

Instructions for entering a My School message for the Minnesota Report Card

Many things make your district and school great, and we want to help highlight your strengths on the [Minnesota Report Card](#). The website currently displays a variety of data on each district or school in Minnesota, including enrollment, graduation and proficiency rates and more. Beginning December 2018, the report card's My School tab will include a section for schools to highlight information that may not be captured in the data.

The *Identified Official with Authority (IOWA)* pre-authorizes the charter or district *Site Verification Coordinator*. That person will request access to the [District and School Site Verification system](#). Once access is approved, they must enter the system to submit your My School information. When you view the Minnesota Report Card, there will be a short disclaimer indicating that this information was submitted by the district or school. While we will review the content for typographical errors, we will rely on schools to provide information that is well-written, appropriate, accurate and relevant to the community.

You have up to 1,200 characters to tell your school's story. What makes your school stand out to your students and families? What are the values of your school that tell the public how you approach providing an excellent education to all students? See the sidebar for examples of things to share.

Sample statements:

- Paul Bunyan Elementary offers a science, technology, engineering and math focused academic program in a supportive and caring learning environment for all students. Students have access to computer labs and technology in every classroom.
- Gopher High provides gifted-and-talented language arts courses, expanded Advanced Placement courses, a multimedia program under the Arts and Communications Career Pathway, JROTC, a Culinary Arts Academy, a Building and Construction Academy, and many other electives.
- Application of the Positive Behavioral Interventions and Support approach to good citizenship helps students develop and reinforce values of respect for self, respect for others and responsibility for actions. The school offers a variety of programs that address the unique needs of students.

My School messages submitted by November 7 will display on the report card beginning mid-December.

Beginning next year, updates you submit will be pulled quarterly from the system into the report card.

If you have questions, contact us at mde.communications@state.mn.us.

Page within the District and School Site Verification system where the My School message edit page is accessed:

