



Special SRCC and DAC E-Mail

October 15, 2018

Please distribute this information to all principals in your district.

Reminder: Schools should be continuing to refine their School Profile Report and finalize by the end of October. This involves:

- (1) Inputting collection data into the School Report Card Collection Tool.
- (2) Reviewing the School Profile Report, this includes the collection data entered by the school and the course and teacher counts loaded by KDE. The course and teacher counts are pulled from Infinite Campus using [state courses codes](#). The specialized certifications are provided by EPSB. **NOTE: Course data was refreshed again Friday, Oct 12, this corrected a known issue with Intermediate P.E.** The new custom report “School Profile Courses” is now available in Infinite Campus to help with validating this data.
- (3) Printing the complete report. Once data is confirmed, the SBDM (if applicable), principal and superintendent must sign the School Profile Report and it must be maintained at the district board office.
- (4) Post the School Profile Report on the webpage(s) entered into the collection tool by Dec. 1 before School Report goes public.

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

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](#).

IMPORTANT DATES

- 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