Kentucky Department of EDUCATION

SRC 07 - Distribute to: Principals, DAC and SRC contacts

Date: 8/26/2025
SUBJECT LINE: School Report Card Update

Kentucky School Profile Report and Collection Reminders

The School Profile Report is an annual requirement of KRS 158.6453 Section 20(b); each school must make their annual School Profile Report available in the local board office by Oct. 1. The School Profile Report provides schools with the opportunity to showcase their career studies (including essential workplace ethics), health education and physical education, visual and performing arts, and world languages programs. Collection items that are entered into these domains of the collection tool and the course offering detail loaded by the Kentucky Department of Education (KDE), populate the School Profile Report and the Educational Opportunity/General Education Coursework domain of the School Report Card Dashboard. Beginning with the 2024-2025 School Report Card, **only A1, A2, A3, A5, A8, B1 and D1 classified schools need to complete the School Profile Report**.

Schools should begin entering data into the School Report Card (SRC) Portal, Collection/ Submit Collection Data tool now. The School Profile Collection Tool Guidance can help guide this work. The Submit Collection Data and the Submit Messages User Guides provide step by step details on how to enter data into the Collection Tool. The Collection Tool closes Sept. 24.

Once all data is entered schools can print the School Profile Report from School Collection Status page under the Actions column heading. The red document icon is for downloading the School Profile Report. The report can also be downloaded from the preview landing page for each school. Schools are responsible for verification of all data on their School Profile Report before gathering signatures.

Completing the School Profile Report early allows time to gather signatures of principals] school-based decision making (SDBM) committee members and superintendent, as applicable to meet the Oct. 1 due date. The School Profile Report is also available on the School Report Card Dashboard landing page and will be part of the early October soft release of 2024-2025 data.

Other collection data including Access to Technology, Ineffective Teachers, Parent Involvement, Precautionary Measures and Superintendent Message, must also be entered no later than Sept. 24 for the 2024-2025 School Report Card.

This is the seventh SRC Communication for 2024-2025 reporting; the School Report Card Resources webpage is the central repository for communications and resources. We have received reports that not all SRC communications are being delivered; we are looking into this issue. If you have not received communications, all prior SRC communications can be found on this webpage.

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CONTACTS

- For questions related to AnLar's access and functionality, contact the AnLar Helpdesk email or call (502) 509-0041 between 8 a.m. and 6 p.m. ET.
- Email Caryn Davidson for School Profile Report questions.
- Email Windy Spalding for precautionary measures and parental involvement questions.
- Email Ben Maynard for access to technology questions.
- Email Tessa Harris regarding ineffective teacher questions.
- Email KDE Data Services for general questions.
- Email KDE DAC Information for assessment and accountability questions

Distributed to: Superintendents in Commissioner's Message

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NOTE: KDE has received reports that not all SRC communications are being delivered; we are looking into this issue. Please check with your local team to ensure they have received SRC communications. This is the seventh SRC Communication for 2024-2025 reporting, additional detail was included in the SRC/DAC version. The School Report Card Resources webpage is the central repository for communications and resources. Prior communications are posted on this webpage.