

# School Report Card

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

### Early Summer

- School Report Card (SRC) User Access - verify appropriate users are reflected in People Role Manager and assigned to School Report Card role at the district or school-level as applicable. User Access Instructions provide details on setup.
  - Points of Contact (POC):
    - Local: SRC/WAAPOC;
    - State: [KETS Service Desk](#)
- Verify school and principal contacts are correct in the school and district directory on Open House. 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 by district WAAPOCs.
  - POC:
    - Local: SRC/WAAPOC
    - 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 should be approved by the end of July 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
    - State: [Windy Spalding](#)
- SRC Data Quality Preparation – Districts can 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
  - POC:
    - Local: SRC and other contacts applicable to area of reporting
    - State: Designated contacts are included in the [Quality Assurance Worksheet](#) or [KDE data services](#).

## July

- When the SRC Approval and Collector site opens mid-July, review the district and school level safety data, and approve the data or flag the data if necessary.
  - POC:
    - Local: Safe Schools Coordinators
    - State: [Windy Spalding](#)
- Begin entering collector data in the SRC Collector tool. The [SRC Collection Items](#) document provides detail on data that must be entered at the school level to meet federal and/or state reporting requirements. The following guidance documents will assist with entry of the collector items:
  - [Community Collection Item Guidance](#)
  - [Safety Precautionary Measures Guidance](#)
  - [School Profile Report Instructions](#) provide additional detail specific to collection items required for this report.
  - POC:
    - Local: SRC Coordinators
    - State: contact identified in [SRC Collection Item resource](#).
- Discuss whether the superintendent will want to include a message for the SRC. The superintendent message appears on the district SRC, and the same message appears on each school's SRC and is entered in the district-level collector. [Instructions for adding a superintendent message](#).
  - POC:
    - Local: SRC Coordinators
    - State: [KDE Data Services](#)
- Respond to Equitable Access to Effective Educators Survey/data collection. Data is collected pertaining to the count of ineffective teachers and students served by these teachers to meet federal reporting requirements.
  - POC:
    - Local: SRC Coordinators
    - State: [Todd Davis](#)
- Prepare for School Profile Report data collection
  - POC:
    - Local: School Principals
    - State: [KDE Standards](#)

## August – September

- Enter collection data for SRC and School Profile Reporting for each school. The [SRC Collection Items](#) document provides detail on data that must be entered at the school level to meet federal and/or state reporting requirements. Target completion by end of August to leave time to gather SBDM signatures in Sept. meeting.
  - POC:
    - Local: SRC Coordinators
    - State: contact identified in [SRC Collection Item resource](#).
  
- Complete the approval process for each domain after verifying the accuracy of the school-level and district-level data. School-level approvals are not required by the Kentucky Department of Education (KDE) but can be used to help district SRC coordinators know that each school has completed its review. The [SRC Quality Assurance Worksheet](#) can be used to help guide SRC users through the review process.
  - POC:
    - Local: SRC Coordinators
    - State: contacts identified in [SRC Quality Assurance Worksheet](#). Email [BrightBytes support](#) or by phone at (877) 433-4036 with system questions. or by phone at (877) 433-4036 with system questions.
  
- Use the “Downloads” function in the SRC Approval Tool to download reports that can be used the status of (1) school-level approvals and (2) collector data entry is progressing/complete.
  - POC:
    - Local: SRC Coordinators
    - State: Email [BrightBytes support](#) with system questions.
  
- Enter the superintendent message in the district level collector.
  - POC:
    - Local: SRC Coordinators
    - State: Email [BrightBytes support](#) or by phone at (877) 433-4036 with system questions.
  
- Print the School Profile Report once all data is entered and collect signatures needed to meet requirements to have available in the local board office **by Oct. 1**. *Recommend that this be done by end of August so signatures can be obtained during Sept. SBDM meetings.*

- POC:
  - Local: District School-Based Decision-Making Coordinator, School Principals
  - State: [KDE Standards](#)
- Verify current contact information is correct for school principals and district superintendent through the “Preview Dashboard” option on the top right side of the Approval Tool landing page. Updates to the contact information must be made through the People Role Manager system. Contact the district web application administrator points of contact (WAAPOC) as identified in [Open House](#) for assistance with updates. If updates are not reflected in SRC Preview Dashboard in three days, please reach out to [Jessi Carlton](#).
  - POC:
    - Local: SRC Coordinators
    - State: [Jessi Carlton](#)
- High-School/District data – review data not available at the time the SRC Approval/collector tools opened. Advanced Coursework exams and Career and Technical data is not available until Sept.
  - POC:
    - Local: SRC Coordinators, Principals
    - State: Advanced Coursework (AP/IB/CAI) – [KDE Standards](#); Dual Credit – [Holly Tracy](#)

Fall
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- Prepare for Public Release:
  - 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?
  - POC:
    - Local: SRC Coordinators, Superintendents, Communications Officers
    - State: [Office of Communications](#)