

2017-2018 – SRC Communication #4

Distributed: Sept. 21, 2018

Information was recently shared with districts about the release of the School Report Card Collection Tool on September 24, 2018. To help support the completion of the tasks and provide clarity for meeting the timelines, please see information below. Additionally, attached is a guidance document to assist principals in completion of the School Profile Report Collection items. Please share this information with the principals in your district.

Statutory Requirement

KRS 158.6453 (SB1, 2017) requires all principals to complete the School Profiles Report by October 1 each year for the areas of Visual and Performing Arts, Health and Physical Education (Practical Living), Career Studies and World Languages. While KDE cannot change the statutory date, schools will be able to refine, print and sign the report until October 31.

The school web link provided by the principal through the collection tool will be used in the School Report Card to meet the requirement of “The department shall include a link to each school’s profile report on its website.” This webpage must include the School Profile Report before the public release of the School Report Card in mid-December.

The School Profile Report responses should reflect information from the 2017-2018 school year.

School Profiles Report Timeline

- September 24 – Collection Tool opens
 - Principals can begin completing the items for the School Profile Report based on information from the 2017-2018 school year.
 - School Profile Report items are numbers 26 – 54 in the [School Report Card – 2017-18 Collector Items](#) document provided on September 18, 2018. This has been updated to include additional details on program offerings.
- Beginning October 1 – School Profile Report can be generated from the secure School Report Card
 - Review additional data points that will be provided (courses offered, staffing) to ensure quality of data.
 - Refine data entered to complete School Profile Report.
- After ensuring accuracy, print the School Profile Report for signatures.
 - SB1, 2017 requires the School Profile Report be approved by the SBDM and include signatures of all SBDM members, principal and superintendent. If the school does not have an SBDM, it should be signed by the principal and superintendent.
 - Once complete, schools should post to their school website.
 - A hard copy must remain on file at central office and be available upon request.

Other Collection Items are due no later than November 30, 2018.

For questions related to Education Opportunities/ General Education Coursework (School Profile Report), please send to [KDE Data Request mailbox](#).

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- Special SRCC and DAC E-Mail