

School Report Card – SRC Review/Approval Collector, Overview and Educational Opportunity Now Open

The [School Report Card Secure Portal](#) Collection, Preview and Approval tools for the Overview and the Educational Opportunity domains are now open for data entry, review and approval. The School Safety domain will remain open until Aug. 20.

There are known issues with the system. For functionality or technical issues, contact [AnLar by email](#). The [applicable KDE point of contact](#) can assist with data issues.

Reference the list below for functionality available to schools and districts currently.

Collection Tool:

- Schools can enter [collection items](#) using the Submit Collection Items (visualize by form) option to populate:
 - [School Profile Report](#) and Education Opportunity/General Education Coursework (Career Studies, Health Education and Physical Education, Visual & Performing Arts, and World Languages)
 - Overview/Access to Technology
 - Overview/Faculty, Staff and Community/Parental Involvement
 - Overview/Faculty/Disproportionality ([Ineffective Teachers](#))
 - School Safety/Precautionary Measures
- Forms finalized in the Collection Tool by 8 a.m., 12 p.m. and 4 p.m. will appear in appropriate Preview location and School Profile Reports 30 minutes following those refresh times.
- The School Profile Report can be viewed from the Overview Landing Page; there is also a download option in the School Collection Status dashboard. Districts can choose to route the PDF for electronic signatures or print to gather required signatures.
- Districts can add superintendent messages using the Submit Messages option.
- Districts can track school-level collection statuses using the Submit Collection Items dashboard.

Preview Tool:

- Allows schools and districts to validate data before public release.
- Data anomalies that are found should be flagged for the Kentucky Department of Education's (KDE's) awareness and review.
- Data views mirror what will appear in the School Report Card (SRC) dashboard site upon public release.
- The default view in the secure portal is unsuppressed data; views can be toggled to see the suppressed view as it will appear in public release.

Approval Tool:

- The Approval tool allows schools and districts to indicate they have completed their review and confirm that the school and district data has been reviewed and ready for public release. Districts have the option of requiring that schools use the approval tool to indicate that school-level data review is complete.
- KDE will track district level approvals; districts can use the school-level approval statuses to track school completion through the Update Approval Status dashboard.
- The Review Flags Report option is available to help with tracking outstanding flags submitted and review responses from KDE.
- Currently, all districts are viewable in the Update Approval Status; however, updates can only be made to the applicable organization(s). This is a known issue that does not impact use but will be corrected.

Navigation:

- You may see multiple vertical scroll bars, use the one to the right of the dashboard in most cases to move down the screen. The extra scroll bar is a known issue that AnLar is working on. Hover over the right side and bottom of a table to see scroll bars to view additional data.
- You may see “dashboard” and “data” options at the top of each page instead of on each data point.
- The suppression toggle at each data point changes all views on the page, instead of just the chart selected.

- Student group selection at any data point on the page will change all data points on the page if selection features are the same.

The changes to navigation in the production portal have created some unexpected inconsistencies and may change back to be data point specific before public release.

Select Help in the SRC Portal to access user guides. These guides are also available with additional resources on the [SRC Resources webpage](#); these resources can help schools and districts complete SRC tasks. [Accessing SRC Secure site instructions](#) provides details of roles that default automatically for SRC access and how other users can be set up with permissions to access. Access the [district directory in Open House](#) to quickly see roles assigned for your district and schools.

Data not yet available in Overview and Education Opportunity domains:

- Dashboard views are not available for all data points; these views continue to be refined and will be introduced in the coming weeks.
- Overview/Students/Student Groups/Students with Disabilities – Categories of disabilities.
- Overview/Students/Student Groups/English Learners – top 5 languages.
- Educational Opportunity/Advanced Coursework: Cambridge Advanced International exam scores are being processed by the KDE now and will be available soon in the SRC preview tool.
- Faculty, Staff and Community, Disproportionality data for Inexperienced Staff (district level) is in the process of being prepared. We expect that it will be available in the SRC preview tool by late August.

Career and Technical Education and Transition to Adult Life domains are not part of this release. These two domains are expected to open mid-September before soft launch to the public in early October. Assessment and accountability data will be released publicly mid-to-late-November.

If the SRC Portal dashboard is slow, check with your local technology team to see if the latest version of Go Guardian is being used. The system may time out if you have a period of inactivity. Try logging out and back in. If your data view continues to spin after data is loaded; that is a known problem that AnLar is working on. Try switching tabs and coming back to see if that clears the spinning issue. Other performance issues should be referred to [AnLar by email](#).

The [School Report Card Resources webpage](#) will continue to be used as a central repository for communications and resources. The SRC timeline, resources and all SRC communications will continue to be posted to this webpage.

CONTACTS

System Functionality/Issues: contact [AnLar by email](#)

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

School Safety: [Windy Spalding](#)

Advanced Coursework, General Education Coursework, and School Profile Report: [Caryn Davidson](#)

Assessment and Accountability: [KDE DAC Info](#)