

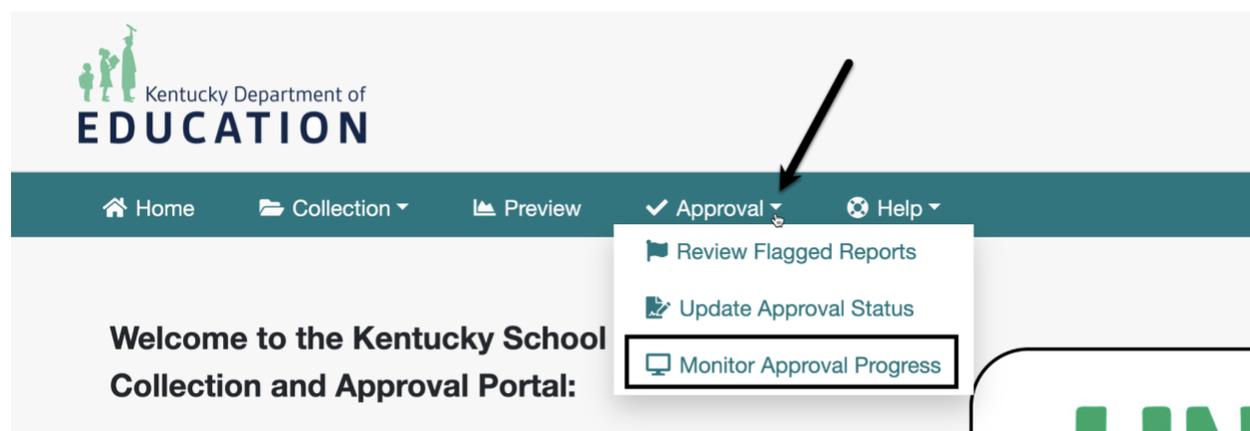
Kentucky School Report Card Suite

Approval Tool: Monitor Approval Progress

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.

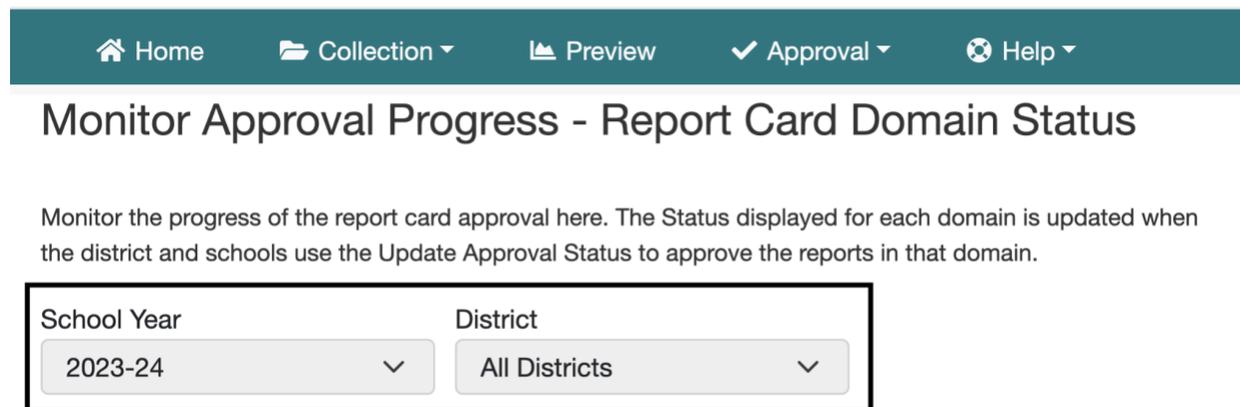
The **Kentucky School Report Card (SRC) Suite Collection and Approval Tool** has functionality for state and district users to monitor districts' and schools' progress on the SRC data approval process. SRC data is approved on the **Update Approval Status** page, and the **Monitor Approval Progress** page automatically updates to reflect the approvals. This document provides descriptions and visuals to understand the functionality and features of the **Monitor Approval Progress** 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 with state- and district-level permissions can access the **Monitor Approval Progress** module by clicking on *Approval* from the top navigation bar, and then selecting *Monitor Approval Progress*.



After clicking on *Monitor Approval Progress*, you will be redirected to the **Monitor Approval Process - Report Card Domain Status** 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).



Home Collection Preview Approval Help

Monitor Approval Progress - Report Card Domain Status

Monitor the progress of the report card approval here. The Status displayed for each domain is updated when the district and schools use the Update Approval Status to approve the reports in that domain.

School Year: 2023-24
District: All Districts

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

- **District:** Displays the district selected in the **District** drop-down
- **School:** Displays the school(s) in the district selected in the **District** drop-down.
 - “All Schools” references the district’s approval status
- **Overview:** Displays the approval status of the data on the **Overview** section of the **Preview** page
- **Career and Technical Education:** Displays the approval status of the data on the **Career and Technical Education** section of the **Preview** page
- **Educational Opportunity:** Displays the approval status of the data on the **Educational Opportunity** section of the **Preview** page
- **School Safety:** Displays the approval status of the data on the **School Safety** section of the **Preview** page
- **Transition to Adult Life:** Displays the approval status of the data on the **Transition to Adult Life** section of the **Preview** page

NOTE: The columns that display will depend on which domains are open for review.

School Year
2023-24

District
Carroll County

Approval Status Scorecard

District	School	Overview	Educational Opportunity	Transition Adult Life	School Safety
Carroll County	All Schools	Unapproved	Unapproved	Unapproved	Unapproved
	Cartmell Elementary	Unapproved	Unapproved	Unapproved	Unapproved
	Carroll Co Childhood Development Center	Unapproved	Unapproved	Unapproved	Unapproved
	Kathryn Winn Primary	Unapproved	Unapproved	Unapproved	Unapproved
	Carroll County High School	Unapproved	Unapproved	Unapproved	Unapproved
	Carroll County Middle School	Unapproved	Unapproved	Unapproved	Approved
	iLead Academy School	Unapproved	Unapproved	Unapproved	Unapproved

The following statuses can be displayed:

- “Unapproved”: The domain’s data has not been approved for the school or district
- “Approved”: The domain’s data has been approved for the school or district

NOTE: The status displayed for each domain is automatically updated as domain data is approved on the **Update Approval Status** page accessed from the *Approval* menu.