

## 2017-2018 – SRC Communication #10

Distributed: Oct. 29, 2018

### **SCHOOL PROFILE REPORT REMINDER**

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

Final Reminder: School Profile Reports should be completed by October 31, 2018.

*New items to be aware of:*

- *Data was refreshed on October 24 and will be refreshed again this week (October 31) to reflect changes made in Infinite Campus (IC) last week.*
- *Elementary school reports will NOT include world language or career studies courses. Indicate if program is offered even though courses will not display.*
- *Schools do NOT need to post the School Profile Report to their webpages; BrightBytes will create accessible version to be included in the School Report Card without the school having to post.*

The [user guide](#) is available to provide details on how to complete the School Profile Report. Prior communications and resources are available on the [School Report Card Resource website](#). The [Q&A document](#) continues to be updated and is available on the School Report Card Resource website.

See [KRS 158.6453 \(20\)](#) for more details on School Profile Report requirements.

### **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**

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

Distributed message above to:

- Special SRCC and DAC E-Mail, 10/29/18
- KSIS Points of Contact, 10/29/18

Message below distributed to Superintendents 10/29/18.



**COMMISSIONER'S MONDAY MESSAGE –  
on Monday, Oct. 29, 2018**

*from Wayne D. Lewis, Jr.  
Commissioner of Education*

**Items from KDE**

***School Report Card – School Profile Report - Final Reminder***

School Profile Reports should be completed by Oct. 31.

Schools should be continuing to refine their School Profile Report and get SBDM and Principal signatures as applicable. Superintendents must sign each School Profile Report with a signed copy maintained in the district board office. Specific details have been communicated to School Report Card Contacts and DACs to share with principals.

See [KRS 158.6453 \(20\)](#) for more details on School Profile Report requirements.

Prior communications and resources available on the [School Report Card Resource Page](#).

**IMPORTANT 2017-18 School Report Card Dates**

**Oct. 31:** School Profile Report should be complete with signatures

**Mid-November:** SRC district review and approval period opens

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

**Mid-December:** SRC opens for media/public release