

# Louisiana Principal and Superintendent Secure Reporting System User Guide

The Principal & Superintendent Secure Portal (<a href="www.LouisianaSchools.info">www.LouisianaSchools.info</a>) is an interactive data exploration tool that provides school and school system leaders with data to understand their academic, early childhood, and workforce talent data.. The website replaces the PDF principal and superintendent profiles and is only accessible by secure login.

The secure website includes a number of features to guide users through the data:

- Data from across content areas accessible in a single portal
- Key questions to guide navigation, planning, and decision-making
- Visualizations and insight statements to help interpret complex data
- Downloadable files, including student rosters, to allow for deeper data exploration
- Connections to the school redesign rubric to support needs assessments and district planning

#### WHAT INFORMATION IS INCLUDED IN THE SECURE REPORTING SYSTEM?

School system leaders have access to district-level data as well as data on each school in their district, while principals have access to their school's data.

- <u>Academic Performance:</u> This section includes school system and school accountability results simulated under Louisiana's new ESSA accountability formula, discipline and attendance data, and comprehensive and urgent intervention status. Principals with early childhood accountability results will also see that data in this section.
- <u>Early Childhood Education:</u> Accessible only by district-level users, this section includes data on early childhood CLASS results, best practice informational metrics, and observer accuracy. For districts that are also the lead agency, the system includes data on all sites by program type. Districts that are not the lead agency will see only school-level results.
- <u>High School Pathways:</u> This section, visible to district- and school-level users with high school
  data, includes data about whether or not high school students are on track to graduate on time,
  Advanced Placement participation and passage rates, FAFSA submission rates, and college
  enrollment and persistence.
- Workforce Planning: This section includes data on teachers and leaders from 2017-2018, including teacher certification, preparation, VAM/TSGD results, compensation, retention, and equity.

The <u>Technical Guide</u> includes additional details about each section of data.

#### WHO CAN ACCESS THE SECURE REPORTING SYSTEM?

The Secure Portal includes unsuppressed and legally protected data about districts, schools, students, and teachers. Therefore, the reporting system is accessible only by secure login.

For additional information about accessing the secure reporting system, please view the <u>Login Quick</u> Reference Guide.

#### **HOW TO NAVIGATE THE REPORTING SYSTEM**



# Go to Another District or School View

School-level users will have access to only their own school, but superintendent users have the option to view district-level results as well as each school in the district. To search for schools, use the search bar at the top of the page.



# See Planning Rubric/Explore Data View

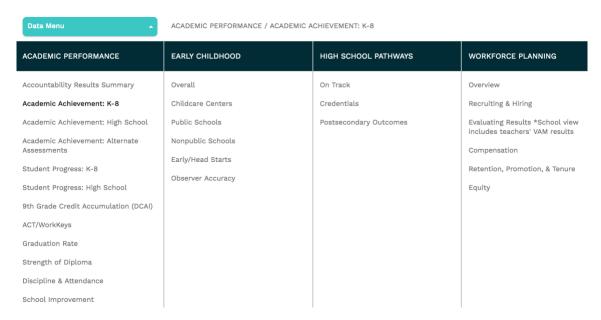
Users working on a school redesign plan will can click on the "See Planning Rubric" link at the top of the page to switch to a view of the school system planning rubric. The Planning Rubric view includes the complete rubric with direct links to the data to inform the school redesign plan.

### **Technical Guide**

The Technical Guide includes details about how to interpret the data, data sources, definitions, and other technical information.

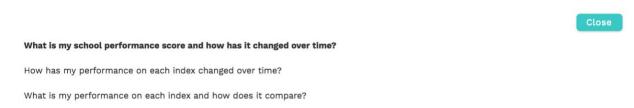
#### Data Menu

The Data Menu allows users to navigate across sections and subsections of data. Click on "Data Menu" to expand options. The text next to the Data Menu icon displays the name of the selected section and subsection (e.g. Academic Performance / Accountability Results Summary).



## **Change Question**

Once a subsection has been selected, users can navigate the data by clicking on "Change Question." Select a question to explore the data. Click "Close" to return to the prior view.



#### Show/Hide Details

Below the chart, most questions include an option to explore a detailed data table by clicking the button labeled "Show Details."

#### **ASSESSMENT INDEX BY SUBJECT & GRADE**

Q Search this table

TYPE \$			SUBJECT \$	2017 ASSESSMENT INDEX	2018 ASSESSMENT INDEX \$
district	Ascension Parish	All grades	Math	78	76.2
district	Ascension Parish	All grades	Social Studies	68	72.9
district	Ascension Parish	All grades	ELA	83.8	85.8
district	Ascension Parish	All grades	Science	73.7	

**Sort:** Click on the header of any column to sort the table on that column. The first click sorts the data in ascending order, the second click sorts it in descending order, and the third click resets the data to the original view.

**Filter:** Use the "Search this table" box at the top of the table to filter the table.

Click "Hide Details" to go back to the default view.

### **Export Data**

Users may export all data included in the charts and tables throughout the reporting system. There are two different export buttons:



Clicking here will begin an export of all data visualized in the system's charts and tables. Note: this file includes only school and LEA codes.



Clicking here will begin an export of student, teacher, and classroom data. School and district names are also included in this file.

# **QUESTIONS/FEEDBACK?**

Please email <u>systemsupport@la.gov</u>.