

Kentucky School Report Card Public Website User's Guide

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Document Purpose

This user support guide for the **2018 Kentucky School Report Card** includes:

- Information on how the guide's organization and the type of questions that the School Report Card can help answer.
- Instructions for how public-facing School Report Card users can access and navigate the Kentucky School Report Card to learn more about a school or district.

Let's get started!

About the Kentucky School Report Card

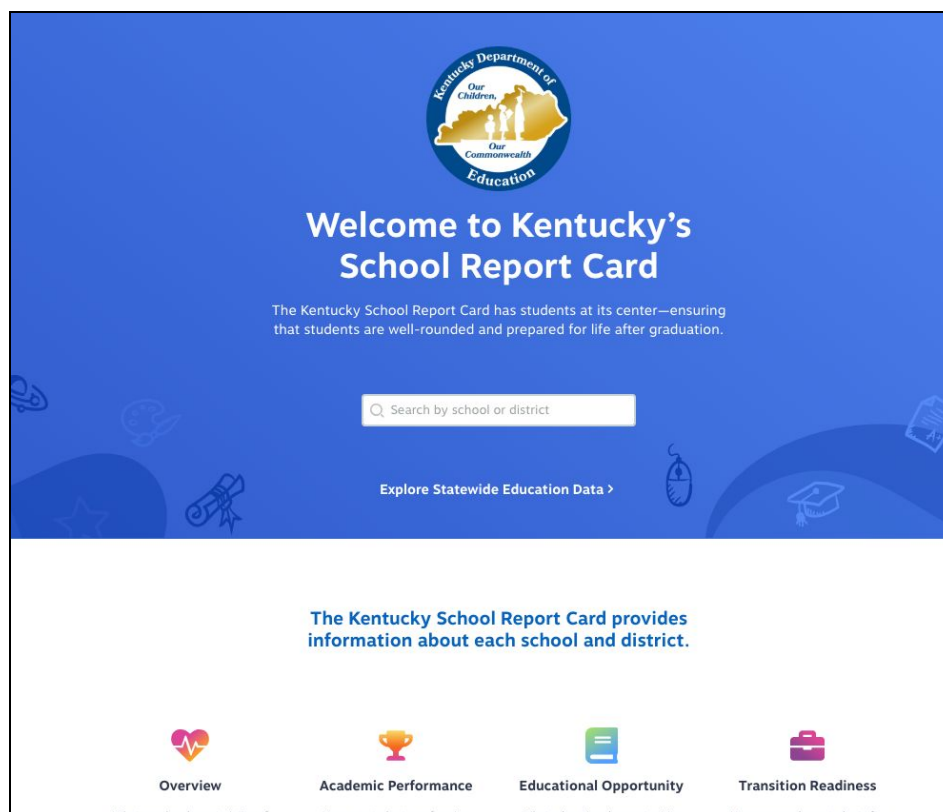
Kentucky's School Report Card is designed to help parents quickly find data about their child's school, school district and the state education system at a glance. On this website, you can find information about test performance, teacher qualifications, student safety, parental involvement and much more. The Kentucky Department of Education hopes that by strengthening the communication between schools, parents and the community, we all can help ensure Kentucky has a strong education system that benefits all of the Commonwealth's children.

Accessing Data in the Kentucky School Report Card

You can access the Kentucky School Report card by navigating to <https://www.kyschoolreportcard.com> in a web browser on a computer or mobile device using the latest edition of your browser type (e.g., Chrome, Edge, Firefox).

NOTE: Older browsers that are no longer updated/maintained by their developing company (such as Internet Explorer 8 or older) may not render the website correctly.

Navigating to this URL will take you to the Kentucky School Report Card landing page.



You can use the search bar to locate districts or schools by name. You also can click on the *Explore Statewide Education Data* link to view state-level data for Kentucky schools. Selecting the state, district or school from the search bar will take you to the corresponding organization's landing page.

Organization Landing Page

The primary landing page for any organization in the School Report Card will provide you with some details about the district or school you are viewing, as well as a high-level view of some data points within each of the primary domains of data.

This section will focus on the information found at the top of every organization landing page. For both the district and school-level dashboard, this information includes:

- The year from which the data is coming
- The current principal or superintendent
- The address and contact information of the organization
- Demographic data about the organization
- A list of district school board or school-based decision making council members
- The district's or school's *Star Rating*
 - This is an overall score based on the Kentucky school accountability model. This score won't be available until fall of 2019.
- A link to the Infinite Campus Parent Portal
 - The Infinite Campus Parent Portal allows you to view child-specific information such as grades, class schedules or attendance for your child.
 - NOTE: This is only available if your child's district utilizes the Infinite Campus Parent Portal. It is not a part of the KY School Report Card website. Please contact your child's district for more information about how to access this portal.

District Landing Page:

The screenshot shows the landing page for President County Schools. At the top, the Kentucky Department of Education logo and name are displayed, along with the text 'SCHOOL REPORT CARD - 2017-2018 SCHOOL YEAR'. A search bar is located in the top right corner. Below the header, the page title 'President County Schools' is shown, followed by the school year '2017-2018' and the current superintendent 'Thomas Jefferson' with his email address. The page is divided into three main sections: 'STAR RATING' (with a note 'Available Fall of 2019' and five stars), 'SUMMARY' (listing School Count: 12, Student Count: 5,432, and Grades: K - 12th), and a map of Kentucky with a location pin on Nashville. To the right of the map, contact information is provided: 1400 Pennsylvania Ave, Washington, KY 00000, Phone: (231) 456-7890, Fax: (098) 765-4321, and District Code: 9999. Social media icons for Facebook and Twitter are also present. At the bottom left, a list of school board members is shown: Mr. George Washington, Mr. Abraham Lincoln, Mrs. Betty Ford, and Mrs. Susan B Anthony. A link to 'VIEW DISTRICT ACCOUNTABILITY DATA' is also visible.

School Landing Page:

The screenshot shows the landing page for Presidential High School. At the top, the Kentucky Department of Education logo and the text 'SCHOOL REPORT CARD - 2017-2018 SCHOOL YEAR' are visible. A search bar is located in the top right corner. Below the header, the school's name 'Presidential High School' is prominently displayed. Underneath, the school year '2017-2018' and the current principal 'William H Taft' with his email 'william.taft@president.kyschools.edu' are listed. A section for 'STAR RATING' shows five stars and a note 'Available Fall of 2019'. To the right, the 'FEDERAL CLASSIFICATION' is 'Targeted Support and Improvement', and a link for 'VIEW SCHOOL ACCOUNTABILITY DATA' is provided. Further down, the 'CLASSIFICATION' is 'A1' and the 'TITLE 1 STATUS' is 'Title 1 Eligible - Schoolwide School'. A 'SUMMARY' section lists 'Student Count: 1,234' and 'Grades 9th-12th'. A map shows the school's location in Nashville, Kentucky. Contact information for the school, including phone, fax, and school code, is also provided. At the bottom, a link to the 'Infinite Campus Portal' is shown.

School-level organizational landing pages also include the following:

- Federal classification
- Title 1 status
- State classification designation

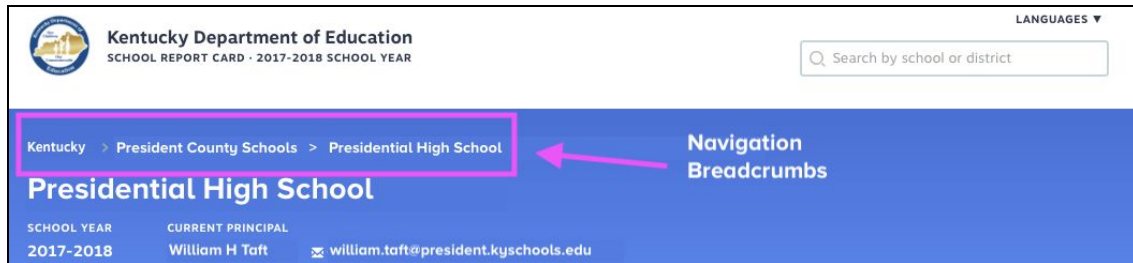
Information icons provide more details about these categories, as well as additional context and definitions for the various terms and data points found throughout the School Report Card.

This screenshot shows the 'Assessment and Performance' section of the report card. It includes tabs for 'State Assessments (Accountability)', 'Advantage', 'Assessments', and 'State Assessments (Enrollment)'. A table titled 'Accountable Assessment Performance: Reading' is visible, with a dropdown menu set to 'Grade 3'. An information icon (a circle with an 'i') is highlighted with a blue box and an arrow. A popup window is open, providing details about the reading assessments for grades 3 through 8. The text in the popup explains that students receive an Individual Student Report with performance levels ranging from Novice (lowest) to Distinguished (highest), and that high school students' performance is based on the ACT subscore. A note at the bottom of the popup states that students are included in the school's accountability rating if they are enrolled 100 days.

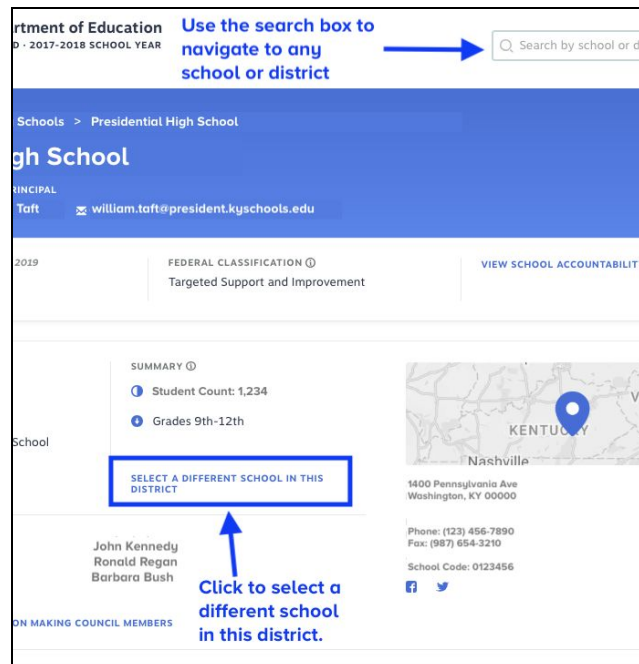
Additional Navigation Tips

From an organizational dashboard you can also:

- Navigate back to the district or state levels using the “breadcrumbs” at the top of the page.

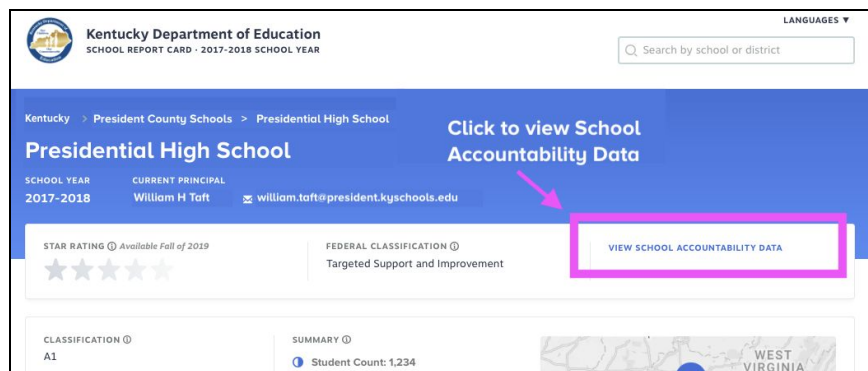


- View other schools within the district.
 - From a district page, click the link to “View all Schools in this District”
 - From a school landing page, click the link to “View other Schools in this District”
- Select a different district or school to view:
 - You can select a new district or school to see at any time using the search box at the top of every dashboard and data page.



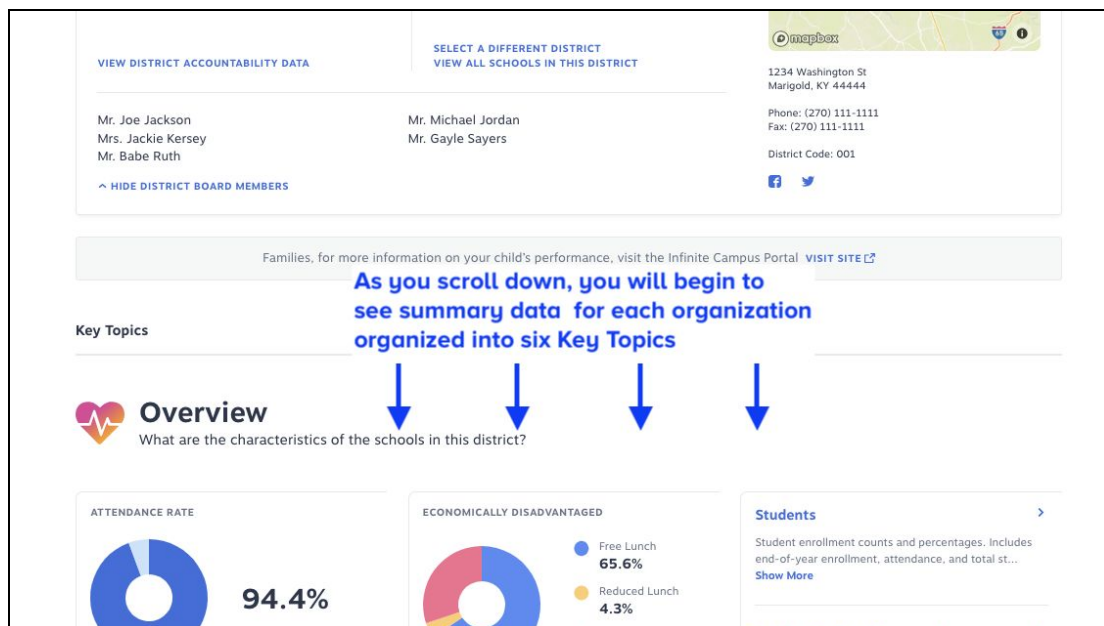
- You can also click the link to View School Accountability Data.

- Click this link to learn more about the [Kentucky's Accountability System](#)



Key Topics and Guiding Questions

As you scroll down below the information summary on an organization's landing page, you will begin to see several sets of data visualizations for that organization.



The data within the School Report Card is divided into several categories called **Key Topics**. Each Key Topic has been designed to make it easier to view and understand the data by grouping it with similar data focused around a guiding question. The domains and their guiding questions are:

Key Topics	Guiding Question
Overview	What are the overall characteristics of this district/school?
Academic Performance	How are students performing academically in this district/school?
Educational Opportunity	What educational opportunities are available to students at this district/school?
Transition Readiness	How prepared are students for what comes next?
School Safety	How safe are schools?
Financial Transparency (coming Spring of 2019)	How equitable is spending and funding?

The data within each of the Key Topics has been separated into a set of subcategories to help make it easier to understand and absorb the information. These subcategories, along with some additional guiding questions, will help you better understand what data you'll want to explore and the types of information you can expect to see as you begin to drill down into the data.

Overview: What are the overall characteristics of this school?	
Data Subcategory	Additional Questions this Data Can Answer
Students	<ul style="list-style-type: none"> How many students attend this school? What does their attendance look like?
Faculty, Staff and Community	<ul style="list-style-type: none"> How many teachers are there in this school? What is the profile of those teachers? How involved are the parents at this school?
Access to Technology	<ul style="list-style-type: none"> How many computers are available at this school?

	<ul style="list-style-type: none"> Does this school have sufficient access to Wi-Fi?
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Academic Performance: How are students performing academically?	
Data Subcategory	Additional Questions this Data Can Answer
Assessment and Performance	<ul style="list-style-type: none"> How are students performing on the Kentucky-developed assessments for math, reading and other subjects? How are English language learners performing? How are students performing on the ACT college admission test and advanced coursework exams like Advanced Placement, International Baccalaureate or Cambridge Advanced International exams?
Achievement Gap and Growth	<ul style="list-style-type: none"> Are students making progress toward state proficiency goals? Is that growth allowing them to keep up relative to their peers?
Career and Technical Education	<ul style="list-style-type: none"> How many students receive industry certifications, pre-apprenticeships or other career and technical education achievements?

Educational Opportunity: What educational opportunities are available to students?	
Data Subcategory	Additional Questions this Data Can Answer
Advanced Coursework	<ul style="list-style-type: none"> What opportunities exist for students to participate in Advanced Placement, International Baccalaureate or Cambridge Advanced International courses? Are there dual credit enrollment opportunities for students?

	<ul style="list-style-type: none"> Are there opportunities for students to participate in Gifted and Talented classes?
General Education Coursework	<ul style="list-style-type: none"> What kinds of opportunities exist and how many resources are available for students to participate in visual and performing arts, world languages, health and physical education or career studies courses?
Career and Technical Education	<ul style="list-style-type: none"> Are there opportunities for students to pursue career pathways, apprenticeships or industry certifications?

Transition Readiness: How prepared are students for what comes next?

Data Subcategory	Additional Questions this Data Can Answer
Academic Readiness	<ul style="list-style-type: none"> How prepared are students to transition from elementary school to middle school, from middle school to high school, or to enter college? What are the graduation, dropout or retention rates at this school? How successful are students in the advanced coursework studies that can better prepare them for success in college?
Career Readiness	<ul style="list-style-type: none"> How prepared are students to enter the workforce?
Transition to Adult Life	<ul style="list-style-type: none"> How many students from this district go on to enroll in college or join the workforce?

School Safety: How safe is this school?

Data Subcategory	Additional Questions this Data Can Answer
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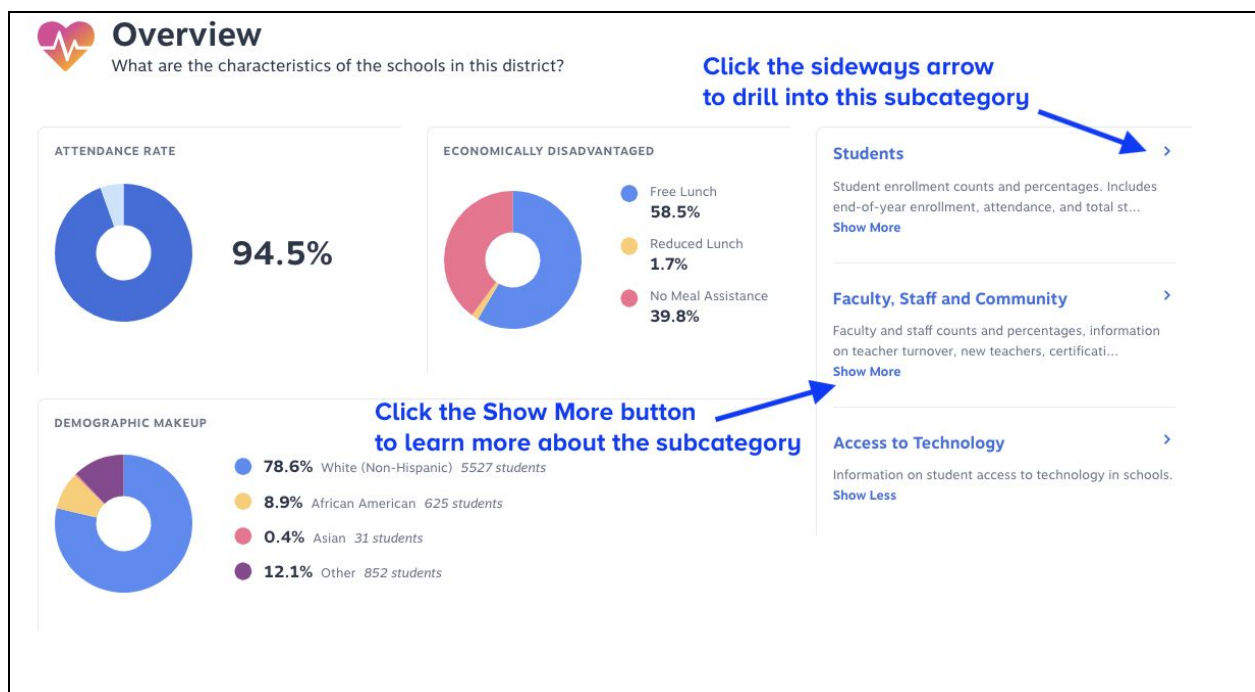
Safe Schools Data	<ul style="list-style-type: none"> What kinds of behavior events happen at this school? How are behavior events typically resolved?
Precautionary Measures (school level only)	<ul style="list-style-type: none"> What steps is the school taking to create a safe environment for students?

Financial Transparency: How equitable are spending and funding?

This Key Topic is coming in the Spring of 2019

Drilling Down Into the Data

Each Key Topic on the organization dashboard contains links and descriptions of the various subcategories of data within that Key Topic. You can click on any of the sideways arrows to see the additional information.



Navigating the Data Pages

Once you have selected a subtopic, you will land on a Data Page. This is where all of the underlying data is visualized. Most data initially will appear in either a table format or as a single chart or graph. Over time, additional visualizations of the data will appear.

Every data page contains a set of navigation and help tools that you will want to become familiar with. These include **Subcategory Links**, **Data Tabs**, **Filter Tools** and **Information Icons**.

Subcategory Links, Data Tabs and Filters

Kentucky > President County
President County

SCHOOL YEAR: 2017 - 2018
CURRENT SUPERINTENDENT: George Washington

ACADEMIC PERFORMANCE

- Assessment and Performance
- Achievement Gap and Growth
- Career and Technical Education

Assessment and Performance

An asterisk * indicates that information has been suppressed from view due to student data privacy requirements.

State Assessments (Accountability) | Advanced Course Assessments | Other Assessments | State Assessments (Enrollment)

Progress Toward State Goals

Accountable Assessment Performance: Reading

TABLE

High School

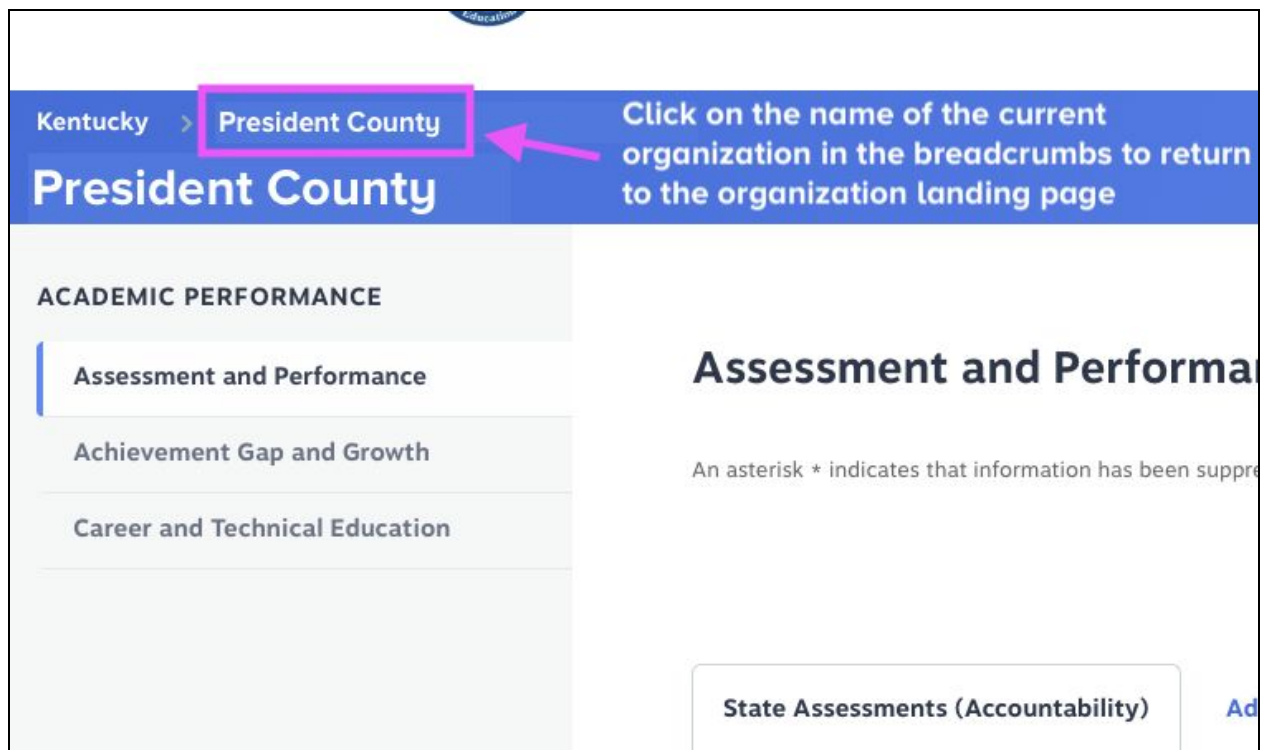
Filter the data to a specific view (grade level, school level, etc.) using this filter tool

Group	Number Tested	Novice	Apprentice	Proficient	Distinguished	Proficient / Distinguished
All Students	491	24.8%	26.5%	37.9%	10.8%	48.7%
Female	247	24.7%	27.5%	35.2%	12.6%	47.8%

NOTE: Not every data point is pertinent to every organization. For instance, data about graduation rates do not apply to an elementary school. Some data points may not appear at all for an organization and others may indicate that there is no data available.

Navigating from One Key Topic to Another

If you want to move from one Key Topic into another Key Topic (for instance, from Academic Performance to Educational Opportunity), you will need to return to the organization's landing page. To complete this action, click on the name of the current organization (school or district) in the **breadcrumb link** at the top of the page.



Additional Information and Help

In addition to this guide, there are other resources available to help you navigate and understand the data within the Kentucky School Report Card.

Glossary

If you have any questions about the data you are seeing and what it means, a link to the Glossary is located in the footer of every page of the Kentucky School Report Card public website. This page is designed to provide you with definitions for every data point within the School Report Card.

Help

Clicking the Help link at the bottom of the page will take you to a page where you can:

- Access the User's Guide you are currently reading
- Access a [series of short "how-to" videos](#) on using the Kentucky School Report Card
- Contact **Customer Support**: If you find what you believe to be errors or inaccuracies in the data, or if you notice the public website isn't working as

expected, please contact customer support at srcsupport@brightbytes.net.

BrightBytes is the vendor that built the Kentucky School Report Card website and they will respond within one business day (except for traditional business holidays).

- **Submit Feedback:** The Kentucky School Report Card will continue to evolve, with additional visualizations and functionality added throughout next several months. If you have feedback about the current version or input on what you would like to see included as the site develops, please send that to srcsupport@brightbytes.net.

Data Questions

Should you have specific questions about Assessment or Accountability data, please send an email to the kdeassessment@education.ky.gov.

Should you have specific questions about any other data in the Kentucky School Report Card, please send an email to kdedatarequest@education.ky.gov