

## 2024 Illinois Report Card Narrative Guidance

### District Narrative Guidance

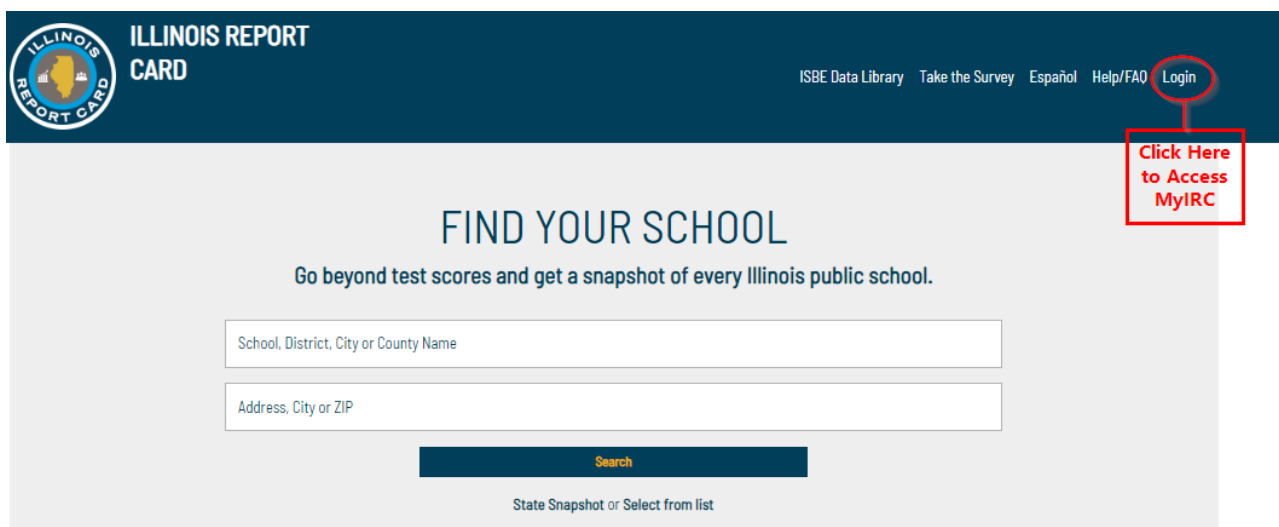
Custom narratives embedded in key metrics on the Illinois Report Card site enhance the ability of local schools and districts to use the site to tell their story. All of the narrative entry fields support plain text and some simple text formatting when pasting content in from another text editor, but do not support HTML tags or other advanced text formatting. All narrative fields can be edited at any time with the resulting edits passing through to the Report Card site (generally within 24 hours).

The narrative you provide here will be displayed on the main page of the Report Card. It can be submitted and/or subsequently edited by **authorized district personnel**. The district narrative supports up to 450 characters in length (including spaces).

Providing this narrative is entirely optional and will reset with each new Report Card release in October so that your comments can be updated to remain relevant as your district's reported data changes over time.

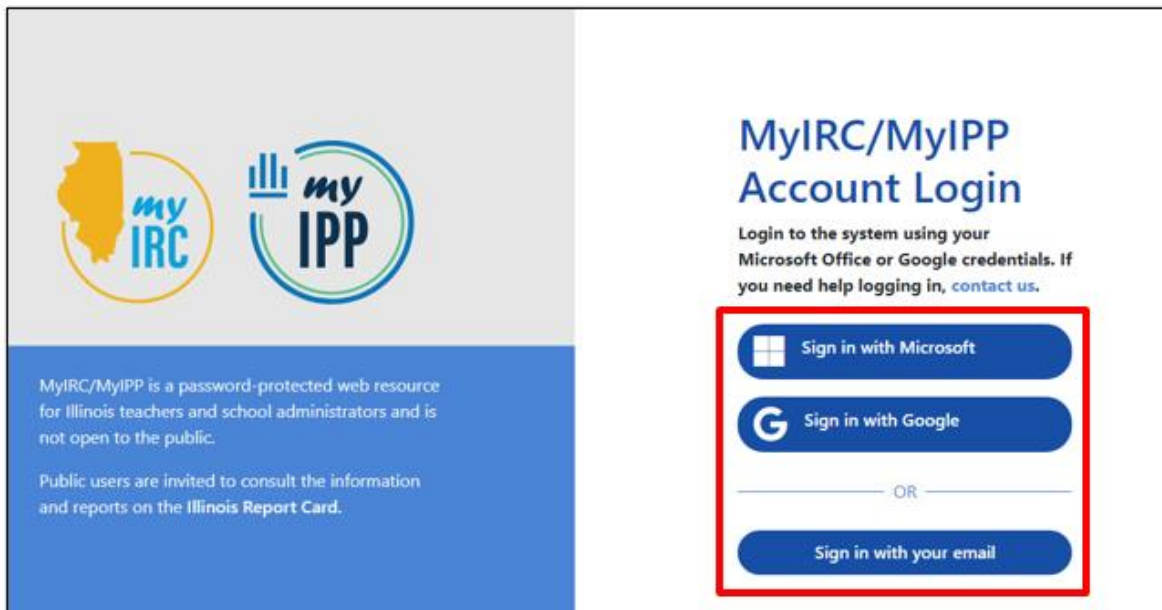
This feature, which is available within MyIRC, is described below.

- **Step 1:** Go to <https://www.illinoisreportcard.com/>.
- **Step 2:** Click on "Login" in the upper right-hand corner of the webpage to access MyIRC.



The screenshot shows the Illinois Report Card website. The header is dark blue with the logo on the left and navigation links on the right: ISBE Data Library, Take the Survey, Español, Help/FAQ, and Login. The main content area is light gray and features the heading "FIND YOUR SCHOOL" and the subheading "Go beyond test scores and get a snapshot of every Illinois public school." Below this are two search input fields: "School, District, City or County Name" and "Address, City or ZIP". A dark blue "Search" button is centered below the fields. At the bottom of the search area, it says "State Snapshot or Select from list". A red box highlights the "Login" link in the top right corner, with a callout box that says "Click Here to Access MyIRC".

- **Step 3:** You will then need to sign in to MyIRC. If you need assistance accessing MyIRC, please see [How to Access MyIRC](#). In addition, you can reach out to [myiirc@niu.edu](mailto:myiirc@niu.edu).
  - Sign in with Microsoft.
  - Sign in with Google.
  - Sign in with your email.
    - NOTE: If you are a MyIRC user and your credentials were created before 2018, you have been using the "your email" option. If you'd prefer the convenience of single sign-on with Microsoft or Google, simply contact the MyIRC offices (815-753-0978) and we'll reset your credentials!

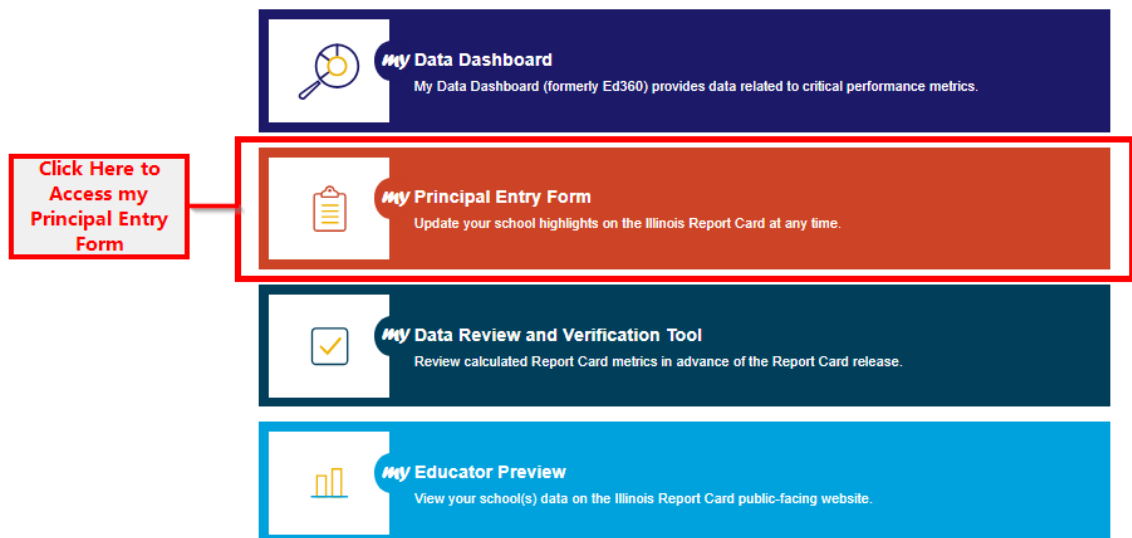


The image shows the MyIRC/MyIPP Account Login page. On the left, there are logos for MyIRC (a yellow outline of Illinois) and MyIPP (a blue bar chart). Below the logos, text states: "MyIRC/MyIPP is a password-protected web resource for Illinois teachers and school administrators and is not open to the public. Public users are invited to consult the information and reports on the Illinois Report Card." On the right, the heading "MyIRC/MyIPP Account Login" is followed by instructions: "Login to the system using your Microsoft Office or Google credentials. If you need help logging in, contact us." Below this are three login buttons: "Sign in with Microsoft", "Sign in with Google", and "Sign in with your email". The "Sign in with Microsoft" and "Sign in with Google" buttons are highlighted with a red border.

- **Step 4:** Users will select the “my Principal Entry Form” from the MyIRC tile menu.
  - **Note:** This feature is named “my Principal Entry Form”; however, it is made available to users based on the level of access that has been granted to them. If you can see the tile but it is grayed out, feel free to contact the MyIRC offices and they’ll walk you through resolving the issue.

## Welcome

Click an icon below to access key information and resources.



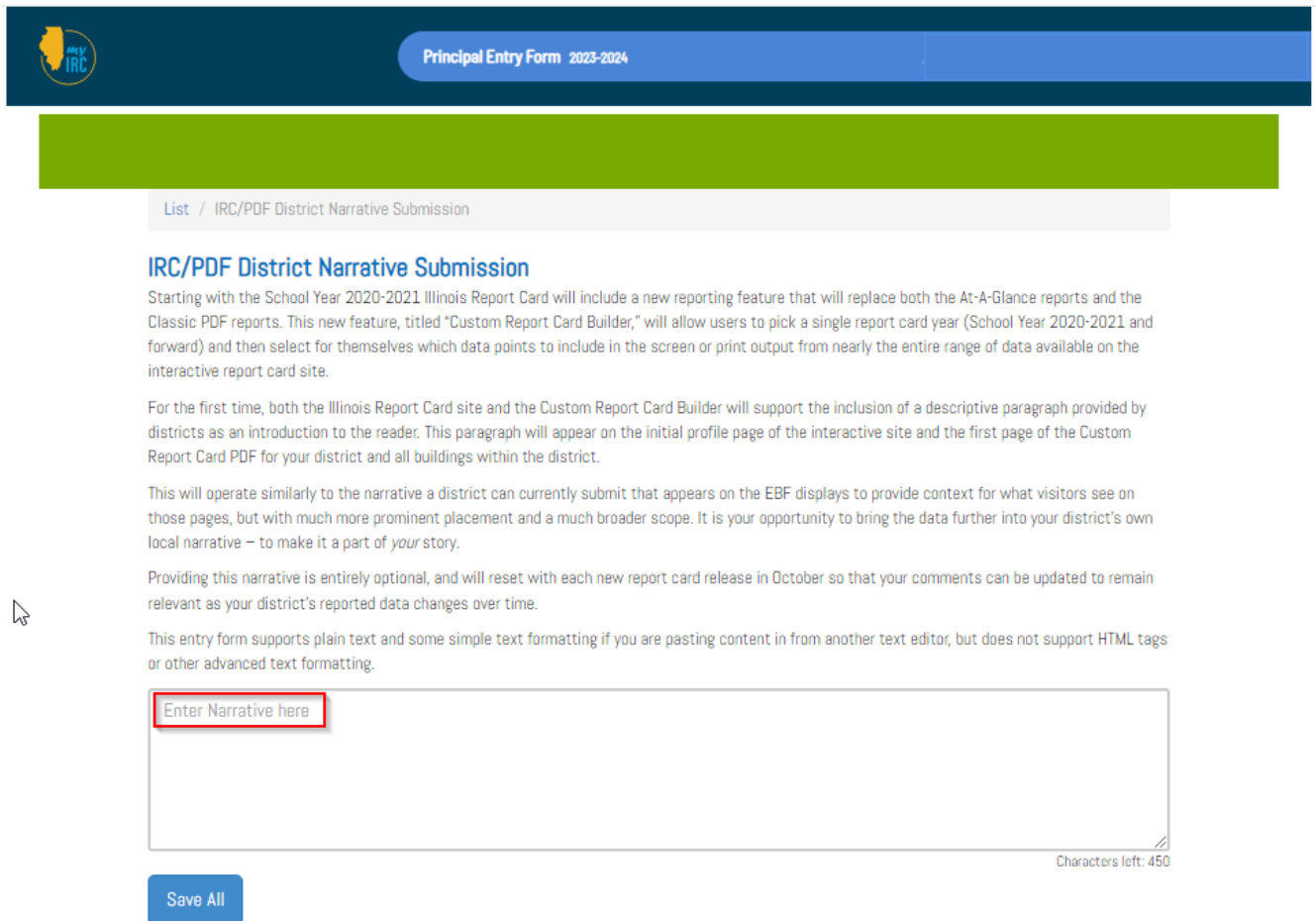
The image shows a "Welcome" screen with four navigation tiles. A red box highlights the "My Principal Entry Form" tile, and a red callout box points to it with the text "Click Here to Access my Principal Entry Form".

- My Data Dashboard**  
My Data Dashboard (formerly Ed360) provides data related to critical performance metrics.
- My Principal Entry Form**  
Update your school highlights on the Illinois Report Card at any time.
- My Data Review and Verification Tool**  
Review calculated Report Card metrics in advance of the Report Card release.
- My Educator Preview**  
View your school(s) data on the Illinois Report Card public-facing website.

- **Step 5:** On the next screen, select the “IRC/PDF District Narrative Submission” button.



- **Step 6:** You then have the option to enter descriptive text to “tell your story” about the district narrative.
  - Notes:
    - The character limit for the district narrative is 450 characters (including spaces).
    - These narratives can be updated at any time and will be reflected within Educator Preview or the Illinois Report Card as soon as they are saved.



- **Step 7:** Please be sure to click “Save All” after you have entered your descriptive text.

The screenshot shows the top navigation bar with the Illinois Report Card (IRC) logo and the text "Principal Entry Form 2023-2024". Below this is a green header bar. The main content area has a breadcrumb trail: "List / IRC/PDF District Narrative Submission". The title "IRC/PDF District Narrative Submission" is followed by an introductory paragraph about the new reporting feature. Below this are three paragraphs of explanatory text. A large text input field is present with the placeholder "Enter Narrative here" and a character count of "Characters left: 450". A blue "Save All" button is highlighted with a red box.

- **Step 8:** The information will be viewable within Educator Preview and the Illinois Report Card after you have saved your narrative.
  - Notes:
    - The narrative you enter will not be displayed until Educator Preview opens on October 1.
    - In addition, the narrative you enter will not be displayed to the public until the Illinois Report Card is released on October 30.

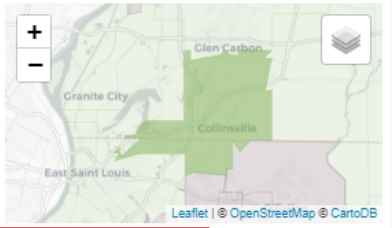


- District Snapshot
- Academic Progress
- Equity Journey Continuum
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- Students
- Accountability
- Teachers

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**District Provided Statement**  
This is an example of the district narrative that was entered in the Principal Entry Form, and where it will be displayed within Educator Preview. This will be the same location that this will be displayed on the Illinois Report Card.

District Snanshot