

## 2022-2023 – SRC Communication #15

Distributed: Oct. 23, 2023 – Superintendents, Principals, SRCC/DACs

### School Report Card – Public Release Prep

Reminder: The School Report Card (SRC) will go public at 10:00 p.m. ET, Oct 31. The district embargo period opens Monday, Oct. 30, 8:00 a.m. ET and closes Tuesday, Oct. 31, 9:59 p.m. ET. During this embargo period districts and schools may discuss results internally or with media (during media embargo), but not in public meetings. This release provides an opportunity for districts to see School Report Cards (SRCs) before the public release and to access the research data sets for all districts and the state.

The release of data to media, under embargo, will be Monday, Oct. 30, 1:00 p.m. ET. KDE is coordinating the media's access to the data. This embargo period provides media time to review and prepare stories prior to public release. **All data is embargoed until 10:00 p.m. ET, Oct. 31;** however, it may be discussed with media during the media embargo period to prepare for a local press release.

During the embargo period, no data can be changed. Most data was previously reviewed in the SRC approval tool or Student Data Review and Rooster (SDRR) application; however, this is the first opportunity to review Assessment (Academic Performance) and Accountability data in the School Report Card.

A secure URL/password will be shared with district assessment coordinators (DACs) and School Report Card contacts. They are asked to share this access information with superintendents or other school and district leaders with an understanding that this is an embargo period.

During this last week before embargo release, schools and districts should:

- Prepare for media and community questions. No changes to the SRC can be made during the embargo period. The embargo period will be the first opportunity to see Assessment (Academic Performance) and Accountability data in the SRC.
- Develop a local plan for sharing the SRC, including updating school and district websites. Previously posted URLs may need to be updated to reflect a direct link to 2023 data or use the generic link without year – <https://kyschoolreportcard.com/>. [The SRC Sharing Requirements](#) document details how schools and districts must distribute the SRC locally.
- Ensure that signed School Profile Reports are available for each school in the district board office. This was due by October 1. Once the SRC is public, the unsigned School Profile Report is available from the school's report card landing page (bottom right).
- Route any outstanding data issues to the KDE point of contact as designated in the [Quality Assurance Worksheet](#). Our ability to update data prior to public release is limited.
- Access the [Kentucky SRC Data Approval and Collection Tool](#) to update data collection items if an issue is found before public release, this tool will close October 27, 5:00 p.m. ET. Until then, districts can continue to use the download function to review the data that has been entered, including the optional superintendent message. The preview dashboard feature also remains available to verify that principal and superintendent contacts reflect the current contacts and not prior year.

Please pass along thanks from the Kentucky Department of Education (KDE) to all the district and school staff that helped with SRC review, approvals, and data entry. Most districts completed data entry and approved their SRC domains, this is much appreciated and provides assurances that data has been reviewed prior to public release. The SRC data will become public in accordance with the schedule below, regardless of the approval status.

The SRC timeline, previous communications and SRC resources are available on KDE's [SRC Resource webpage](#).

Public release dates for the 2023 School Report Card, including assessment, accountability, and federal classification data, are:

- **Monday, Oct. 30:** District embargo period opens 8:00 a.m., ET.
- **Monday, Oct. 30:** Media embargo opens 1:00 p.m. ET.
- **Tuesday, Oct. 31:** Embargo period closes 9:59 p.m. ET.
- **Tuesday, Oct. 31:** Public Release of SRC, 10:00 p.m. ET.
- **Wednesday, Nov. 1:** Data Approval and Collection tool reopens to accommodate updates to collection items. This tool will close Nov. 11.

#### CONTACTS:

- Email [BrightBytes support](#) with system questions.
- Email [KDEassessment@education.ky.gov](mailto:KDEassessment@education.ky.gov) with questions regarding assessment/accountability data.
- Email [KDE Standards Team](#) for School Profile Report and Advanced Courses and Exams questions.
- Email [Tessa Harris](#) with questions on Faculty Profile or Equity data.
- Email [Holly Tracy](#) with questions on CTE/Career Pathways, and Transition Readiness data.
- Email [Jessi Carlton](#) to request Principal/Superintendent updates after People Role Manger is updated.
- 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.