



Kentucky School Report Card Suite

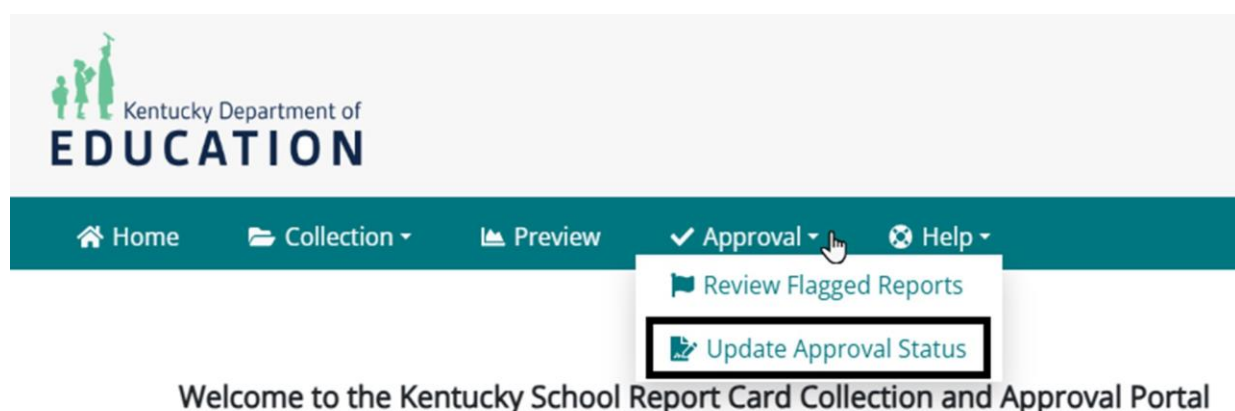
Approval: Update Approval Status

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.

The [Kentucky School Report Card \(SRC\) Suite Collection and Approval Tool](#) has functionality for school and district users to preview and approve their SRC data. Data is reviewed on the **Preview** pages and approval is documented on the **Approval/Update Approval Status** page. Updating the approval status can be done at both school and district levels. This document provides descriptions and visuals to understand the functionality and features of the **Update Approval Status** page.

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 can access the **Update Approval Status** module by clicking on *Approval* from the top navigation bar, and then selecting *Update Approval Status* to approve or update approval status of each SRC domain.

NOTE: Review the state, district, and/or school data by clicking **Preview** on the navigation bar.



After clicking on *Update Approval Status*, you will be redirected to the **Update Approval Status** page. A **School Year** drop-down displays 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); only the current reporting year can be updated.

Home
Collection
Preview
Approval
Help

Update Approval Status

[Home](#) / Kentucky

District Approval Status

School Year
2024-2025



Actions	Organization ^	Educational Opportunity	Overview	School Safety
▶ ⌘	Adair County	0	0	0



The **School Year** drop-down displays the current reporting year; data can only be entered for the current collection year. **District** and **School** defaults will depend on role(s) and permission(s).

A table with the following columns displays below the **School Year** drop-down:

- **Actions:** Includes options to *View District/School* (▶) and *View Approval Details* (⌘)
- **Organization**
- Domains available for approval

NOTE: The Domains that display in the table depend on which areas are open for review.

Users can select *View Approval Details* () in order to view **Domain Approval Status** and select *View District/School* () in order to see an expanded view.

Actions	Organization ^	Educational Opportunity	Overview	School Safety
 	Adair County	0	0	0

The **Domain Approval Status** defaults to “Unapproved”. Users can change a status to “Approved” by clicking the drop-down in the “Unapproved” field for the domain. A drop-down will appear allowing you to select “Approved”.

NOTE: The domain data being approved can be accessed by selecting the *Preview* option on the navigation bar at the top of the page.

Domain Approval Status

School Year: 2024-2025

District: Adair County

School: Adair County Elementary School

Educational
Opportunity

Unapproved ▼

Overview

Unapproved ▼


School Safety


Unapproved ▼

 Submit Changes

Cancel

Once “Approved” has been selected, click “Submit Changes” at the bottom-left of the screen to save the updated status, or “Cancel” to discard the change and leave the domain as “Unapproved”.

Educational Opportunity	<div>Approved</div>	 Changes pending
Overview	<div>Unapproved</div>	
School Safety	<div>Unapproved</div>	

 Submit Changes

Cancel

1 change pending

Once you mark a Domain as “Approved”, district and state users can view the updated status on the **Domain Approval Status** and **Update Approval Status** pages.


Domain Approval Status

School Year: 2024-2025

District: Adair County

School: Adair County Elementary School

Educational Opportunity	<div>Approved</div>	adavis@anlar.com	Monday, July 21
Overview	<div>Unapproved</div>		
School Safety	<div>Unapproved</div>		

 Submit Changes

Cancel




Update Approval Status

[Home](#) / [Kentucky](#) / Adair County

School Approval Status

School Year

2024-2025 

Actions	Organization 	Educational Opportunity	Overview	School Safety
	Adair County Elementary School	 Approved	 Unapproved	 Unapproved