

School Report Card Collection/Approval Portal

The [School Report Card \(SRC\) Suite Collection and Approval Portal](#) tools are open to schools and districts to: (1) enter collection detail, (2) print School Profile Report, (3) preview and flag data; (4) approve data domains. Schools and districts are encouraged to complete this work by Nov. 8 to prepare for public release Nov. 20.

Recorded training videos are available and AnLar is offering office hours to assist schools and districts on Wednesday, Oct. 9, 11 a.m. – 1 p.m. ET. Details including links to recorded training and other resources are available on the [SRC Resource webpage](#).

The new SRC tools continue to be worked on as schools and districts are reviewing data. Table views are currently available, while the charts and trend views will be introduced in late October. If data issues are found, they can be flagged in the preview tool for KDE review and response. Issues with the views, functionality of the system or questions about the training or Quick Reference Guides should be reported to the [AnLar help desk](#).

Quick Reference Guides supplement the recorded training and are available for each of the tools open for school and district use.

- [Submit Collection Detail](#) (school-level collection)
- [Monitor Collection Progress](#) (district-level tool)
- [Download School Profile Report](#)
- [Superintendent Message](#) (district-level collection)
- [Preview Tool](#)
- [Review Flagged Reports](#)
- [Update Approval Status](#)
- [Monitor Approval Progress](#) (district-level tool)

As a reminder, per [KRS 158.6453](#) 3(20)(b), signed School Profile Reports should be available in the local board office as of Oct. 1, 2024. If this work has not already been completed, schools are encouraged to complete the data entry, print the School Profile Report and get required signatures as soon as possible.

CONTACTS

- For questions related to AnLar's access and functionality, contact the [AnLar Helpdesk email](#) or call (502) 509-0041 between 8 a.m. and 6 p.m. ET.
- Email [KDE Data Services](#) for general questions.
- Contact [applicable KDE data point of contact](#) for questions on data in Preview tool
- Collection contacts include:
 - [Windy Spalding](#) for precautionary measures and parental involvement.
 - [Caryn Davidson](#) for School Profile Report.
 - [Ben Maynard](#) for access to technology.
 - [Tessa Harris](#) for ineffective teacher.
- Email [KDE DAC Information](#) for assessment and accountability questions