

## 2024 Illinois Report Card Narrative Guidance

### Summative Designation 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 top of an individual school's Summative Designation main page. It can be submitted and/or subsequently edited both by the ***school's principal and authorized district personnel***. The summative designation narrative supports narratives up to 4,000 characters in length (including spaces).

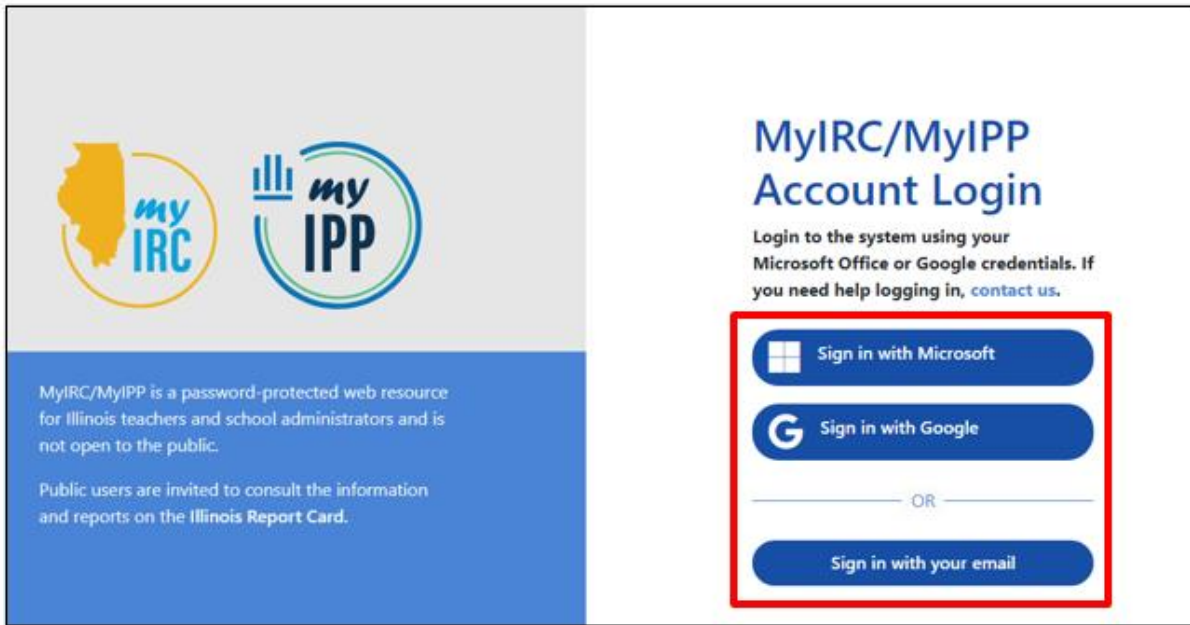
Providing this narrative is entirely optional and will reset with each new Report Card release in October so that your comments can be updated to remain relevant as your district's reported data changes over time.

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 Illinois Report Card logo on the left and navigation links (ISBE Data Library, Take the Survey, Español, Help/FAQ, Login) on the right. 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 red arrow pointing to a red box containing the text "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!



- **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.

**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 a school from the list provided.
  - **Note:** Users with access restricted to a single building may not need to select a school.



## SAMPLE SD 1

IRC/PDF District Narrative Submission

Equity Journey Continuum

Select a School from the list below

SAMPLE SCHOOL A



SAMPLE SCHOOL B



- **Step 6:** On the next screen, select "Summative Designation Form."



## SAMPLE SD 1

IRC/PDF District Narrative Submission

Equity Journey Continuum

< SAMPLe SCHOOL A

School Highlights Form

5Essentials Feedback Form

Summative Designation Form

- **Step 7:** You then have the option to enter descriptive text to "tell your story" about the summative designation.
  - Notes:
    - The character limit for the summative designation narrative is 4,000 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.



## SAMPLE SD 1

List / [SAMPLE SCHOOL A](#) / Summative Designation

### Summative Designation - **SAMPLE SCHOOL A**

One goal for the Illinois Report Card site is to enhance the ability of local schools and districts across the state to use the site to tell their story through the use of local narratives embedded in various pages with key metrics. 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 top of an individual school's Summative Designation main page. It can be submitted and/or subsequently edited both by the school's principal and authorized district personnel. The summative designation narrative supports narratives up to 4000 characters in length.

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.

Enter Narrative here

Characters left: 4000

Save All

- **Step 8:** Please be sure to click “Save All” after you have entered your descriptive text.



## SAMPLE SD 1

List / [SAMPLE SCHOOL A](#) / Summative Designation

### Summative Designation - **SAMPLE SCHOOL A**

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Enter Narrative here

Characters left: 4000

Save All

- **Step 9:** 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.

- Academic Progress
- School Environment
- Students
- Accountability**
  - Summative Designation
  - Past Designations
  - Summative Designation Meta Indicator Components
  - Title I Status
  - School Improvement Funds
- Teachers
- Administrators
- School Highlights
- Retired Tests

### Summative Designation

Beginning in 2018, each Illinois school is receiving a Summative Designation, a measure of progress in academic performance and student success. This school has received the Summative Designation stated on the screen. Reasons for the Summative Designation are indicated on the following screen. Multiple measures determine which one of five Summative Designations is appropriate for this school.

Learn More ▾

All Students ▾
Weighted Index Score ▾
2024 ▾



**Overall Index Score**  
**No Data**  
-

Weighted Index = Indicator Score x Effective Weight.

Indicator Weight Distribution

DATA NOT SHOWN IN DISPLAY

Indicators are not included when there are less than 20 Students worth of data.

Error: No Data Available

#### SUMMATIVE DESIGNATION NARRATIVE

This is an example of the Summative Designation narrative that was entered in the Principal Entry Form. This is also where this narrative will be displayed on both Educator Preview and the Illinois Report Card.