**Kentucky Department of EDUCATION**

**SRC 06 Distribute to:  DAC and SRC contacts**

## Kentucky School Report Card Training and Support

The Kentucky School Report Card (SRC) Collection Tool functionality is scheduled to be released to schools and districts on Sept. 18. The new School Report Card vendor, AnLar, provides training support related to the functionality of the new SRC system. AnLar will provide the following training support as part of the Sept. 18 release. Please hold the dates for training and support times listed below. Recordings of the training will be available.

**Live Training Event**

AnLar staff will provide live training to school and district users via a Live Training Zoom on Sept. 18, from 9 - 10:30 a.m. ET. AnLar will provide training on the functionality of the KY SRC system, with time at the conclusion of the training for Q&A. This training will be recorded for later viewing by any users that cannot attend.

**AnLar Office Hours**

AnLar staff will be available to school and district users during the following dates and times for any functionality questions that may arise in which users might like additional support.

- Wednesday, Sept. 18: 11 a.m. - 2 p.m. ET
- Thursday, Sept.19: 11 a.m. - 2 p.m. ET
- Friday, Sept. 20: 11 a.m. - 2 p.m. ET

Visit the AnLar Office Hours Zoom meeting to attend on one of those days.

**Quick Reference Guides**

Training documentation in the form of quick reference guides will be available in PDF format for use by school and district users. These reference guides will be available in the Help tool and follow the Collection menu options, including:

- Submit Collection Data;
- Download School Report Profile Report;
- Monitor Collection Progress; and
- Superintendent's Message.