

KY School Report Card – School Safety domain Review/Approval

[Kentucky School Report Card Portal](#)

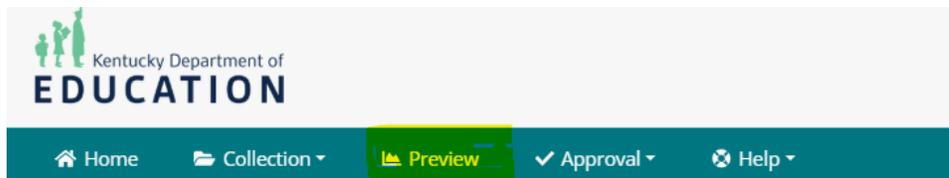
Click *Kentucky Login* button if necessary.



User Access - Staff listed as District Safe Schools Administrator in Person Role Manager and with the appropriate School Report Card group setting should be able to access the School Safety domain for their district. User access issues should first be addressed with the district’s Web Apps Admin Point of Contact-WAAPOC– reference district’s directory page on [Open House](#). Reference the Instructions for [Accessing School Report Card Secure Site](#) for additional information.

Navigation: Reference the [Preview Tool Guidance](#) created by An’Lar

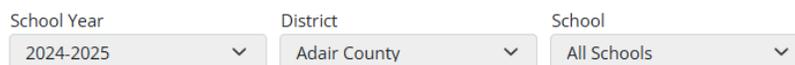
Click on the *Preview* option in the toolbar



Expand School Safety



The School Year will default to 2024-2025; the data can be viewed by District – All School and by individual schools by making the selection in the toolbar.



The School Safety Dashboard will display initially. This dashboard provides graphics of Students with Behavior Events (Count of students with at least one behavior event divided by total student count) and Students with Behavior Resolutions (Count of students with at least one discipline resolution divided by total student count) for current year and three previous.

Navigate to each of the sub-domains and review data using the [Validation of Safety Data for School Report Card](#) guidance document.

The items to be reviewed are as follows:

- Behavior Events
 - Grade Level tab (drop list will allow you to select and see all grades by organization)
 - Type tab – view will default to a Trend providing charts that display the percentage of category by total events for current year and three previous. Click on Table to review data as a grid.
 - Location tab - view will default to a Trend providing charts that display the percentage of students involved in an event by location (Classroom vs. Non-Classroom) by total student count for the current year and three previous. Click on Table to review data as a grid.
 - Context tab - view will default to a Trend providing charts that display the percentage of students involved in an event by context by total student count for current year and three previous. Click on Table to review data as a grid.
- Discipline Resolutions – view will default to trend providing charts that display the percentage of categorized resolutions by total resolutions for current and previous years. Click on Table to view the data as a grid.
- Legal Sanctions – view will default to a Trend providing charts that display the percentage of legal sanction (School Resource Officer vs. Other Sanctions) by total events involving sanctions. Click on the Table to view the data as a grid.

Approval: Reference the [Approval Tool Guidance](#) created by An’Lar

Click on the *Update Approval Status* option in the toolbar



KDE will monitor district level approvals; districts should monitor school level approvals. Once all school data has been reviewed and approved and the district data has been reviewed, the districts status for School Safety must be updated from Unapproved to Approved by clicking on the Actions icon.

Actions	Organization ^	Educational Opportunity	Overview	School Safety
	Adair County	0	0	0

Select Approved from the drop list for School Safety. Click *Submit Changes* button.

