

## 2022-2023 – SRC Communication #09

Distributed: Sept. 11, 2023 – Superintendents, SRCC/DACs, Principals

### School Profile Report and SRC Collection Items Resource Reminders

In accordance with [KRS 158.6453](#) (20)(b) (Senate Bill 1, 2017), principals are required to have the annual 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, career studies and world languages programs in schools. This report must be signed by School-Based Decision Making (SBDM) Committee members, principals and superintendents before Oct. 1 to meet this requirement.

The [Kentucky School Report Card \(SRC\) Data Approval and Collection Tool](#) remains open for schools to enter self-reported school details for two more weeks. All entries must be made by **Friday, Sept. 29**. Details for the 2022-2023 school year, including School Profile details, must be entered before that date.

The school-level Downloads feature should be used to print the School Profile Report after all collection detail has been entered and in time to gather signatures before the Oct. 1 due date. District School Report Card contacts can download a summary of the approval and collection data for their district within the SRC Data Approval and Collection Tool within the Downloads hyperlink to monitor school collector and approval requirements.

The report to monitor school-level entry of the collector items is the download named Collection Data. The file can be filtered by School Name and School Classification to identify missing collector pieces. Certain collector items are not collected for certain school classifications; these are noted in the overview of each category section of this email.

District contacts should communicate with the appropriate school personnel and encourage them to complete outstanding items by the Sept. 29 deadline.

Resources to assist with data entry of the collector items include:

- [School Report Card Collector Items](#)
- [School Report Card User Guide - Collection Tool](#)

An overview of each category is provided below. Each of the data collection areas are listed and explained, along with the appropriate district/school contact for data entry in parenthesis and the appropriate KDE contact should there be any questions.

- **Community (District SBDM Coordinators/ Principals)**

This collection is only required for schools classified as A1, under the administration of a SBDM council and principal. Reference [Community Collection Guidance](#) to complete this task.

KDE Contact: [Windy Spalding](#)

- **Safety Precautionary Measures (District Safe Schools Administrators)**

This collection must be submitted by each school, except for state agency schools classified as A6. This section outlines the measures taken to ensure the safety of students. Reference [Safety Precautionary Measures Guidance](#) to complete this task.

KDE Contact: [Windy Spalding](#)

- **Access to Technology (School Report Card Contacts and CIOs)**

This collection represents students' educational opportunities available using technology. Questions around access to instructional devices, Wi-Fi, bring your own device, school connectivity and 1:1 initiatives are the focus and should be populated for a minimum of a district's A1 schools.

It is recommended for points of contact and/or building-level leaders entering this information to consult the district chief information officer/district technology coordinator for up-to-date information regarding device counts and connectivity to assure alignment with other related reporting. Specific items in this collection (which are denoted in the collector tool) are reported on the school's behalf for the Civil Rights Data Collection.

KDE Contact: [Ben Maynard](#)

- **Visual and Performing Arts, Career Studies, Health and Physical Education, World Language (School Report Card Contacts, Principals, Chief Academic Officers and District SBDM Coordinators)**

These collection items are used to populate School Profile Reports. [Instructions for completing the School Profile Report](#) and [School Profile Report Collection Tool Guidance](#) are available to assist with this reporting.

The School Profile Report also can be printed from the SRC organizational landing page (bottom right). This collection is not required of schools classified as A6.

KDE Contact: [Standards Team](#)

- Essential workplace ethics program questions were new last year. This data is included in the School Profile Report. Three questions were added to the SRC Collection Tool in the career studies area to capture program information for each school. These questions include: (1) a description of the school's workplace ethics program, (2) the URL of the Workplace Ethics Program website, and (3) the percentage of students at the school who have attained local board-approved essential workplace ethics requirements.

[KRS 158.1413](#) details requirements of the essential workplace ethics instruction program and the [Kentucky Academic Standards for Career Studies guide](#) provides additional details. If your elementary schools are not included in the local workplace ethics program, "not applicable" can be entered.

KDE Contact: [Holly Tracy](#)

- **Superintendent Message (District level collector)**

There is an optional superintendent message that can be entered in the approval/collector tool (maximum of 750 characters). This message will display on the district and school's landing page when the SRC is released publicly.

Messages should be clearly stated and reviewed locally for spelling, grammar and punctuation. KDE cannot edit district messages.

To update the superintendent or principal name/email displayed on the SRC, please have: (1) the district's web application administrator point of contact (WAAPOC) make the update in WSA/People Role Manager and (2) notify [Jessi Carlton](#) by email with correct contacts including district/school contact name and email.

Previous SRC communications and resources are available on the [SRC Resource Page](#).

## CONTACTS:

- Email [BrightBytes support](#) or by phone at (877) 433-4036 with system questions.
- Email [KDE Standards Team](#) for School Profile Report questions.

- Email [KDE Data Services](#) for general questions.
- Contact your [local district WAAPOC](#) for user account set up. The [KETS Service Desk](#) is available to assist WAAPOCs.