Kentucky Department of
EDUCATION

SRC 09 - Distribute to: DAC and SRC contacts only

School Report Card Update No. 9: SRC Tracking

District School Report Card (SRC) contacts are reminded that they can track the status of their District Collection and Approval statuses through tools available in the SRC Portal. The Collection, Preview and Approval tools will close Sept. 24 to prepare for the initial public release without assessment or accountability data Oct. 1. Please help to ensure this work is progressing as expected to meet the Sept. 24 due date.

Collection Status: Review status of collection domains by school through the Collection/Submit Collection Status tool. The Collection Status tool displays each school's "Organizational Name" and lists the number of collection domains for each status: 1) Not started; 2) In progress; 3) Completed; and 4) Finalized. The total number may vary based on the school type and applicable collection items. The data can be reviewed and edited through the Actions tool. The Actions/Complete Form (thumbs up) tool can be used to indicate that the work is complete. The Finalize Form (check box) is optional; this step is not required due to it preventing districts from being able to update after it is selected. The Audit log provides details on actions taken. Please complete this work as soon as possible. KDE will begin following up with districts that have not yet completed the week of Sept. 16.

Approval/Update Approval Status: KDE is monitoring for district-level approvals only. Districts should approve to indicate approval for each domain, indicating that the associated work is complete and ready for public release. Districts that have chosen to have schools independently review and approve data can use the Approval/Update Approval status to see District and School approval statuses. There are currently three open domains – each should be reviewed and approved to designate that the district and schools' SRC work is complete. The Career and Technical Education and the Transition to Adult Life domains will open Sept. 15 with a short timeline for approval before the SRC Portal tools close Sept. 24.

Approval/Review Flags Report: KDE continues to monitor flags raised by schools and districts; KDE responses are entered in the Review Flags Report; districts should monitor that report in the Approval tool for any follow-up needed.

Reminders:

- User guides are available and provide step-by-step instructions on how to use these tools. The user guides are available in the Help tool and also available on the SRC Resource Page.

- SRC Annual Tasks includes the link to the SRC Portal and detail of the SRC outstanding work. The SRC data entry, review and approval process begins on Page 2. *NOTE: the SRC Portal URL link was causing a problem with email delivery and has been removed from communications for this reason.*

- School Profile Report must be available in the local board office by Oct.1; this requires applicable schools to enter collection detail, print and gather appropriate signatures before the due date. The unsigned copy will be available when the SRC opens Oct. 1 from applicable school's landing page.

Data Availability Updates:

- Overview/Students/Student Groups/English Learners – top 5 languages are now displaying.
- Faculty, Staff and Community, Disproportionality data for Inexperienced Staff (district level) is now available.
- Overview/Students/Student Groups/Students with Disabilities – Categories of disabilities are not displaying.
- Education Opportunity/Gifted and Talented Primary Talent Pool is now available; however, the data reflected in the dashboard view is not correct; use the table view to validate table while this issue is resolved.
- Educational Opportunity/Gifted and Talented data for grades 4-12 and Participation by Category are not displayed.
- Career and Technical Education and Transition to Adult Life domains will open on Sept. 15 for review.

The School Report Card Resources webpage serves as the central repository for communications and resources. The SRC timeline, resources and all SRC communications are posted to this webpage.

CONTACTS

- For questions related to AnLar's access and functionality, contact the AnLar Helpdesk email or call (502) 509-0041 between 8 a.m. and 6 p.m. ET.
- Email Caryn Davidson for School Profile Report questions.
- For Preview Tool, data quality questions, email applicable KDE contacts as referenced in the Quality Assurance Worksheet.
- For Collection Tool, data entry questions, email applicable KDE contacts as referenced in SRC Collection Items.
- Email KDE Data Services for general questions.
- Email KDE DAC Information for assessment and accountability questions