2022-2023 – SRC Communication #7

Distributed: August 7, 2023 – Superintendents, Principals, DAC/SRCC, District SBDM Coordinators

School Report Card Collector Items Now Open

The Kentucky School Report Card (SRC) Data Approval Tool is now open for districts to enter all collection items – Community, Safety, Access to Technology and School Profile Report – by Sept. 29.

The collection items go beyond safety data and may require a team approach to complete at each school. The full list of collection items are available on the KSIS (Kentucky Student Information Systems) SRC resource webpage. The bulk of the questions are for the School Profile Report required by KRS 158.6453 (20).

School Profile Report

KRS 158.6453 (20)(b) (Senate Bill 1, 2017) requires all principals to have a signed School Profile Report available in the local board office by **Oct. 1** each year. This report includes information on visual and performing arts, health education and physical education (practical living), career studies and world languages programs in schools.

The School Report Card satisfies the requirement of KRS 158.6453 (20)(b), which requires the Kentucky Department of Education (KDE) to include a link to each school's profile report on its website. The link to each school's profile can be found at the bottom of the organizational landing page of the School Report Card.

School Profile Report Requirements and Timeline

- Principals can begin completing the items for the School Profile Report in the School Report Card Collector Tool based on information from the 2022-2023 school year. **All collection items are due no later than Sept. 29; however, KDE recommends that this be completed, when possible, by the end of August to allow time to obtain the signatures of school-based decision making (SBDM) members, the principal and the superintendent before the Oct. 1 due date.**
    - School Profile Report items are numbers 24-55 in the fill list of collection items available on the KSIS School Report Card Resources webpage.

- After ensuring accuracy, print the School Profile Report for signatures. Printing of the School Profile Report can be done from the school's downloads function of the School Report Card Approval Tool.
- Senate Bill 1 (2017) requires the School Profile Report be approved by the SBDM council and include signatures of its members, the principal and the superintendent. If the school does not have an SBDM, it should be signed by the principal and superintendent.
- Once complete, schools should post the document to the school's website.
- A hard copy must remain on file at central office and be available upon request.

School Profile Report Resources and Additional Notes

- The School Profile Report Instructions document provides technical instruction for completion of the collector items in the School Report Card collection tool. The School Profile Report Guidance document provides clarification on how to answer the questions.
- The School Profile Report does not have to be electronically submitted to KDE; data entry in the School Report Card satisfies this requirement.
- The School Profile Reports are only required at the school level, there is not a district level School Profile Report.
- Schools classified as an A6 – Kentucky Educational Collaborative for State Agency Children (KECSAC) facility do not have to complete the School Profile Report.

Demographic Information Review

Please review to ensure school demographic information and the current principal is correct while in the Approval Tool.

Select "Preview Dashboard" on the top right side of the screen to see this information. To update the current principal name/email displayed on the SRC, please have the district's Web Application Administrator Point of Contact (WAAPOC) make the update in People Role Manager and then notify Jessi Carlton of the change.

Contacts

Email BrightBytes support or by phone at (877) 433-4036 with system questions.
Email KDE Standards Team for School Profile Report (Education Opportunities/General Education Coursework) questions.
Email Holly Tracy for School Profile Report (Career Studies/Workplace Ethics) questions.

Email Windy Spalding for Community or Safety Precautionary Measures collector items.
Contact your local district WAAPOC for user account set up. The KETS Service Desk is available to assist WAAPOCs.