

## 2017-2018 – SRC Communication #7

Distributed: Oct. 9, 2018

### **SCHOOL PROFILE REPORT REMINDER**

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

Schools should be continuing to refine their School Profile Report and finalize by the end of October. This involves:

1. Inputting collection data into the School Report Card.
2. Reviewing the School Profile Report, this includes the collection data entered by the school and the course and teacher counts loaded by KDE. The course and teacher counts are pulled from Infinite Campus using [state courses codes](#). The specialized certifications are provided by EPSB. **NOTE: All course and teacher data was refreshed Monday, Oct 8; a new custom report “School Profile Courses” will be available with the Campus.1837 release scheduled for Wed., Oct. 10. This report can be used to help with validating data.**
3. Printing the complete report. Once data is confirmed, the SBDM (if applicable), principal and superintendent must sign the School Profile Report and it must be maintained at the district board office.
4. Post the School Profile Report on the webpage(s) entered into the collection tool by Dec. 1 before School Report goes public.

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

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

#### **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:**

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

Mid-November: SRC district review and approval period opens

Dec. 1: School Profile Report should be posted to school website

Mid-December: SRC opens for media/public release

#### **Distributed:**

- Special SRCC and DAC E-Mail, 10/9/18
- KSIS Points of Contact, 10/9/18