



## **SRC 09 - Distributed to: DAC and SRC contacts (09/20/2024)**

### Kentucky School Profile Report Preparation

With the release of the [School Report Card \(SRC\) Collection Data tool](#), schools can begin entering data into the Collection tool. Currently, there are known issues with erroneous data or data not populating in the School Profile Report. Currently, schools should wait to print the School Profile Report for signatures until issues are resolved.

The School Profile Report is a requirement of [KRS 158.6453](#) Section 3 (20) and provides schools the opportunity to showcase their programs. Data entered into the Career Studies, Health Education and Physical Education, Visual and Performing Arts, and World Languages domains of the collection tool populate the School Profile Report and the Education Opportunity/General Education domain of the School Report Card. The Kentucky Department of Education (KDE) also prepopulates course offerings details. Schools are responsible for verification of all data on their School Profile Report before gathering signatures.

Previous communications included details on all [SRC collector items](#) and [guidelines for the School Profile Report](#) and the [training video](#). Schools should make their annual School Profile Report available in the local board office by Oct. 1, in accordance with KRS 158.6453 Section 3 (20). Unfortunately, there is a short turnaround time this year. Contract delays necessitated pushing back release dates for 2023-2024; schools are encouraged to do the best they can and may need to have a non-signed copy available until the school-based decision making (SBDM) council meets and all signatures can be obtained.

As a reminder, AnLar staff are available for office hours today, Friday, Sept. 20, from 11 a.m. to 2 p.m. ET. Visit the [AnLar Office Hours Zoom meeting link](#) to ask questions or seek assistance.

Please continue to report any issues found to [AnLar helpdesk by email](#).

### 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 [KDE Data Services](#) for general questions.
- Email [Windy Spalding](#) for questions about precautionary measures and parental involvement.
- Email [Caryn Davidson](#) for School Profile Report questions.
- Email [Ben Maynard](#) for access to technology questions.
- Email [Tessa Harris](#) regarding ineffective teacher questions.
- Email [KDE DAC Information](#) for assessment and accountability questions