

Illinois Report Card Narrative

Guidance: District Narrative

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.

**ILLINOIS REPORT CARD**

ISBE Data LibraryTake the SurveyEspañolHelp/FAQLogin

FIND YOUR SCHOOL

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

Search

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](#).

Sign in with Microsoft

Sign in with Google

OR

Sign in with your email

- **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.

Welcome

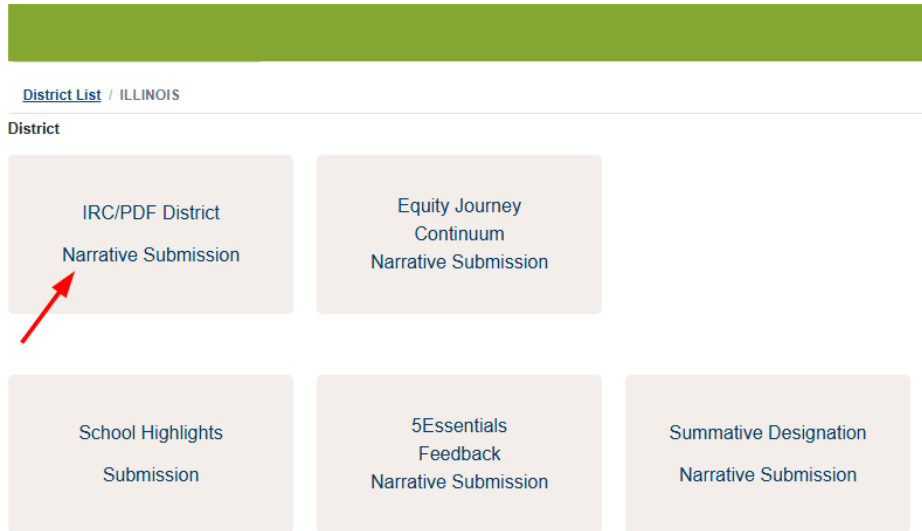
Click an icon below to access key information and resources.

Click here to access Narratives and Highlights →

The screenshot shows a welcome screen with four tiles. The first tile, "My Narratives and Highlights", is highlighted with a red border and a red arrow pointing to it from the text "Click here to access Narratives and Highlights". The other tiles are "My Educator Preview", "My Data Dashboard", and "My Data Review and Verification Tool".

Icon	Title	Description
	My Narratives and Highlights	Update your school highlights on the Illinois Report Card at any time.
	My Educator Preview	View your school(s) data on the Illinois Report Card public-facing website.
	My Data Dashboard	My Data Dashboard (formerly Ed360) provides data related to critical performance metrics. Contact MyIRC@niu.edu for more information regarding access to this application.
	My Data Review and Verification Tool	Update your school highlights on the Illinois Report Card at any time. Contact MyIRC@niu.edu for more information regarding access to this application.

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



- **Step 6:** You then have the option to enter descriptive text to “tell your story” about the district narrative.
 - 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.

IRC/PDF District Narrative Submission

IRC/PDF District Narrative Submission

Starting with the School Year 2020-2021 Illinois Report Card will include a new reporting feature that will replace both the At-A-Glance reports and the Classic PDF reports. This new feature, titled “Custom Report Card Builder,” will allow users to pick a single report card year (School Year 2020-2021 and forward) and then select for themselves which data points to include in the screen or print output from nearly the entire range of data available on the interactive report card site.

For the first time, both the Illinois Report Card site and the Custom Report Card Builder will support the inclusion of a descriptive paragraph provided by districts as an introduction to the reader. This paragraph will appear on the initial profile page of the interactive site and the first page of the Custom Report Card PDF for your district and all buildings within the district.

This will operate similarly to the narrative a district can currently submit that appears on the EBF displays to provide context for what visitors see on those pages, but with much more prominent placement and a much broader scope. It is your opportunity to bring the data further into your district's own local narrative – to make it a part of *your* story.

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)

Edit

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

/ IRC/PDF District Narrative Submission

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

Enter narrative here

↵

Characters left: 429

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.



District Snapshot



District Snapshot

Academic Progress

Equity Journey Continuum

District Environment

Students

Accountability

Custom Report Card Builder

Current District Superintendent

[Visit District Website](#)

Address

[Download Historical District Report Cards](#)



District Provided Statement

This is an example district narrative.

District Snapshot