



Special SRCC and DAC E-Mail

October 2, 2018

PRINTING THE SCHOOL PROFILE REPORT

The functionality to print the School Profile Report from the Kentucky School Report Card is *now available*. This tool is in place to help schools with creating a School Profile Report in a format that is print and signature ready.

The training materials below have been updated to reflect the new functionality that has been added:

- [KY School Report Card Collection Tool User's Guide](#)
- [Video - KY SRC Data Approval & Collection Tool- *Entering Data and School Profile Report*](#)

Action Needed: Schools should complete their School Profile Report within the month of October.

- Schools enter data into the School Report Card Collection Tool.
 - As described in previous communication, data entered into the School Report Card Collection tool tabs (Visual and Performing Arts, Career Studies, Health and Physical Education, and World Languages) will populate the School Profile Report along with data on courses and teacher certifications provided by KDE from Infinite Campus.
 - Data entered into the Collection tool in the other tabs (Community, Safety, and Technology) are used to populate the School Report Card and not the School Profile Report.
- Follow the instructions that have been added to the User's Guide - *Viewing Your School-Level Collector Data and Downloading the School Profile Report*.
 - Print the School Profile Report to review the data the school has entered into the School Report Card Collection Tool to ensure it is correct and populates in the School Profile Report as expected.
 - Review the additional data points that are populated on the School Profile Report (courses offered and staffing) to ensure quality of data.
 - Continue to refine data entered, reprint as needed to complete School Profile Report.
- After ensuring accuracy, print the final School Profile Report for signatures.
 - SB1 (2017) requires the School Profile Report be approved by the SBDM and include signatures of all SBDM members, principal and superintendent.
 - If the school does not have an SBDM, it should be signed by the principal and superintendent.
 - Once complete, a hard copy must remain on file at central office and be available upon request.
 - Schools must post to their school website on the web page provided in the Collection Tool no later than December 1.

Please note: the data collection window will extend through November for School Report Card reporting, this includes all School Report Card Collection Tool fields. This allows time for districts to correct any data issues before public release of the School Report Card in December.

See [KRS 158.6453 \(20\)](#) for more details on School Profile Report requirements.

Prior communications and resources are available on the [School Report Card Resource website](#).

School Report Card Collection Item Contacts:

Bright Bytes support contacts are:

Email BrightBytes Support at support@brightbytes.net

Call BrightBytes Support at (877) 433-4036

Education Opportunities/ General Education Coursework (School Profile Report) – [Contact KDE by email.](#)

User Access – district WAAPOCs should direct questions regarding user account set up to the KETS Support Desk at ketshelp@education.ky.gov.

IMPORTANT DATES

Sept. 24: School Report Card collection items open for district input.

Oct. 1: School Profile Report can be printed for signatures.

Oct. 31: School Profile Report should be complete with signatures

Mid-November: SRC district review and approval period opens

Dec. 1: School Profile Report should be posted to school website

Mid-December: SRC opens for media/public release