



# Special SRCC and DAC E-Mail

**October 22, 2018**

*Please distribute this information to all principals in your district.*

Reminder: School Profile Reports should be completed by October 31. The [user guide](#) is available to provide details on how to complete the School Profile Report. This involves:

1. Inputting collection data into the School Report Card Collection Tool.
2. Reviewing the School Profile Report; this includes:
  - a. the collection data entered by the school
    - The download option can be used to export all collection data that has been entered. This feature is available at the school and district level. The Excel worksheet is easier to read if you choose to wrap text and expand columns before trying to review.
  - b. the course and teacher counts loaded by KDE.
    - The course and teacher counts are pulled from Infinite Campus using [state courses codes](#); the specialized certification detail is provided by the Education Professional Standards Board (EPSB).
    - The [School Profile Courses](#) report is available in Infinite Campus to help with validating this data.
3. Printing the complete report. Once data is confirmed, the School Based Decision Making (SBDM) Council (if applicable), principal and superintendent must sign the School Profile Report and it must be maintained at the district board office.
4. Posting the School Profile Report on the webpage(s) entered into the collection tool by December 1 before the School Report Card goes public.

A new [Q&A document](#) includes many frequently asked questions and can be used as a resource.

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:

E-mail BrightBytes Support at [support@brightbytes.net](mailto: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](#).

## **SRC IMPORTANT DATES**

October 31: School Profile Report should be complete with signatures

Mid-November: SRC district review and approval period opens

November 30: SRC Collector items (Community, Safety Precautionary Measures and Technology) must be complete

December 1: School Profile Report should be posted to school website

Mid-December: SRC opens for media/public release