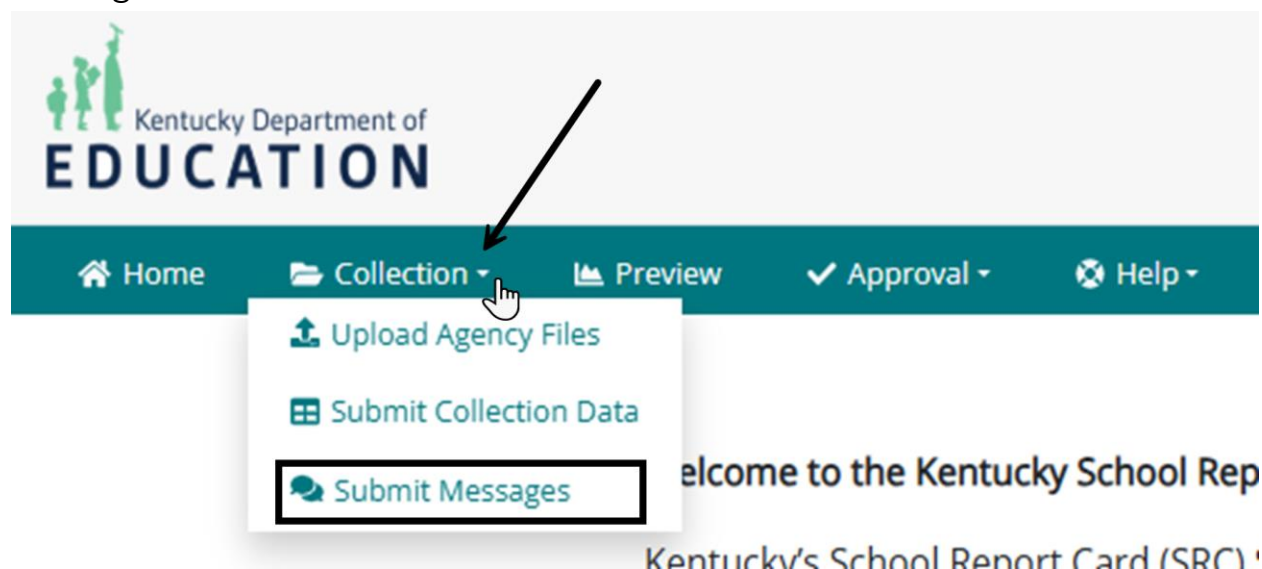




Kentucky School Report Card Suite Collection Tool: Submit Messages

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. Users with district-level permissions can access the **Submit Messages** module by clicking on *Collection* from the top navigation bar, and then selecting *Submit Messages*.



After clicking on *Submit Messages*, you will be redirected to the **Submit Messages** page. A **School Year** drop-down displays at the top of the page.

Home
Collection
Preview
Approval
Help

Submit Messages

School Year

2024-2025


Superintendent's Message
Financial Summary Message


Name ^	Submission Status ^
Jefferson County	Not Submitted

The **School Year** drop-down defaults to the current school year; new messages are entered for the current reporting year.

A table displays below the page heading with options to enter a Superintendent's Message and Financial Summary Message. The Superintendent's Message appears on the **Preview Overview** page. The Financial Summary Message displays on the **Financial Transparency** landing page. The Financial Summary Message is entered in the spring during the financial data review period.

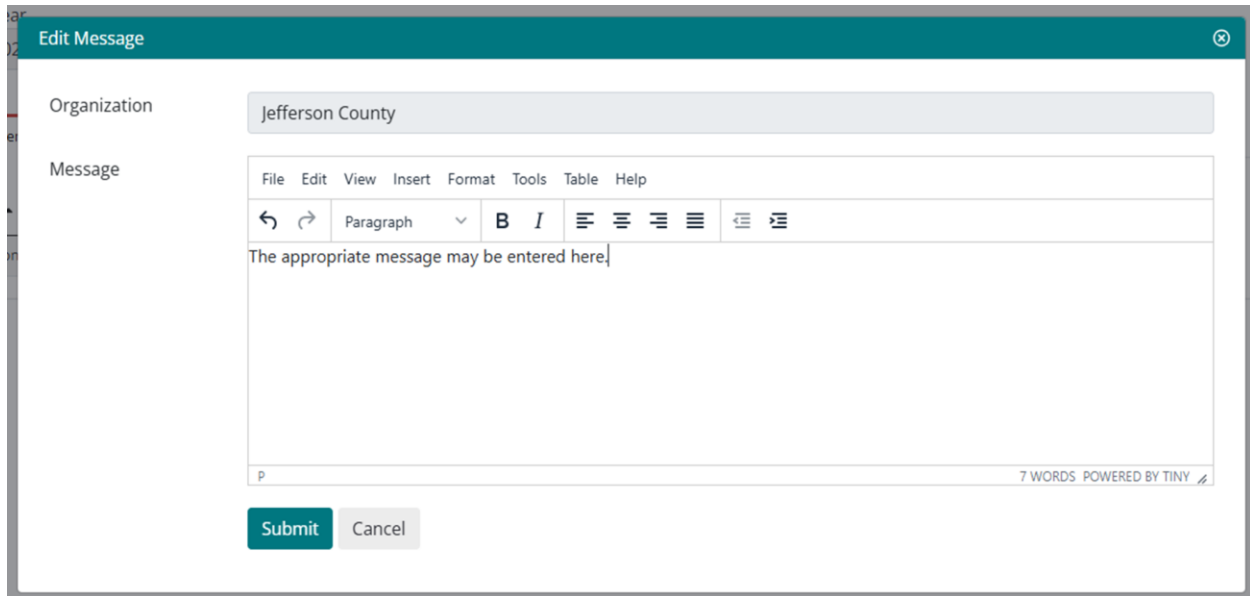
Superintendent's Message
Financial Summary Message

Name ^	Submission Status ^	Edit Message
Jefferson County	Not Submitted	



To create or edit a message, click on the applicable message tab at the top of the table. Then select the pencil icon () to the right of the organization name. A pop up window will appear entitled *Edit Message*. You can type directly into the textbox.

NOTE: The message field allows for character formatting, and you can copy/paste the message from another document.

Once text has been added or edited, click the *Submit* button at the bottom-left of the field to save changes, or click *Cancel* to discard edits and leave the field as is.



Upon selecting Submit, you will be directed to the **Submit Messages** page. You will then see the *Submission Status* has been updated to *Submitted*.

Name ^	Submission Status ↕
Jefferson County	Submitted  

Once the text has been submitted, district users can instantly view the saved message by clicking on *A Message from the Superintendent* in the **Resources** section of the **Overview** landing page; the message will also be displayed on the public site once the site is live.

Overview

Students

Faculty, Staff and Community

Access to Technology

Civil Rights Data Collection

School Accountability

Academic Performance

Career and Technical Education

Educational Opportunity

School Safety

Transition to Adult Life

Financial Transparency

School Year

2024-2025

District

Jefferson County

School

All Schools

Overview

The Kentucky School Report Card is intended to share important information about the state's public schools. It encompasses a variety of indicators that contribute to school performance.

District Overview

Overall Performance Rating

Overall Performance Rating will be released separately with the assessment and accountability data later this fall.

Students	Schools	Teachers
93,301	164	6,236

Summary Information for School Year 2024-2025

Superintendent:

[A message from the Superintendent](#)

Resources