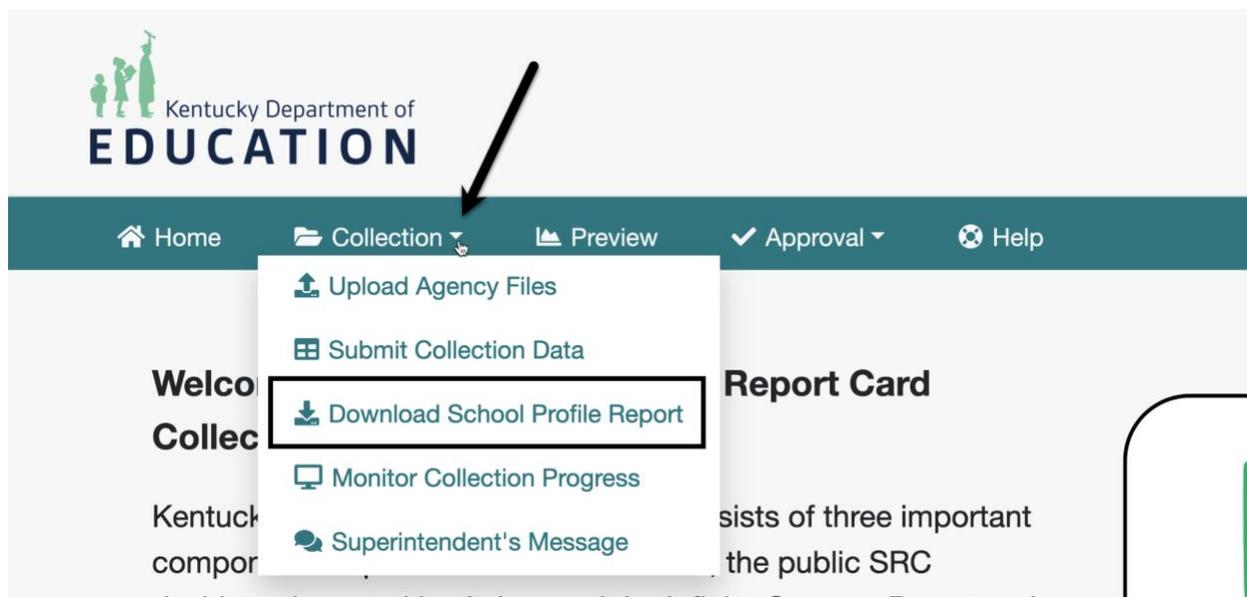


# Kentucky School Report Card Suite Collection Tool: Download School Profile Report

**NOTE:** Images provided in the system guides are from the test system and might not exactly match what you see on your screen depending on your role(s) and permissions.

After logging into the **Kentucky School Report Card (SRC) Suite Collection and Approval Tool**, you will be directed to the system's **Home** page. To access the **Download School Profile Report** module, click on *Collection* from the top navigation bar, and then select *Download School Profile Report*.



After clicking on *Download School Profile Report*, you will be redirected to the **Download School Profile Report - Export to PDF** page. **School Year** and **District** drop-downs display at the top of the page.

NOTE: Drop-downs and options available in the drop-downs will depend on your role(s) and permission(s).

## Download School Profile Report\* - Export to PDF

Use the drop-downs to filter the data contained in the report, and click the text in the "School" column to download a PDF of the report.

School Year	District
2023-2024	Adair County

School Profile\* ⓘ

The **School Year** drop-down defaults to the current school year; a table with the following columns displays below the page heading:

- **District:** Displays the district(s) selected in the **District** drop-down
- **School:** Displays the schools in the district selected in the **District** drop-down

## Download School Profile Report\* - Export to PDF

Use the drop-downs to filter the data contained in the report, and click the text in the "School" column to download a PDF of the report.

School Year	District
2023-2024	Adair County

School Profile\* ⓘ

District	School
Adair County	<a href="#">Adair County High School</a> <a href="#">Adair Learning Academy</a>

To download a profile report, click on the hyperlinked text in the **School** column. A PDF of the report will open in a new tab.



The report will contain data entered on the **Submit Collection Data** page as well as data provided by the Kentucky Department of Education from the Student Information System.

NOTE: It will take approximately 15 minutes for any data saved on the **Submit Collection Data** page to be included in the **School Profile Report**; domain data does NOT have to a status of “Completed” or “Finalized” to be included in the report.