

## Kentucky School Report Card (SRC) Dashboard

### Annual Action Items, Resources and Points of Contact (POC)

Login: [School Report Card \(SRC\) Portal](#)

#### Early Summer (SRC Readiness Activities)

- [School Report Card \(SRC\) User Access](#) - verify appropriate users are reflected in People Role Manager (Web Security Administrator) and assigned to School Report Card role at the district or school-level as applicable. [User Access Instructions](#) provides details on which roles automatically default with access and how to setup others.

POC: Local: SRC/WAAPOCs as listed in [Open House Directory](#); State: [KETs Service Desk](#)

- [Create a local SRC team](#) to designate school and district contacts that are best equipped to enter, review and approve data. Use the [Quality Assurance \(QA\) Worksheet](#) to designate who should review by data point and the [SRC Collector Items](#) documentation to designate who should prepare and enter data in the Collection Tool. Applicable KDE POCs are included in these linked documents.
- [Verify school and principal contacts](#) are correct in the school and district [Open House Directory](#). SRC contacts should reflect “current contact” at the time the SRC is released in the fall; if principals or superintendents change, the contact should be updated accordingly. Updates need to be made in the People Role Manager Application (Web Security Administrator) by district WAAPOCs.

POC: Local: SRC/WAAPOCs as listed in [Open House Directory](#); State: [KETs Service Desk](#)

- [School Safety Data Review](#) – Districts can prepare in advance by reviewing the [Infinite Campus Safe Schools – Aggregate Report guidance document](#). School Safety data is the first data collection to be reviewed and is typically reviewed and approved in early August each year. The shorter timeframe for this collection is because KDE must share this data with the Center for School Safety and Office of Education Accountability in August per [KRS 158.444](#).

POC: Local: District Safe School Administrators as listed in [Open House Directory](#); State: [Windy Spalding](#)

- [SRC Data Quality Preparation](#) – begin reviewing quality of data in Infinite Campus early in the summer before SRC opens. The [Quality Assurance Worksheet](#) provides reporting available to assist with this review. Reviewing data before the summer break can help ensure the data is good before it is loaded to the School Report Card.

POC: Local: SRC and other contacts applicable to area of reporting; State: Designated contacts are included in the [Quality Assurance \(QA\) Worksheet](#) or [KDE data services](#).

- [SRC Collection Items](#) – begin gathering collection data to be ready for data entry into the [School Report Card \(SRC\) Portal](#) Collection Tool. State Contacts are included in the SRC Collection Items link.

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.

**NOTE: The 2024-2025 School Report Card Dashboard will be initially released without assessment and accountability data in early October, this is a soft launch without media notification. The Public Launch will be mid-to-late November when assessment and accountability data is available.**

July-September (SRC Data Entry, Review and Approval Period)

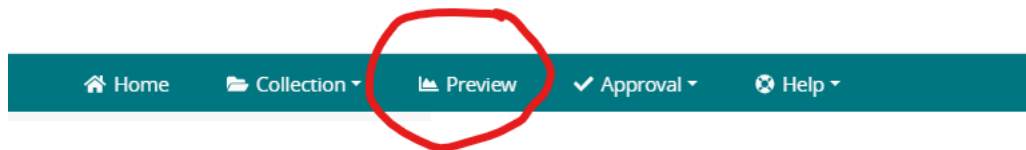
1. Login to the [School Report Card \(SRC\) Portal](#) to begin this work.

*Reference the [User Access Instructions](#) if there are login issues.*

2. Select *Preview* from the top header

**Resources available for Preview Tool:** [Preview Tool User Guide](#), [Quality Assurance \(QA\) Worksheet](#)

POC: School Safety - Local: Safe Schools Coordinators; State: [Windy Spalding](#); Other Domains – Local: SRC Coordinators ; State: KDE contacts are available in [Quality Assurance \(QA\) Worksheet](#)



- Review School Safety data – this domain opens first and closes in August to meet state reporting requirements.
  - If issues are found with the data KDE has loaded, select the flag at the right of the data point name, a box will open, feedback/comments must be entered before the flag can be submitted. Be as specific as possible when providing details of the issue.
- Review data populated by KDE in the *Overview* domain including *Students and Faculty, Staff and Community data*; flag any issues that are found by selecting the flag option beside the data point and include feedback/comments to describe issue. Also, review landing page to ensure school/district details are correctly reflected, examples below:
  - Verify superintendents and principals on the *Overview* Landing page at the bottom of the page. If not correct, work with local Web Application Administrator Point of Contact (WAAPOC) as listed in [Open House Directory](#) to update the WSA/People Role Manager system and notify [Jessi Carlton](#) after update is made to get the SRC updated.
  - Verify Superintendent message displays as entered in the Collection Tool.
  - Verify Local Board Members and School Based Decision Making (SBDM) members are correct for the applicable reporting year.
  - Verify School Profile Report is complete and appears as expected on the School Profile Report link on the school's SRC Overview landing page.

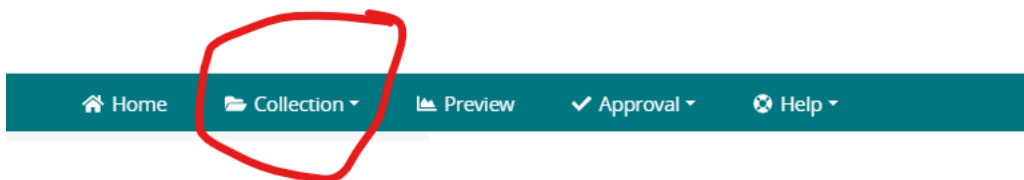
**NOTE:** The Office of Civil Rights data reflects the most recent data available as provided by the Office of Civil Rights, this data cannot be changed.

- In the *Educational Opportunity* domain, review data entered by KDE for *Advanced Coursework* and *Dual Credit* (if applicable to the school), *Gifted and Talented* and *General Education Coursework – Courses Offered* course detail. Flag any issues that are found by selecting the flag option beside the data point, include feedback/comments to describe issue before submitting the flag.
- In the *Career and Technical Education* domain, review data entered by KDE for *Perkins*, *Career Readiness*, *Career Pathways*, *Participation*, *Student Objectives* and *Postsecondary Opportunities* (if applicable to the school). Flag any issues that are found by selecting the flag option beside the data point, include feedback/comments to describe issue before submitting the flag. NOTE THIS DATE IS TYPICALLY AVAILABLE MID-SEPT.
- In the *Transition to Adult Life* domain, review data entered by KDE for *Current Year Graduates* and *Graduate Outcomes* (if applicable to the school). Flag any issues that are found by selecting the flag option beside the data point, include feedback/comments to describe issue before submitting the flag. NOTE THIS DATE IS TYPICALLY AVAILABLE MID-SEPT.
- School Accountability and Academic Performance domains are reviewed by District Assessment Coordinators; KDE's Office of Assessment and Accountability will provide details.

### 3. Select *Collection* from the top header bar:

Resources available for Collection Tool: [Submit Collection Data User Guide](#), [Submit Messages User Guide](#), [SRC Collection Items](#), [Ineffective Data Reporting](#), [School Profile Report Guidance](#)

POCs: Local: SRC Coordinators; State: contacts available in the in [SRC Collection Items resource](#).

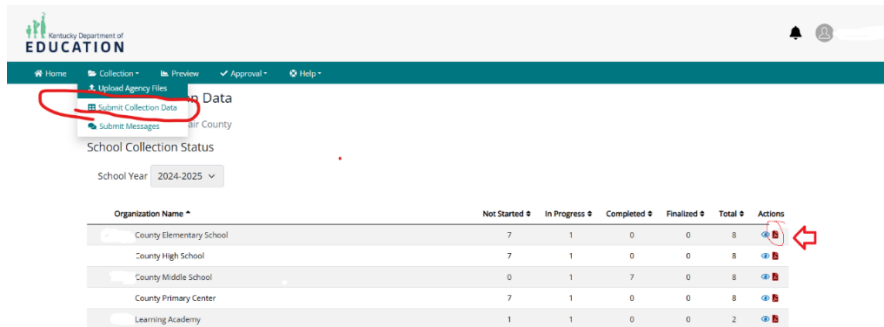












- Schools should use the *Submit Collection Data* tool to enter data into the [School Report Card \(SRC\) Portal](#). [SRC Collection items](#) entered in the Collection tool populate the School Profile Report and data in the Overview, Educational Opportunity and School Safety domains of the School Report Card Dashboard.
- Districts should monitor completion of the collection data entry using the *Submit Collection Data Tool Collection Status* screen. Details on which school classifications are required to enter are included in the [Collection items](#) documentation.
- Discuss whether the superintendent will want to include a message for the SRC. The superintendent message appears on the district and schools SRC Overview Landing Page. District users can enter the Superintendent message into the *Submit Messages* tool.
- Verify data entered in the Collection Tool by schools appears as expected using the Preview Tool:

- Overview domain; Faculty, Staff and Community/Community Involvement and Access to Technology are entered through the Collection Tool.
- Verify data entered by schools appears as expected in the School Safety domain; Precautionary Measures data entered by schools display what schools entered in the Collection Tool.
- Verify data entered in the Collection Tool for Career Studies (including essential workplace ethics), Health Education and Physical Education, Visual and Performing Arts, and World Languages programs appear as expected in the Educational Opportunity/General Education Coursework domain and on the School Profile Report. (Note – essential workplace ethics data is only populated on the School Profile Report.)

#### 4. School Profile Report in accordance with [KRS 158.6453 Section 3 \(20\)](#)

Resources available for Collection Tool: [SRC Collection Items](#), [School Profile Report Guidance](#)

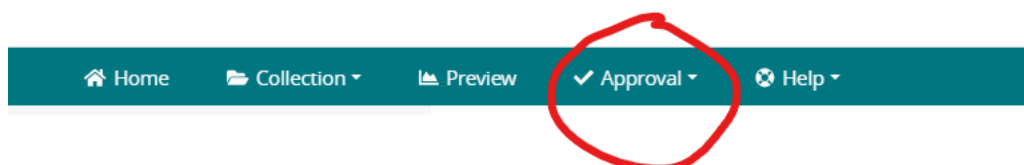


Organization Name *	Not Started	In Progress	Completed	Finalized	Total	Actions
County Elementary School	7	1	0	0	8	 
County High School	7	1	0	0	8	 
County Middle School	0	1	7	0	8	 
County Primary Center	7	1	0	0	8	 
Learning Academy	1	1	0	0	2	 

- After all data is entered into the Collection Tool for Career Studies (including essential workplace ethics), Health Education and Physical Education, Visual and Performing Arts, and World Languages programs the School Profile Report can be printed.
- Print the School Profile Report from *School Collection Status* page under the *Actions* column heading. The red document icon is *Download School Profile Report*. The report can also be downloaded from the Preview Landing Page for each school. Schools are responsible for verification of all data on their School Profile Report before gathering signatures.
- Gather signatures of principal, School-Based Decision Making (SDBM) committee members and superintendent, as applicable
- Have the signed School Profile Report available in the local board office by Oct. 1 due date. NOTE: The School Profile Report will also be available on the School Report Card Dashboard landing page and will be part of the early October soft release of 2024-2025 data.

#### 5. Select Approval from the top header bar:

Resources available for Approval Tool: [User Guide: Review Flags Report](#), [User Guide: Update Approval Status](#)



- Select Review Flags Report top to see KDE responses on issues flagged by the school or district. Contact the KDE responder directly if additional discussion is needed to resolve the flag. Lower or clear flags when issues have been resolved.
- Use the *Update Approval Status* tool to indicate Approval. Select the Actions tool to the left of the organization to see the Update Approval Status page. Use the dropdown beside each domain to change from unapproved to approved to reflect completion of the work. Approval verifies that all district- and school-level data is entered and verified for the applicable domain. Please note:
  - KDE monitors district approval status only.
  - Districts have the option of having schools use the approval tool locally to monitor the completion of school-level data approvals. While optional, it can be helpful to ensure all schools have completed their review prior to approving at the district level.

#### Late Fall (SRC Public Release Readiness)

### 6. Prepare for Public Release:

POC: Local: SRC Coordinators, Superintendents, Communications Officers; State: Office of Communication

- Define district and school media contacts.
- Are there stories that should be shared with the media?
- Is there a local media release needed to supplement the state release?