

Illinois Report Card Narrative Guidance: Summative Designation

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 district's Equity Journey Continuum main page. It can be submitted and/or subsequently edited by **authorized district personnel**. The Equity Journey Continuum narrative supports 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.



ILLINOIS REPORT CARD

ISBE Data Library Take the Survey Español Help/FAQ Login

FIND YOUR SCHOOL

Go beyond test scores and get a snapshot of every Illinois public school.

State Snapshot or Select from list

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.
 - 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!




MyIRC/MyIPP is a password-protected web resource for Illinois teachers and school administrators and is not open to the public.

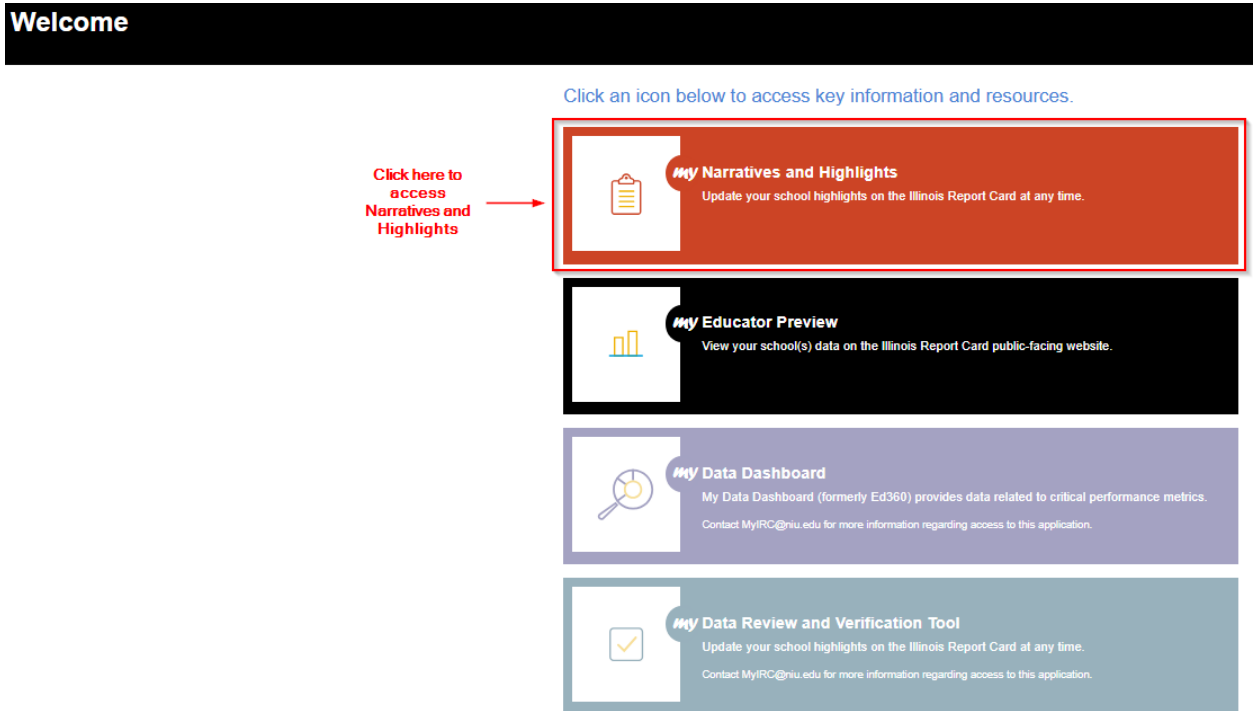
Public users are invited to consult the information and reports on the Illinois Report Card.

MyIRC/MyIPP Account Login

Login to the system using your Microsoft Office or Google credentials. If you need help logging in, [contact us](#).

OR

- **Step 4:** Users will select the “my Narratives and Highlights” from the MyIRC tile menu.
 - **Note:** This feature 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.



- **Step 5:** On the next screen, select a school from the list provided, and then select Summative Designation Narrative Submission.
 - **Note:** Users with access restricted to a single building may not need to select a school.



District

IRC/PDF District Narrative Submission	Equity Journey Continuum Narrative Submission
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School:

School Highlights Submission	5Essentials Feedback Narrative Submission	Summative Designation Narrative Submission
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Diagram description: The interface shows a 'District' section with two submission options. Below it is a 'School:' label followed by a dropdown menu. A red box highlights the dropdown menu, and a red arrow points to it from the 'Equity Journey Continuum Narrative Submission' box. Another red arrow points from the 'Summative Designation Narrative Submission' box to the dropdown menu.

- **Step 6:** You then have the option to enter descriptive text to “tell your story” about the Summative Designation.
 - First, from the dropdown, select the appropriate year and location of where you would like the narrative to be displayed.
 - Next, click the “Edit” button to begin entering your narrative.

Summative Designation Narrative Submission

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.

There is no save or autosave feature. We recommend drafting in a separate application.

2025/2026 (Educator Preview) ▾

2025/2026 (Educator Preview)

2024/2025 (Current/Public)

2023/2024 (Historical)

2022/2023 (Historical)

2021/2022 (Historical)

Warning: This entry form supports plain text and some simple text formatting if you are pasting content in from another text editor but does not support HTML tags or other advanced text formatting.

- **Step 7:** Once you have entered your narrative, please be sure to click “Publish to public site”.
 - 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.

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2025/2026 (Educator Preview) Revision in progress [Cancel](#) [Undo Change](#) [Publish to public site](#)

Enter narrative here

Characters left: 3979

Warning: This entry form supports plain text and some simple text formatting if you are pasting content in from another text editor but does not support HTML tags or other advanced text formatting.

- **Step 8:** The information will be viewable within Educator Preview and the Illinois Report Card after you have saved your narrative.
 - **Notes:**
 - If you selected “2025-2026 Educator Preview” in Step 6 as to the location of where you would like the narrative to be displayed, the actual narrative will not be displayed until Educator Preview opens on October 1.
 - If you selected “2025-2026 Current/Public” in Step 6 as to the location of where you would like the narrative to be displayed, the actual narrative will not be displayed until Illinois Report Card is released on October 30.
- **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.

Accountability

Accountability Overview

Summative Designation

Past Designations Prior to 2023

Meta Indicator Components

Title I Status

School Improvement Funds

Teachers

Administrators & Support Personnel

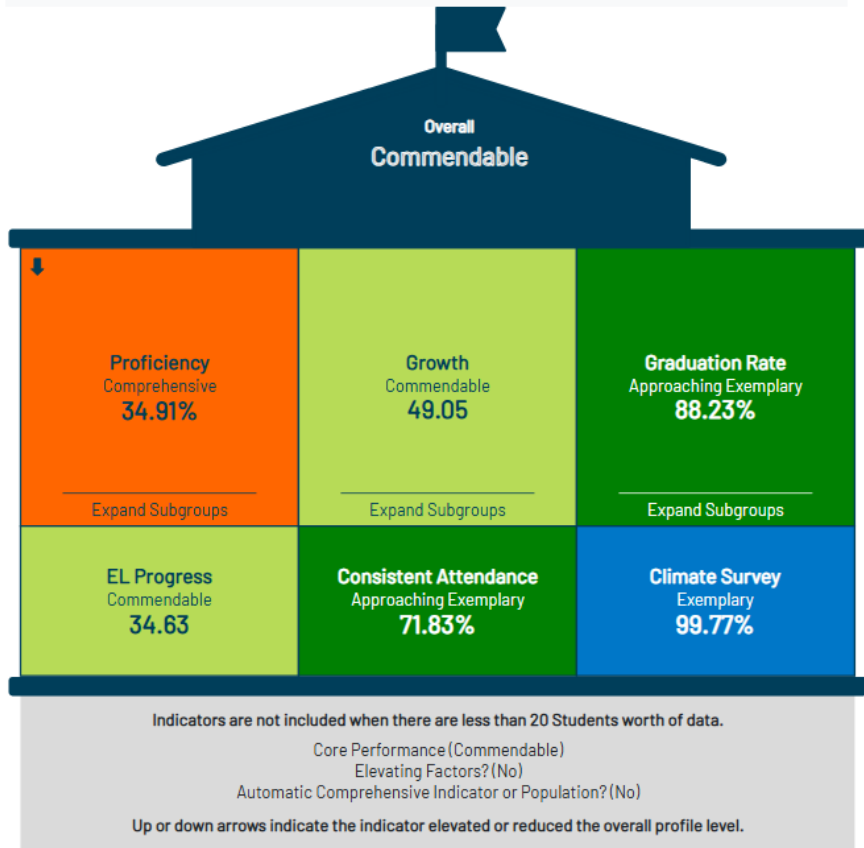
School Highlights

Historical Academic Progress

Learn More ▾

All Students ▾

2026 ▾



■ Exemplary ■ Approaching Exemplary ■ Commendable ■ Developing ■ Comprehensive

SUMMATIVE DESIGNATION NARRATIVE

This is an example of summative designation narrative.