Amanda: Alright. Well, thank you, everyone. I hope the rest of your Wednesday goes well. And like I said, if there's questions that pop up, please reach out to the applicable person.

Dede: Robin has one question, the due date, the October 1 date is the date for the School Profile Report, and like we said, if you were on just a minute ago, you know, do the best you can. The rest of the data we've asked that be entered by November 8. So you've got a little bit of time on the rest of the data because that will, the intent is to have a School Report Card live to the public on November 20, and that gives KDE just a little bit of time to look at it, follow up if we see things that look like there could be potentially problems or anything like that or missing data that we need to reach out for.

Participant 2: And this is just gonna be on, once these are in the domains, where do we send the information that the site-based, the school-based council signs?

Dede: You actually, the Kentucky statute on that says that you have to put it in the Local Board Office and make it available to the public.

Participant 2: Okay.

Dede: There's always there's always a non-signed copy that gets attached to the school report card, but that comes after the fact. So it would just go to your Local Board office once it's signed.

Participant 2: Gotcha. Okay, thank you so much.



Participant 3: This is Heather Aldridge. I've just logged on, and I'm at the district level, and I have home, collection, and help, and that's all that I see. Is that all that I should see?

Dede: Yes. That's all you should see. At this point in time. I think you saw the training. There was a preview and approval area.

Participant 3: Yes.

Dede: So that's there's more to come that was kinda showing you what's what's gonna be added. But at the end of the month, on September 28.

Participant 3: Perfect.

Dede: We're gonna release the other 2 portions of this, and we'll do probably another training similar to this to kind of walk folks through what those areas.

Participant 3: That's wonderful. Thank you so much.

Dede: Anybody else. You can use the AnLar link to the office hours that was shared yesterday and will be shared in the communication that's going out to log back in at 11 o'clock if you do have come up with any questions.

Amanda: Thanks. Dede, and thanks everyone. Have a great rest of your day.