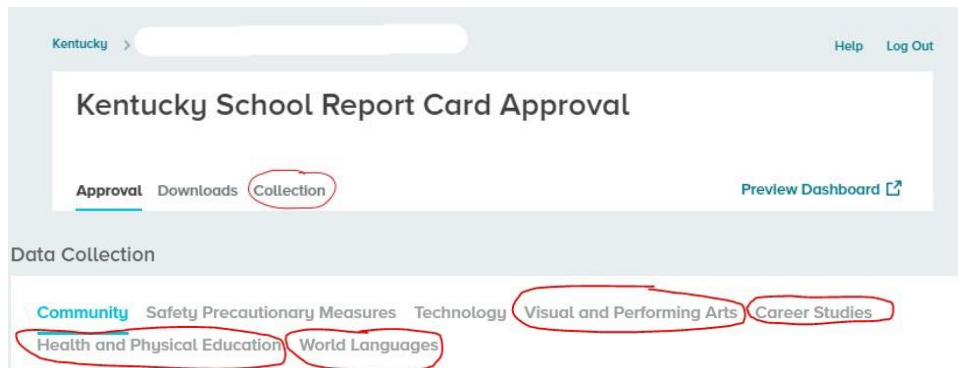


## School Profile Report Instructions

The [Kentucky School Report Card \(SRC\) Data Approval Tool](#) is available for collection and approval of data for the *School Profile Report*. The *School Profile Report* must be completed by each school and available in the local board office by October 1<sup>st</sup> annually.

1. School-level data must be entered into the collection tool. All collection items must be entered during the data collection window.

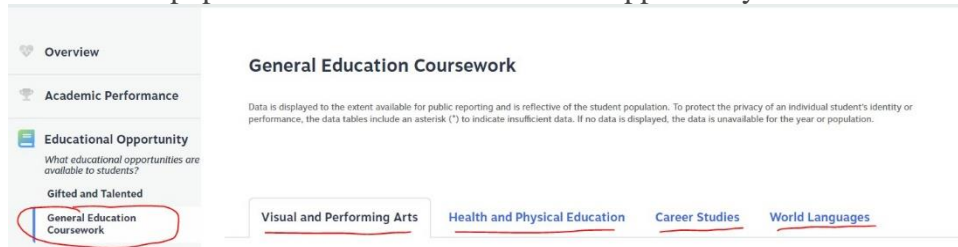


2. Review KDE populated data in the Faculty Staff and Community domain.

Overview > Faculty, Staff and Community > Faculty Profile > Teachers with Specialized Certification

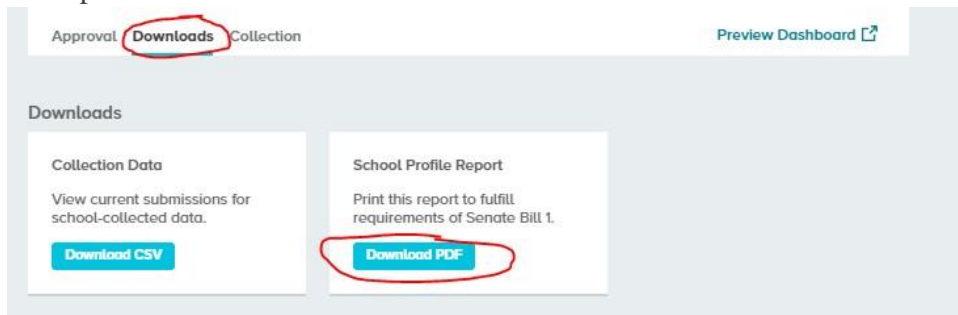


3. Review data populated in # 1 in the Education Opportunity domain



4. After ensuring accuracy, print the *School Profile Report* for appropriate signatures.

From the Approval Tool > Download tool, select the School Profile Report “Download PDF” option to print the report.



**NOTE: NEW 2022 - Review Workplace Ethics Program information in the Collector tool (Career Studies Tab) and on the School Profile Report before signing; this information is not displayed on the SRC.**

## REMINDERS:

- [KRS 158.6453](#), section 20 (b) requires by October 1 of each year, each school principal shall print the *School Profile Report*, which shall be signed by the members of the school-based decision making council (SBDM) and the superintendent. If the school does not have and SBDM the *School Profile Report* should be signed by principal and the superintendent.
- The original, signed *School Profile Report* shall be maintained on file at the local board office and made available to the public upon request.
- An unsigned copy of the *School Profile Report* will be available on the School Report Card upon public release.
- The *School Profile Report* does not have to be electronically submitted to KDE – data entry in the School Report Card satisfies this requirement.
- The *School Profile Reports* are only required at the school level, there is not a district level *School Profile Report*.
- Schools classified as an A6 – KECSAC facility do not have to complete the *School Profile Report*.

## CONTACTS:

- Email [BrightBytes support](#) or by phone at (877) 433-4036 with system questions.
- Email [KDE Standards Team](#) for *School Profile Report* (Education Opportunities/General Education Coursework) questions.
- Email [KDE Data Services](#) for general questions.
- Contact your [local district WAAPOC](#) for user account set up. The [KETS Service Desk](#) is available to assist WAAPOCs.