

Kentucky School Report Card Public Website User's Guide

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Document Purpose

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

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

Let's get started!

KEY NOTE:

School Report Card data collection was impacted by the COVID-19 crisis. Details on impacted data are available in this [COVID 19 Impacts on Reporting](#) document

About the Kentucky School Report Card

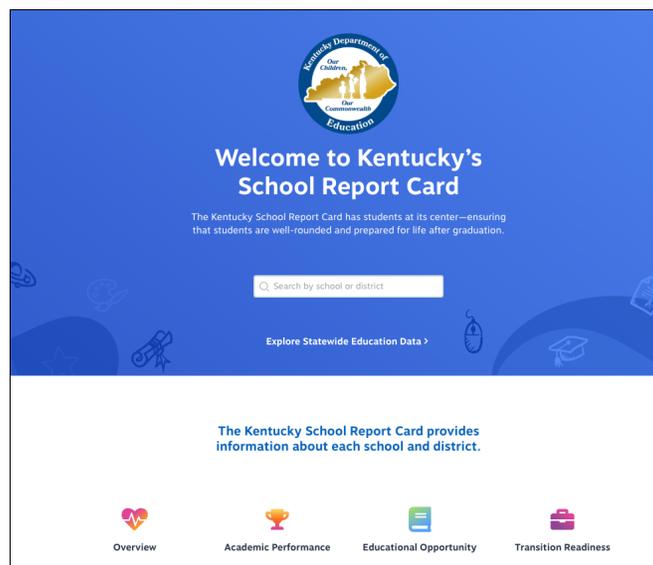
Kentucky's School Report Card is designed to help parents quickly find data about their child's school, school district and the state education system at a glance. On this website, you can find information about test performance, teacher qualifications, student safety, parental involvement and much more. 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 details about the district or school you are viewing, as well as high-level data points within each of the primary domains of data.

KEY NOTE: School Report Card data collection was impacted by the COVID-19 crisis. Details on impacted data are available in this [COVID 19 Impacts on Reporting](#) document

The information below pertains to how the Kentucky School Report Card public website functions outside of the COVID-19 crisis.

District and School Landing Pages

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

- The applicable year for the data. *Year can be changed using the drop down selection.*
- 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 applicable for the year of the School Report Card.
- The district's or school's *Accountability Rating* (not applicable for 2020 and 2021 reporting)
 - This is an overall score based on the [Kentucky school accountability model](#).
- A link to a district superintendent message (if provided by the district).
- 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.
- A link to research datasets in csv format that can be used to further analyze Kentucky education data.

School-level organizational landing pages also include the following:

- The school's *Federal Classification* (if applicable)
 - **Additional Targeted Support and Improvement (ATSI):** Schools that were identified in fall of 2018 as ATSI, which was previously referenced to as Targeted Support and

Improvement Tier II – Low-performing Subgroup(s), and failed to meet the exit criteria outlined in 703 KAR 5:280, Section 14.

- **Comprehensive Support and Improvement (CSI):** Schools are in the lowest performing 5% of all schools by level (elementary, middle or high school) and/or high schools with a graduation rate less than 80%.
 - Title 1 status (if applicable)
 - State classification designation

District Landing Page:

Kentucky Department of Education
School Report Card

School Year: 2019-2020

Search by school or district

Select Language

School Report Card data collection was impacted by the COVID-19 crisis. Details on impacted data are available in [SRC 2020 Data Update Report](#).

Kentucky > Kentucky School District > [VIEW ALL DISTRICTS](#) > [VIEW ALL SCHOOLS IN THIS DISTRICT](#)

Kentucky School District

SUPERINTENDENT
William Super <mailto:will.super@kentuckydistrict.kyschools.us>

[COMPARE KEY TOPICS](#)

Accountability Rating

No Accountability Rating

Accountability Rating is not present due to the COVID-19 crisis. The Federal Classification from 2018-2019 will remain in place for the 2020-2021 school year.

Summary

- 👤 School Count: 12
- 👥 Students: 5,555
- 📖 Grades Preschool-12th

[District Board Members](#)

111 Kentucky Street
Hometown, KY 40444

(123) 456-7890
(123) 456-7899

School Landing Page:

Kentucky Department of Education
School Report Card

School Year: 2019-2020

Search by school or district

Select Language

School Report Card data collection was impacted by the COVID-19 crisis. Details on impacted data are available in [SRC 2020 Data Update Report](#).

Kentucky > Kentucky School District > Kentucky High School > [VIEW ALL SCHOOLS IN THIS DISTRICT](#)

Kentucky High School

PRINCIPAL
Susan Principal <mailto:susan.principal@kentuckydistrict.kyschools.us>

[COMPARE KEY TOPICS](#)

Accountability Rating

No Accountability Rating

Accountability Rating is not present due to the COVID-19 crisis. The Federal Classification from 2018-2019 will remain in place for the 2020-2021 school year.

FEDERAL CLASSIFICATION

Not Applicable

Summary

- 👤 Students: 561
- 📖 Grades K-5th

CLASSIFICATION

A1

TITLE I STATUS

Title 1 Eligible - No Program

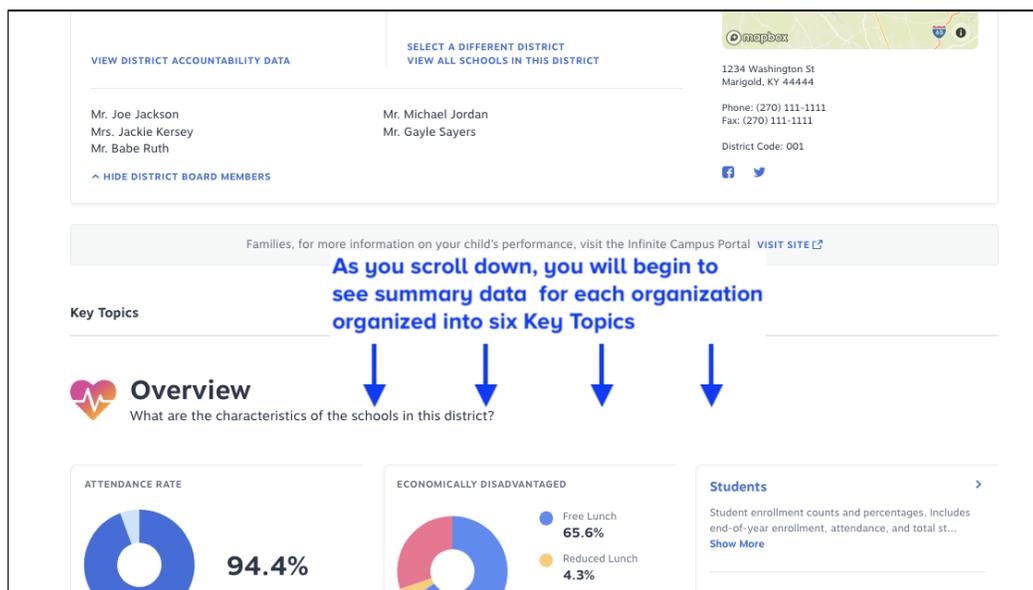
[School-Based Decision Making Council Members](#)

222 Kentucky Street
Hometown, KY 40444

Phone: (123) 456-7890
(123) 456-7899

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 to Adult Life	How prepared are students for what comes next?
School Safety	How safe are schools?
Financial Transparency	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? ● What is the breakdown of the various student groups within this school? ● What percent of students dropout or repeat a grade?
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? ● Are students taught equitably?
Access to Technology	<ul style="list-style-type: none"> ● How many computers are available at this school? ● Does this school have sufficient access to Wi-Fi?
Civil Rights Data Collection (School Level Only)	<ul style="list-style-type: none"> ● How many students participate in advanced coursework at this school? ● How many students are suspended or expelled at this school? ● How many students are chronically absent at this school?

Academic Performance: How are students performing academically?

Data Subcategory	Additional Questions this Data Can Answer
Assessment Results	<ul style="list-style-type: none"> ● How are students progressing toward state goals? ● How are English language learners performing? ● How are students performing on the ACT college admission test? ● How prepared are students entering Kindergarten?

Educational Opportunity: What educational opportunities are available to students?

Data Subcategory	Additional Questions this Data Can Answer
Advanced Coursework (High-Schools Only)	<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?
Gifted and Talented	<ul style="list-style-type: none"> Are there Gifted and Talented opportunities for students?
General Education Coursework (School Level Only)	<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 education, physical education or career studies courses?
Career and Technical Education (High-Schools Only)	<ul style="list-style-type: none"> Are there opportunities for students to pursue career pathways, apprenticeships or industry certifications?

Transition to Adult Life: How prepared are students for what comes next? (High-Schools Only)

Data Subcategory	Additional Questions this Data Can Answer
Graduation Rate	<ul style="list-style-type: none"> How many students graduate from this school?
Transition to Adult Life	<ul style="list-style-type: none"> How many of our students go on to college, the military, or get jobs after high school?

School Safety: How safe is this school?

Data Subcategory	Additional Questions this Data Can Answer
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?
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Financial Transparency: How equitable are spending and funding?

KEY NOTE: Per-Pupil Spending is the only data that is specific to schools. All other data in the Financial Transparency domain - whether viewed at the district level or at the school level - represents district level data. This data is released in the spring when audited financial data is available.

Data Subcategory	Additional Questions this Data Can Answer
Financial Summary	<ul style="list-style-type: none"> What is the current financial overview for the district?
Funding	<ul style="list-style-type: none"> How much funding does the district receive from federal, state and local sources?
Spending	<ul style="list-style-type: none"> How much money does the district spend on the learning environment compared with other categories? What is the per-student spending for the district or school?
State Funding SEEK	<ul style="list-style-type: none"> How are SEEK funds utilized in the district. Support Education Excellence in Kentucky (SEEK) funding program is a formula driven allocation of state provided funds to local school districts.
Taxes	<ul style="list-style-type: none"> What tax rates and assessment values impact the district?
Balance Sheet	<ul style="list-style-type: none"> What does the fund balance, liability and asset picture for this district look like?

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 additional information.

Economically Disadvantaged ⓘ

- Economically Disadvantaged **53.1%**
- Non-Economically Disadvantaged **46.9%**

Demographic Makeup ⓘ

- 59.5%** White (non-Hispanic) 334 students
- 19.3%** African American 108 students
- 8.9%** Hispanic or Latino 50 students
- 12.3%** Other 69 students

[Explore Student Data](#)

[Explore Enrollment Data](#)

Students >

Student enrollment counts and percentages. Includes end-of-year enrollment, and total student count and provides detail on student groups including English Learners, Gifted and Talented, Homeless, Migrant, Students with Disabilities with an IEP, and Economically Disadvantaged students.

Faculty, Staff and Community >

Faculty and staff counts and percentages, information on teacher turnover, new teachers, certifications, credentials and qualifications. Also includes community detail on parent involvement.

Access to Technology >

Information on student access to technology across the state as reported by districts through the annual Digital Readiness Survey.

Civil Rights Data Collection >

Selected facts about education access and equity from the federal Office for Civil Rights' biennial data collection (school-level data only).

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

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. Every data page contains a set of navigation and help tools that you will want to become familiar with.

Left-Side Navigation, Subcategory Links, Data Tabs and Info Icons

- **Left Side Navigation:** The navigation on the left side of the page allows users to move between various key topics of data without having to return to the main dashboard.
- **Data Tabs:** Many of the key data topics have subcategories which can be explored by clicking on the data tabs.
- **Info-Icons:** Many areas of the School Report Card utilize “Info-Icons” to provide additional information about the terms used in the School Report Card. Clicking on the small info icon symbol will bring up additional text.

Use these links to navigate to other key topics of data

Explore subcategories of data within the current key topic using these data tabs

Click on the info icons to learn more about this data point

Students

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

Enrollment **Student Groups** **Dropout and Retention**

Student Membership ⓘ

GROUP	ALL GRADES	PRESCHO	KINDERG	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GR/
Female	3,410	202	241	262	207	236	242	294	275	278	270	265	:
Male	3,447	209	266	303	241	252	254	274	272	296	236	287	:
African American	595	47	55	47	26	37	48	43	54	50	43	47	:
American Indian Or Alaska Native	4	0	0	1	0	0	0	0	0	0	2	1	:

Filtering Tools

Many data points have one or more “view filter” tools that allow you to filter the data to a particular grade, student group, subject, etc. These view filters are applied and can be used in different ways depending on the data you are viewing.

English Learner Results by Level ⓘ [Download](#)

OVERVIEW **TABLE**

SELECT A LEVEL **SELECT A DOMAIN**

Kindergarten ▾ Composite ▾

Use these “view filters” to modify the chart based on grade level, subject or other factors

● School ● District ● State

Average Performance Levels

0% 20% 40% 60% 80% 100%

All Students

[View Details](#)

Some examples of filter options include:

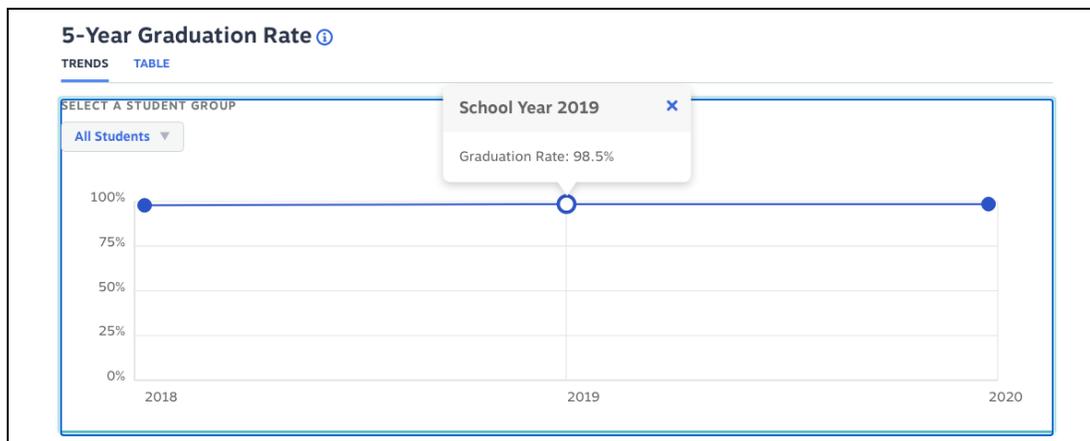
- **Grade or Grade Level:** Allows users to filter down to an individual grade (e.g., Grade 3, Grade 9, etc.) or down to a grade band (e.g., Elementary School, Middle School, etc.).

- **Subject or Domain:** Allows users to filter down to an academic subject or (e.g., Mathematics, Reading, etc.) or a specific domain within an assessment (e.g., Comprehension, Literacy, etc.)
- **Student Group:** Allows users to filter down to a specific subgroup of students based on demographic or other information (e.g., by Gender, by Ethnicity, etc.)

NOTE: When looking at any data within the School Report Card, you will likely find some of the data to be replaced with an asterisk. An asterisk * indicates that information has been suppressed from view due to student data privacy requirements. As you filter the data to smaller groups of students, you will likely encounter more suppressed data. Additionally, some data is missing due to the impact of the COVID-19 crisis.

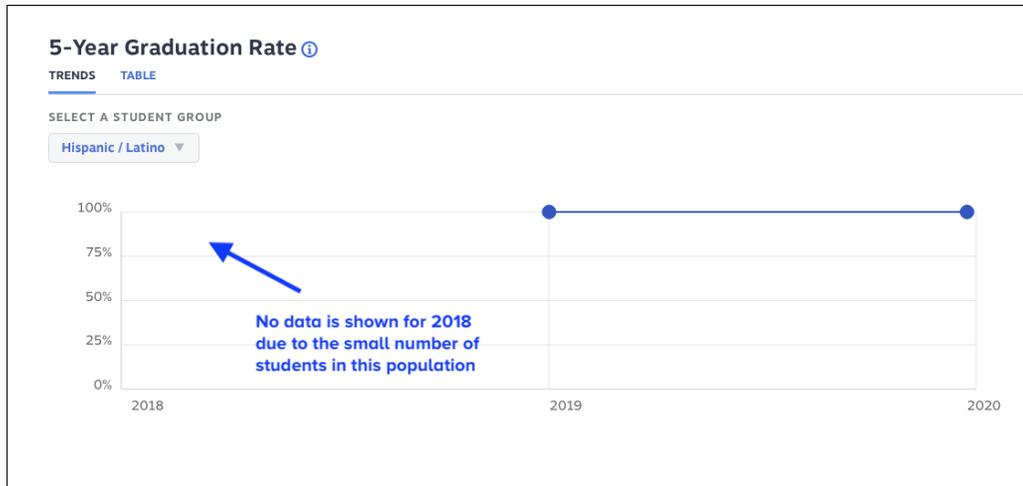
Trend Data

Many charts will now have a tab that shows data trended over multiple years. The chart below is an example of the 5-year graduation rates for a district since 2018.



NOTE: Clicking on any of the dots in the chart will show you the specific data for that year.

As mentioned previously, data is displayed to the extent available for public reporting and is reflective of the student population. To protect the privacy of an individual student's identity or performance, data may be suppressed. This is most common as you filter down to smaller subgroups of students as can be seen in the chart below.



In addition, some data may be missing due to the impact of the COVID-19 crisis.

Data Page Comparison Feature

Compare functionality has been added to the Overview and Trends tabs in select areas. Users can compare up to four schools and/or districts. This functionality is available in the following areas and expands on current bar charts displayed on the overview tab and line charts on the trends tab.

- Academic Performance/Assessment Results/Kindergarten Screen
- Transition to Adult Life/Graduation Rate/High School Graduation (4- and 5-year rates)

Below is an example of the comparison feature for Graduation Rate data.

NOTE: This functionality is not available for 2020/21 assessment data such as Kindergarten Screen. It is available on 2020/21 Graduation Rate data within the Transition to Adult Life domain.

Graduation Rate

Data is displayed to the extent available for public reporting and is reflective of the student population. To protect the privacy of an individual student's identity or performance, the data tables include an asterisk (*) to indicate insufficient data. If no data is displayed, the data is unavailable for the year or population.

High School Graduation

COMPARE SCHOOLS AND DISTRICTS Select up to 4 max, then click Compare. Applies ONLY to Overview and Trends, not Tables.

🔍 Select a School or District to Compare. Compare

4-Year Graduation Rate ⓘ Download

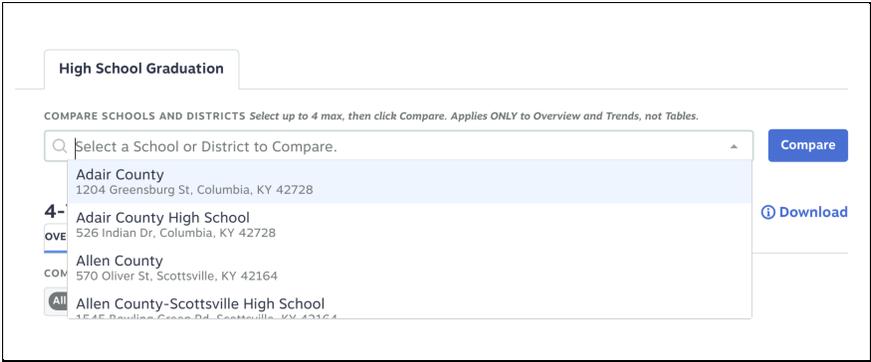
OVERVIEW TRENDS TABLE

COMPARE STUDENT GROUPS

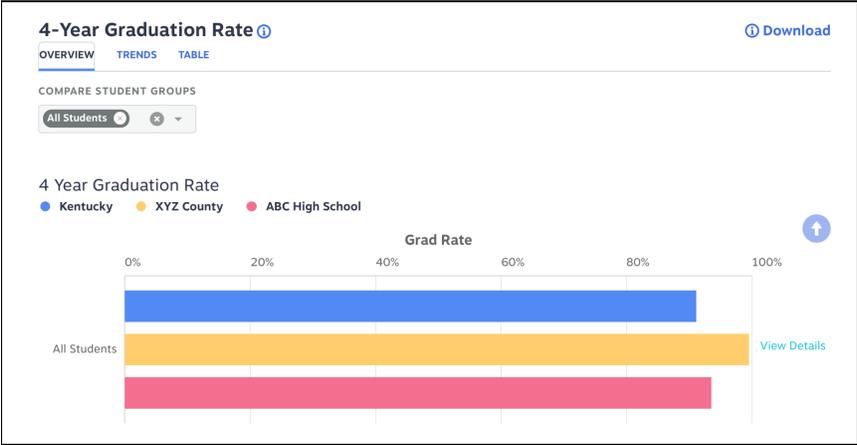
All Students ⌵

Enter school or district names and hit "Compare" button to refresh the charts

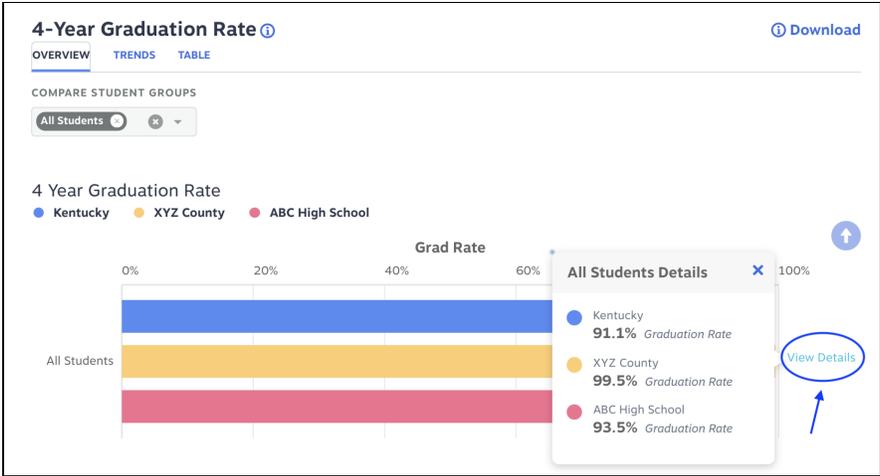
- You can add any district or school by starting to type their name and then clicking on that organization in the dropdown menu.



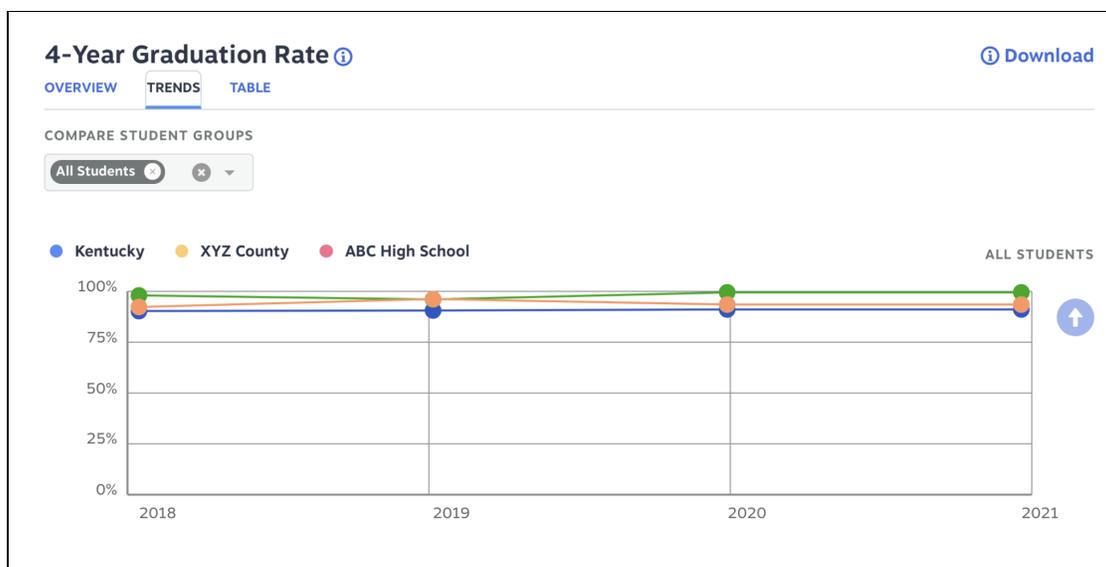
- Click the Compare button to update the charts on that page.



- Click on the “View Details Button” to see specific values for each organization.



The comparison function also applies to trend charts on those pages where available. Selecting the trends tab will take you to the trends chart, where you will see trend data for all organizations selected.



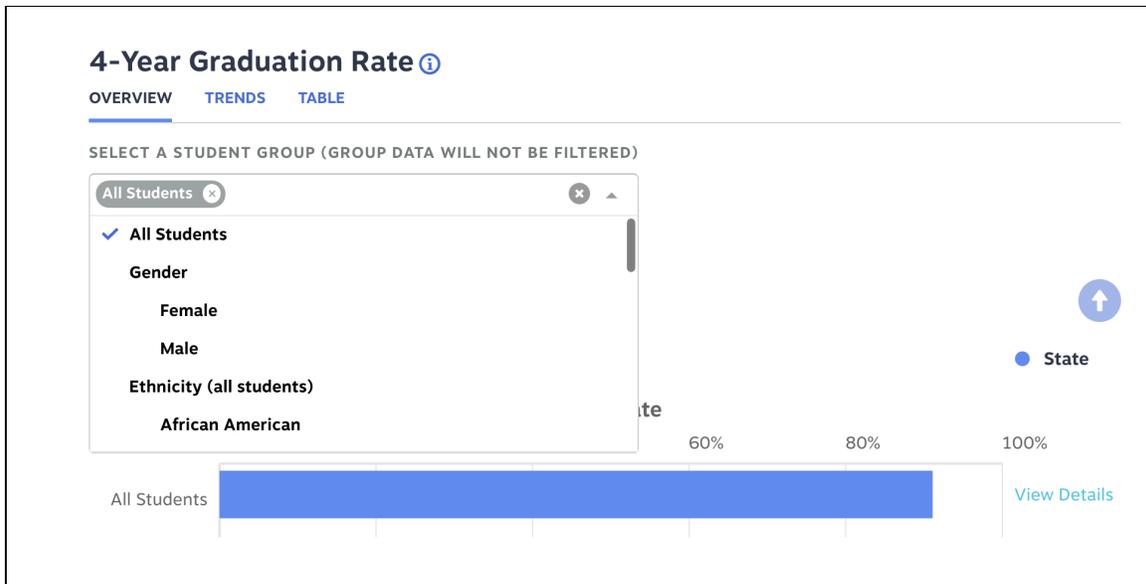
If data is missing or has been suppressed for one or more of the selected organizations, clicking on the visible dots will provide additional information. If no data appears for a given year, it means the data for all selected organizations was suppressed or not available.

Student Group Multi-Select Tool

This feature allows users to select and view data for multiple subgroups of students within one data point. Each subgroup will be displayed in a separate chart and you can click on the “View Details” link to see the specific data for each chart and subgroup.

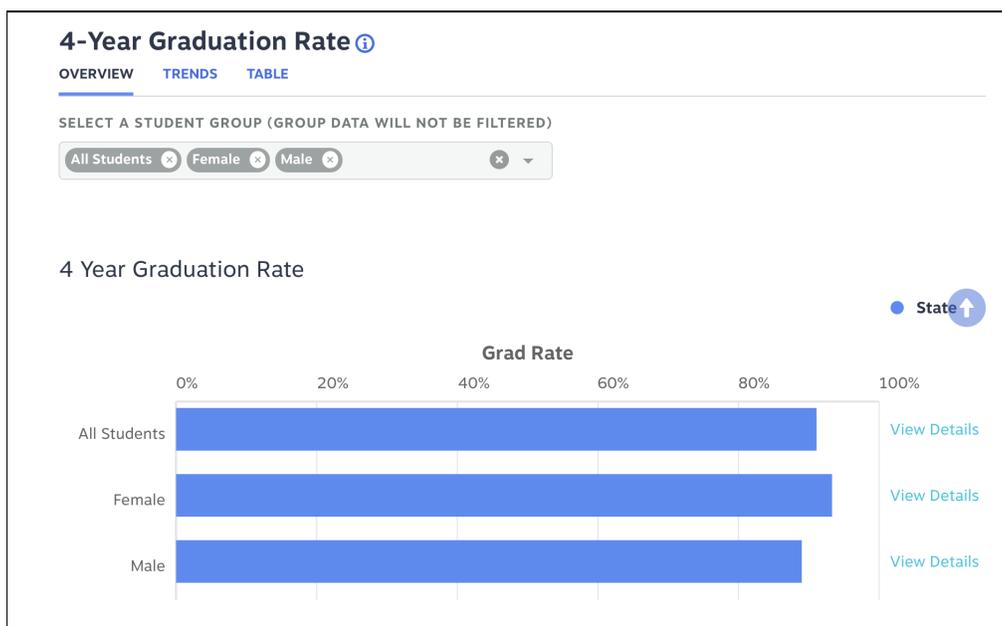
NOTE: This feature does not allow for a combination of filters - such as viewing data for “male students with IEPs.” Instead, it will allow you to view a chart for **all** male students, and a separate chart for **all** students with IEPs.

The default setting for the charts is ‘All students’ Clicking on the dropdown arrow provides a selection of student groups from which to choose.



- If you select a category such as “gender” - it automatically chooses both female and male subgroups.
- You can also select any option separately - and you can remove any option by clicking on the X for that option in the selection box.

As you select subgroups - the chart will adjust to show data for each subgroup selected. This feature also applies to Trend charts, but does not apply to the data table view.

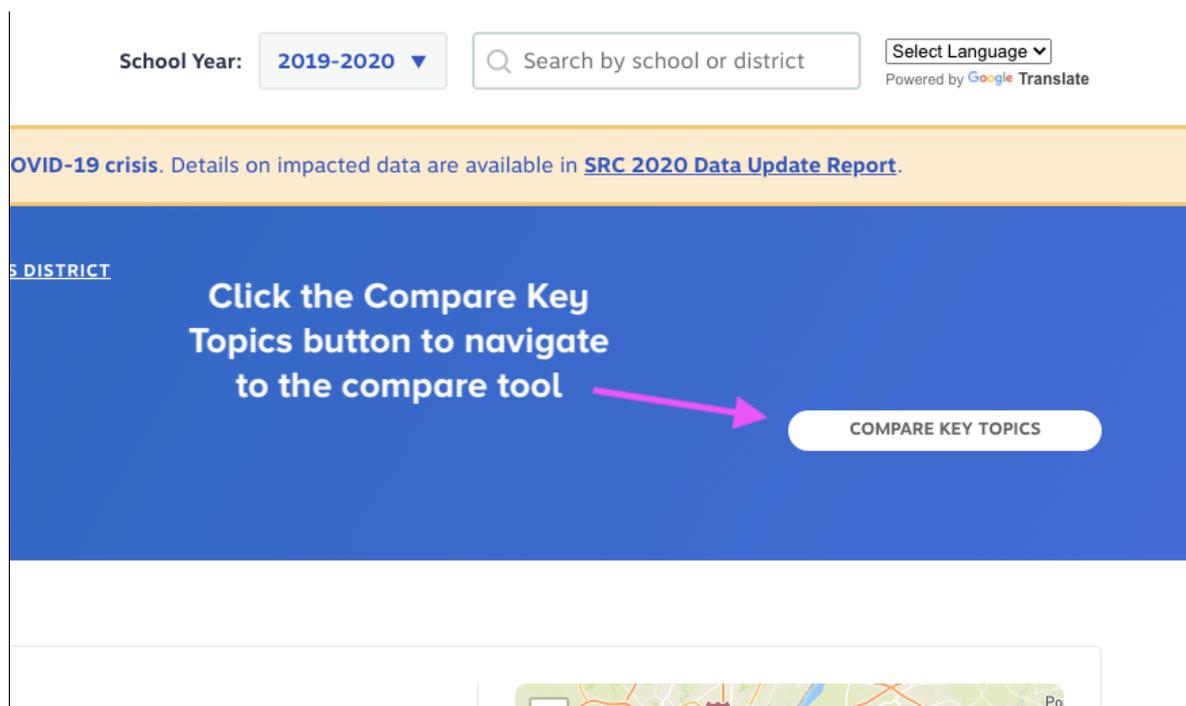


This functionality is available in the following areas and expands on current bar charts displayed on the overview tab and line charts on the trends tab.

- Academic Performance/Assessment Results/Kindergarten Screen
- Transition to Adult Life/Graduation Rate/High School Graduation (4- and 5-year rates)

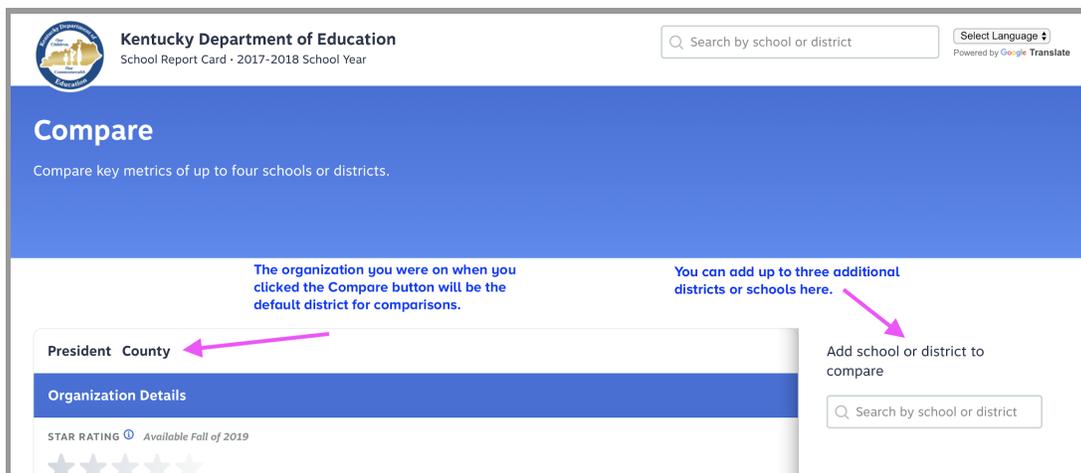
Org to Org Comparison

- You can click on the Compare button to compare the metrics available on the organization landing page for up to four organizations (schools or districts).

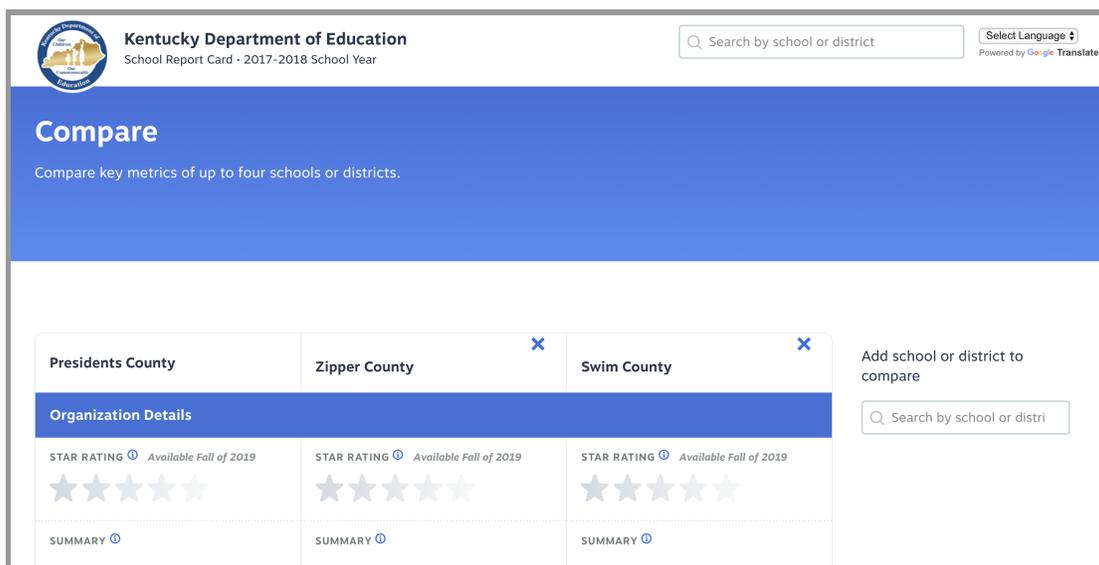


- Once on the Compare page, use the search box to select up to three additional organizations to compare.

NOTE: The organization page you are visiting when you click the Compare button will be the default organization for comparison. You can remove any organizations you add by clicking the X next to the organization name. However, you will not be able to remove the default organization from the comparison page without navigating to another organization and clicking the compare button again.



Once selected, you will be able to see a side-by-side comparison of the organizations.



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. It's important to keep this in mind when looking at comparative data.

Additional Navigation Tips

Data Point Search Box

- The data point search box is found on every organization's landing page and allows visitors to search for specific data points by keyword.

Key Topics

Overview
What are the characteristics of the schools in Kentucky?

Economically Disadvantaged

- Economically Disadvantaged: 60.8%
- Non-Economically Disadvantaged: 39.2%

Demographic Makeup

Search: grj

- 4- and 5-Year Average Graduation Rate
- 4-Year Graduation Rate
- 4-Year Graduation Rate
- 5-Year Graduation Rate
- 5-Year Graduation Rate
- Behavior Events by Grade
- Career Pathways

Students

Faculty, Staff and Community

Use the keyword search tool to navigate to specific data points for this school or district

“Back to the Top” Navigation

- As you scroll down a page you will see an arrow appear along the right side. Clicking on this arrow will immediately take you back to the top of the page.

Key Topics

Overview
What are the characteristics of the schools in Kentucky?

Economically Disadvantaged

- Economically Disadvantaged: 60.8%
- Non-Economically Disadvantaged: 39.2%

Demographic Makeup

Search: Search by data indicator

“Back to the Top” Navigation Arrow

Students

Student enrollment counts and percentages. Includes end-of-year enrollment, attendance, and total student count and provides detail on student groups including English Learners, Gifted and Talented, Homeless, Migrant, Students with Disabilities with an IEP, and Economically disadvantaged students.

Faculty, Staff and Community

Faculty and staff counts and percentages, information on teacher turnover, new teachers, certifications, credentials and qualifications. Also includes community detail on parent involvement.

Use Breadcrumbs to navigate back:

- The links above the organization name are called “breadcrumbs.” These help you navigate back to the district or state levels without using the Back button.

Kentucky Department of Education
SCHOOL REPORT CARD - 2017-2018 SCHOOL YEAR

LANGUAGES

Search: Search by school or district

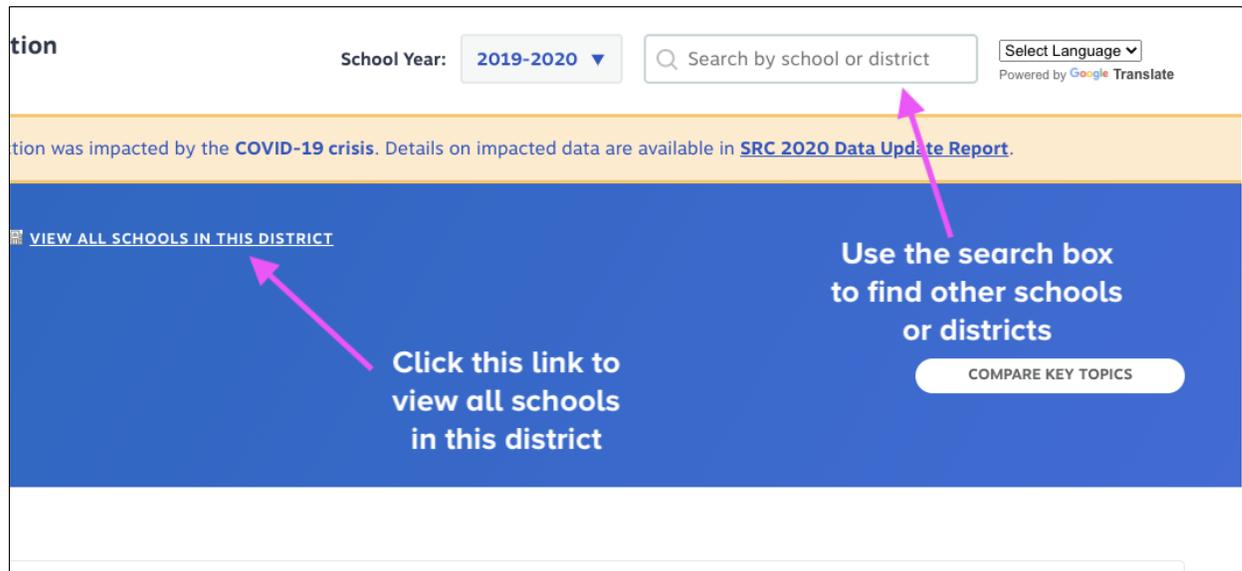
Navigation Breadcrumbs: Kentucky > President County Schools > Presidential High School

Presidential High School

SCHOOL YEAR: 2017-2018
CURRENT PRINCIPAL: William H Taft
✉ william.taft@president.kyschools.edu

View other schools within this district or view a different school/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”
- 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.



School and District Accountability Data

KEY NOTE:

School Accountability data is not available for the 2019-2020 or 2020-21 School Report Cards. COVID-19 impacted testing and Kentucky received a federal accountability waiver. The Federal Classifications from 2018-19 remain in place for the 2019-20 school year.

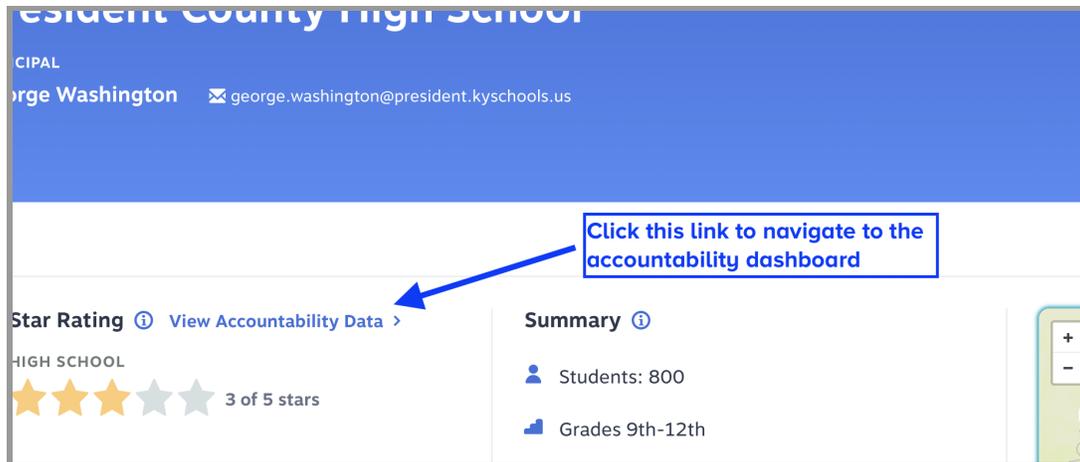
Details on impacted data are available in the [COVID-19 Impacts on Reporting Components Report](#).

The following information outlines how the district and school accountability dashboard operate in years where available.

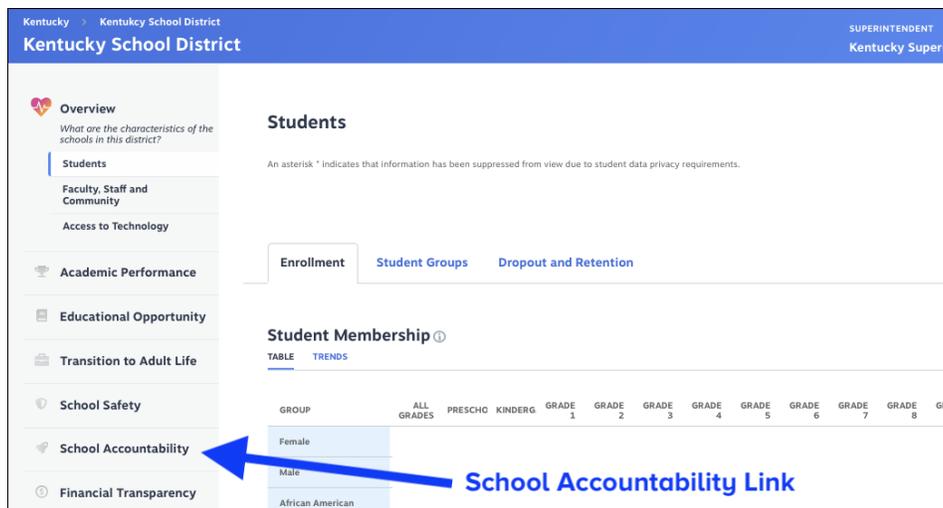
The Accountability dashboard allows educators, parents, students and education stakeholders to see how their local schools are performing under Kentucky’s accountability system. The accountability dashboard is available to further highlight the data relevant to the accountability system. You can click this link to learn more about [Kentucky's Accountability System](#).

Accessing the Accountability Dashboard

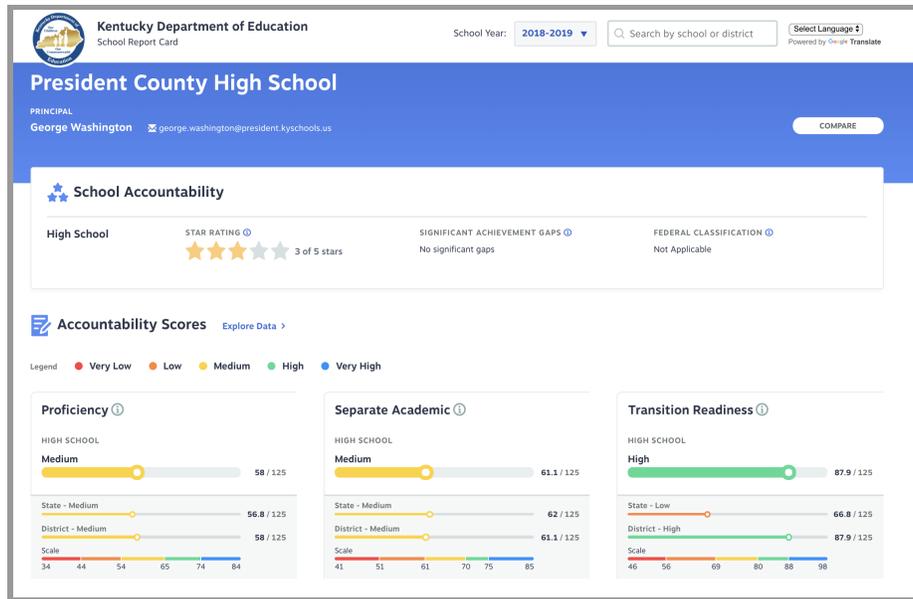
- From a district or school page, click the link to “View District Accountability Data”



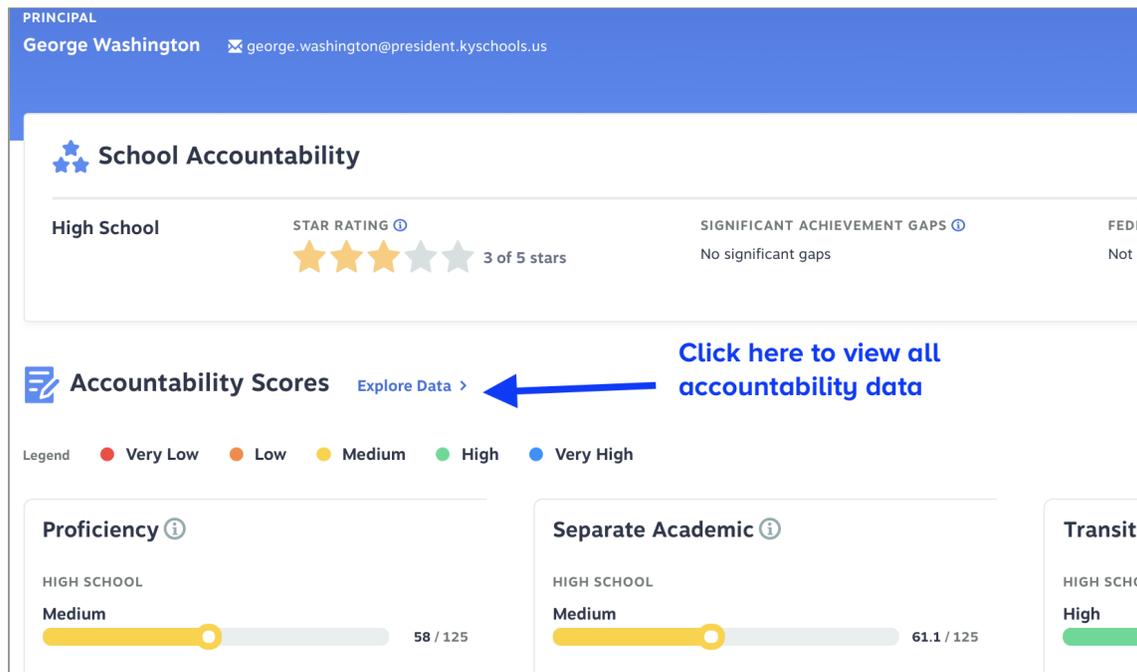
You can also access the district and school accountability page from the site navigation links found along the left side of the page. These navigation links are only visible once you have drilled into a key topic of data.



The accountability dashboard for each school or district will show graphics displaying the overall accountability identification, federal designations, the performance on individual accountability indicators. You can learn more about Kentucky’s accountability plan by visiting the [Accountability page](#) of the Kentucky Department of Education Website.



In addition to the overall accountability dashboard, you can click the Explore Data link to view all accountability data for the school or district.



Additional Information and Help

In addition to this guide, there are other resources and data - including downloadable data sets and information about Kentucky's accountability system available to help you navigate and understand the data within the Kentucky School Report Card.

Other Education Data

A link to “Other Education Data” can be found in the footer of every page of the Kentucky School Report Card public website. This page contains a wide variety of additional educational data and links to other data sources. Information includes additional detail required for Every Student Succeeds Act (ESSA) reporting including, information about Kentucky’s accountability system, a listing of CSI/ATSI schools, and information on school improvement fund and allocation use.

Data Sets

Additionally, the Other Education Data page contains a link to the School Report Card Data Sets. This page provides visitors with easy access to all data sets to assist with analyzing school, district, regional and state data from the School Report Card. Each file contains consistent identifiers in the first 12 columns to assist with matching datasets. Datasets for school years 2011-2012 through 2018-2019 are accessible from the [Open House website](#). Beginning with the 2020-2021 School Report Card, applicable data sets can also be accessed within in the domains aligned with the data in the School Report Card.

The screenshot shows the 'Data Sets' page on the Kentucky Department of Education website. At the top, the school year is set to '2019-2020' and there is a search bar for schools or districts. The page is divided into a left sidebar with navigation links (Data Sets, Glossary, Other Education Data, Privacy, Disclaimer, Help) and a main content area. The main content area has a heading 'Data Sets' and a paragraph explaining that datasets are available for school, district, regional, and state data from 2011-2012 to 2018-2019, with a link to the 'Open House website'. Below this is a 'Download all' button and a sidebar menu with expandable sections: Organization Information, Overview, Students, Faculty Staff And Community, and Technology.

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
- 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).

Feedback:

The Kentucky School Report Card will continue to evolve, with additional visualizations and functionality added each year. If you have feedback about the current version or input on what you would like to see included as the site develops, a "[Provide Feedback](#)" link can be found in the footer of any page on the Kentucky School Report card.

Data Questions

Should you have specific questions about Assessment or Accountability data, please send an email to 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