

SRC Communication #4 – 07/20/2020

Distributed to: Superintendents, DACs, SRCC

School Profile Report Collector Tool Open, Due by Oct. 1

On July 13, information was shared with districts about the release of the School Report Card Collection Tool. To help support the completion of the tasks and provide clarity for meeting the timelines, please see information below. Please share this information with principals in your district.

As a reminder, the collection tool can be accessed through the [SRC approval](#) site. Additional information on the School Profile Report is available in the [SRC Resource Page](#) with the guidance documentation.

Statutory Requirement

[KRS 158.6453](#) (Senate Bill 1, 2017) requires all principals to complete the School Profile Report by **Oct. 1** each year for visual and performing arts, health and physical education (practical living), career studies and world languages.

The School Report Card is used to meet the state requirement of, "The department shall include a link to each school's profile report on its website." The link to the school profile is at the bottom of the organizational landing page of the School Report Card.

School Profile Report responses should reflect information from the 2019-2020 school year.

School Profile Report Timeline

- **July 15** – Collection Tool opened
 - Principals can begin completing the items for the School Profile Report based on information from the 2018-2019 school year.
 - School Profile Report items are numbers 26-54 in the "[School Report Card – Collector Items](#)" document shared with the July 15 release notification, and are available with the other guidance documents referenced above.
- **Aug. 5** – The course and teacher data will be populated by KDE and then the School Profile Report can be generated from the secure School Report Card website.
 - Review additional data points that will be loaded and available (courses offered, staffing) to ensure quality of data.
 - Refine data entered to complete School Profile Report.
 - Approve data as displayed within the Education Opportunity/General Coursework.
- After ensuring accuracy, print the School Profile Report for signatures.
 - Senate Bill 1 (2017) requires the School Profile Report be approved by the school-based decision making (SBDM) council and include signatures of all SBDM members, the principal and the superintendent. If the school does not have an SBDM, it should be signed by the principal and superintendent.
 - Once complete, schools should post the document to their websites.
 - A hard copy must remain on file at central office and be available upon request.

All collection items are due no later than Aug. 31.

Email questions related to education opportunities/general education coursework (School Profile Report) to the [KDE Standards mailbox](#).