

2017-2018 – SRC Communication #5

Distributed: Sept. 24, 2018

The Kentucky School Report Card Collection Tool (SRC Collection Tool) opened, Monday, Sept. 24 at noon ET. This tool is used to gather data required for reporting in the School Report Card and the School Profile Report that is not already collected in another state system.

Please ensure that staff in your district and schools who are responsible for this data entry have been set up with access to the new School Report Card and are aware of the requirements. **Only 2017-2018 academic year data should be reported in this tool.** Specifics on the School Report Card Collection tool and a short video demonstrating the new collection tool are linked below.

- [KY School Report Card Collection Tool User's Guide](#)
- [Video - KY SRC Data Approval & Collection Tool – Entering Data into the Collector Fields 1](#)

The data collection window will extend through November for School Report Card reporting; however, the School Profile Report is required by statute to be available by Oct. 1. See [KRS 158.6453 \(20\)](#) for more details on School Profile Report requirements. Collection Tool items include previously collected items, as well as new ones on: Parent/Guardian Involvement, Technology and Safety. Senate Bill 1 (2017) requires a school profile report to be used by all schools to document how they will address the adopted academic standards in their implementation of the programs.

Prior communications available for reference include:

- [Access Instructions for School Report Card Secure](#) provides specifics on how to set up users to access the new School Report Card. **Note: The lag between set up and access can be 4 or more hours.**
- [School Report Card – 2017-2018 Collection Tool Data](#) provides details on each of the collection items. Can also be used as a tool to assist in collecting data
- [School Profile Report Collection Tool Guidance](#) provides details specific to the School Profile Report data collection items and expectations for reporting.

School Report Card Collection Item Contacts:

Bright Bytes support contacts are:

[Email BrightBytes Support](#)

Call BrightBytes Support at (877) 433-4036

School Overview/Community (Parent/Guardian Involvement) – [Contact Windy Newton by email](#)

Safe Schools/Safety (Precautionary Measures) – [Contact Windy Newton by email.](#)

School Overview/Access to Technology – [Contact Anne Rothenburger-Day by email.](#)

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

Sept. 24: School Report Card collection items open for district input.

Oct. 1: School Profile Report can be printed for signatures.

Mid-November: SRC district review and approval period opens

Mid-December: SRC opens for media/public release

Distributed:

- Commissioner's Email, 09/24/18
- Special SRCC and DAC E-Mail, 09/25/18
- KSIS Points of Contact, 09/24/18