



# Kentucky School Report Card Suite

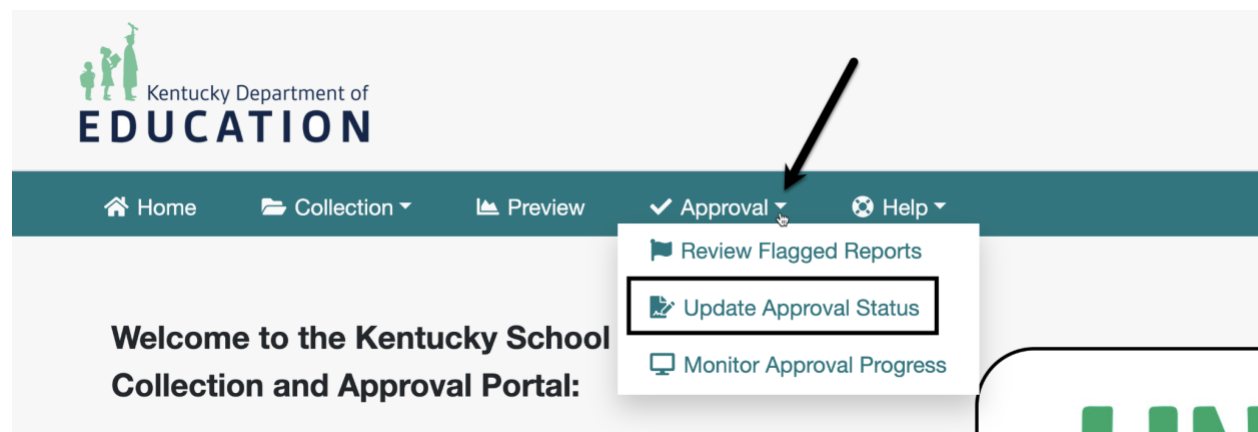
## Approval: Update Approval Status

**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 **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 - Report Card Preview** page. **School Year**, **District**, and **School** 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); only the current reporting year can be updated.



## Update Approval Status - Report Card Preview

Select the district and school to be approved, then double-click the Approval Status and change the status from Unapproved to Approved to approve the report card content for the corresponding Domain. Repeat this for the other domains.

School Year	District	School
2023-24	All Districts	All Schools


The **School Year** drop-down defaults to the current reporting year; **District** and **School** defaults will depend on role(s) and permission(s).

A table with the following columns displays below the drop-downs:

- **Report Card Domain:** Domains included on the **Preview** page that are under review
- **Approval Status:** Domain's approval status for the district/school selected in the drop-down
  - "Unapproved": The school's data for the domain has not been approved (default)
  - "Approved": The school's data for the domain has been approved



NOTE: The domains that display in the **Report Card Domain** column will depend on which ones are open for review.

## Domain Approval Status ⓘ





Report Card Domain	Approval Status 
Academic Performance	Unapproved
Career and Technical Education	Unapproved

The **Approval Status** column defaults to “Unapproved”. Users with permissions can change a status to “Approved” by double-clicking 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.

Report Card Domain	Approval Status 
Academic Performance	<input type="text" value="Unapproved"/> 
Career and Technical Education	Approved
Educational Opportunity	Unapproved

Once “Approved” has been selected, click the checkmark at the bottom-right of the field to save the updated status, or click the X to discard the change and leave the domain as “Unapproved”.

Report Card Domain	Approval Status 
Academic Performance	Approved 
Career and Technical Education	Unapproved  
Educational Opportunity	Unapproved

Once you mark a domain as “Approved”, district and state users can view the updated status on the **Monitor Approval Progress** table.