# Kentucky School Report Card Suite Collection Tool: Superintendent's Message

NOTE: Images provided in the system guides are from the test system and might not exactly match what you see on your screen depending on your role(s) and permissions.

After logging into the **Kentucky School Report Card (SRC) Suite Collection and Approval Tool**, you will be directed to the system's **Home** page. Users with district-level permissions can access the **Superintendent's Message** module by clicking on *Collection* from the top navigation bar, and then selecting *Superintendent's Message*.
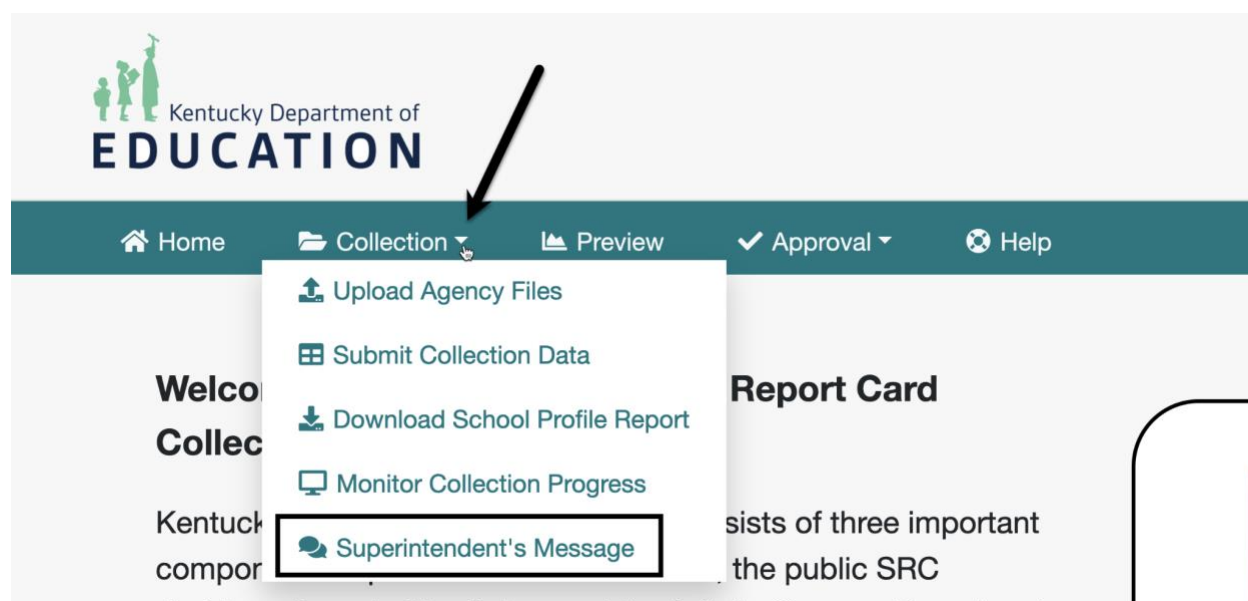
After clicking on *Superintendent's Message*, you will be redirected to the **Superintendent's Message - Overview Dashboard** page. **School Year** and **District** drop-downs display at the top of the page.

NOTE: Drop-downs and options available in the drop-downs will depend on your role(s) and permission(s).

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Superintendent's Message - Overview Dashboard

Double-click the empty message box and enter what is to be displayed on the Overview dashboard.

School Year	District
2023-24 ⌄	All Districts ⌄

Message Submission

The **School Year** drop-down defaults to the current school year; a new message can only be entered for the current reporting year.

A table with the following columns displays below the page heading:

- **District**: Displays the district(s) selected in the **District** drop-down
- **Superintendent's Message**: Displays an editable text field to type, copy/paste, and/or edit the superintendent's message that appears on the **Preview Overview** page

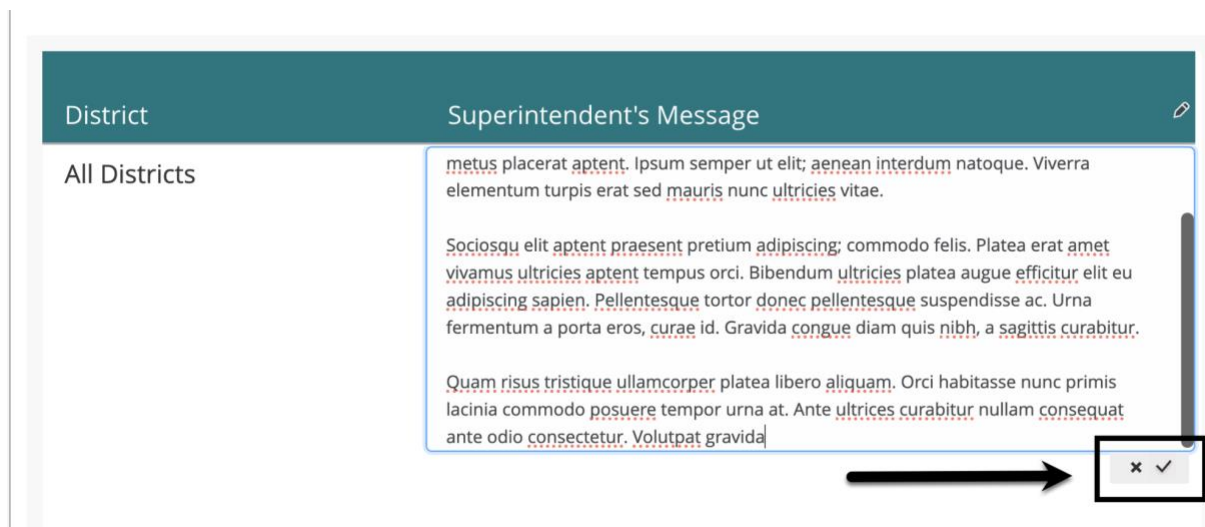| School Year	District
2023-24 ⌄	All Districts ⌄

Message Submission

District	Superintendent's Message	✎
All Districts	Lorem ipsum odor amet, consectetuer adipiscing elit. Semper conubia phasellus, urna vel rutrum auctor ultrices. Odio nostra taciti sem egestas maximus fusce erat libero. Aliquet pretium ut hac aliquet habitant diam vel sem convallis.	

To create or edit the superintendent's message, double-click in the field under the "Superintendent's Message" column heading; the field will have a highlight around the textbox and allow you to type directly into the textbox.

NOTE: The **Superintendent's Message** field is limited to 1,000 characters and does not allow for character formatting. You can copy/paste the message from another document, but only text will carry over; formatting will not paste, and hard returns and extra spaces will be ignored.

Once text has been added or edited, click the checkmark at the bottom-right of the field to save changes, or click the x to discard edits and leave the field as is.

Once the text has been saved, district users can view the saved message by clicking on *A Message from the Superintendent* in the **Resources** section of the **Overview** page; the message will also be displayed on the public site once the site is live.

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School Report Card

Overview	
Students	
Faculty, Staff and Community	
Access to Technology	
Civil Rights Data Collection	
School Accountability	▼
Academic Performance	▼
Career and Technical Education	▼
Educational Opportunity	▼
School Safety	▼
Transition to Adult Life	▼

School Year	District	School
2023-24 ▼	Fayette County ▼	All Schools ▼

Overview

State   District   School

Overview - District ⚐

Students	Schools	Teachers
41,013	**72**	**6**

Summary	Resources
Superintendent:	A message from the Superintendent
Email:	View District Board Members

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