



District and School Collection Repository (DASCR)

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KSIS End-of-Year Training April 20-21, 2016

The End-of-Year training sessions will be recorded and available for reference on the KSIS Training Web page in approximately 7 – 10 days.

Purpose

The District and School Collection Repository creates an efficient process to ensure high quality school and district information for all schools and districts throughout the state of Kentucky.

- School Report Card accuracy
- Open House Webpages

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DASCR

Online application for districts to request:

- ✓ New schools
- ✓ Reconfiguration of schools
- ✓ Changes to an existing school
- ✓ Closure of a school

NOTE: DASCR is not used to change person information, only school information

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DASCR creates an efficient process

- ▶ It is simple to use and minimizes time needed for data entry.
- ▶ It provides information for districts to use when deciding whether to create, reconfigure, update or close a school
- ▶ Once the user selects an option, school data can be updated online
- ▶ Once submitted, the request immediately creates an approval process at KDE that should take no longer than 5 business days to approve or deny the request

Timeline

- 2/9/16 - 4/1/16 Districts verify Profile
- 4/4/16 School Report Card open to public
- Summer 2016 Additional data loaded to School Report Card
- Fall 2016 School Report Card open to public

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DASCR LOG IN

1. Find your WAAPOC

- School district users must be granted access by the district WAAPOC
- WAAPOCs are listed in the District and School Directory



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6

DASCR School Directory

The screenshot shows the homepage of the Kentucky Department of Education's District and School Directory. At the top, the header features the Kentucky Department of Education logo on the left, the text "KENTUCKY DEPARTMENT OF EDUCATION" in large blue letters, and the tagline "Every Child: Proficient and Prepared for Success" below it. To the right of the header is a stylized sun logo. Below the header is a navigation menu with links for "School Districts", "School Report Card", "Systems Launchpad", "What's New", "Supplemental Data", and "Feedback".

The main content area includes a map of Kentucky on the left with the text "Click here for an interactive map." To the right of the map is a welcome message: "Welcome to the Kentucky Department of Education's District and School Directory. You may use the interactive map, alphabetical district listings, or search box to find your district or school." Below this message are two links: "Click here for an interactive map." and "Click here for NCES ID codes." On the far right of the main content area is a search box labeled "Search for Schools or Districts" and a link that says "Click here to generate contact lists or mail merge data files for School and District personnel such as Superintendents and Principals." with a printer icon.

Below the main content area is a horizontal menu of letters: "A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | R | S | T | U | W |". Underneath this menu are three buttons for "Adair County", "Allen County", and "Anchorage Independent".

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DASCR LOG IN

2. Complete Self Registration

Staff who do not have a KDE web apps user account, or have forgotten their username or password, should visit the self-registration page at the following link to self-register or retrieve their username/ password:

<https://applications.education.ky.gov/selfregistration/>

DASCR LOG IN

3. Get User Rights

District or school staff using the web application to submit new requests or reconfiguration changes must be set up with access to the “District and School Collection Repository” application. The WAAPOC will locate the user in the KDE web application and assign rights as appropriate.

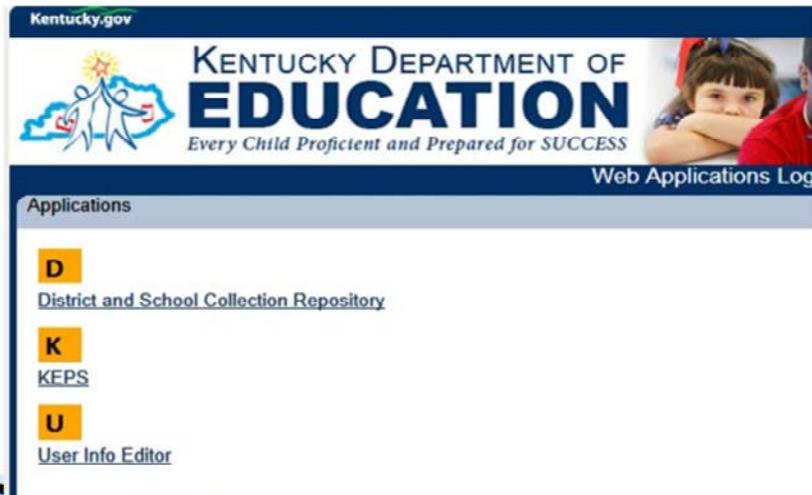
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9

DASCR LOG IN

Once you have completed these steps, you can log in!



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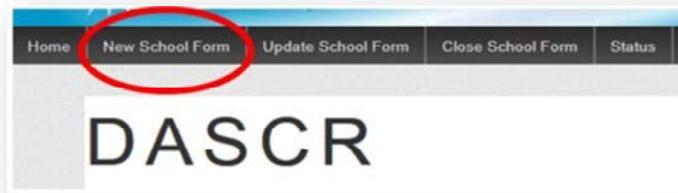
Create New School

There are a number of rules that must be followed when creating a new school. A new school or new school number should only be created if:

- ▶ The grade span of the school changed by more than 3 grades
 - This does not include pre-K or kindergarten grades.
- ▶ The school's physical location changed and the attendance area changed significantly
- ▶ Two schools of about the same size, or with different grade spans, merge
 - The two original schools would be closed, and the merged education unit would be reported as a new school

Create New School

- ▶ Click the New School Form link at the top left corner of the DASCR home page
 - The same form is used to create a new school or reconfigure schools
- ▶ When one school splits into two or more schools, the school that stays most like the original school (student population, grades offered, attendance area) keeps the current school number
 - A new school number must be requested for the other schools
- ▶ When creating a new school or reconfiguring schools, you should always choose an Effective Date of July 1



Create New School

New School Form District and School Collection Repository

School Demographics

School District: <input type="text" value="-- Select District --"/>	School Name: <input type="text"/>
County Code: <input type="text"/>	Effective Date: <input type="text" value="4/7/2015"/>
School Physical Location: <small>Location Address can't be a PO Box</small>	School Mailing Address <input type="checkbox"/> Same as Physical Address
Address 1: <input type="text"/>	Address 1: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
City: <input type="text" value="-- Select City --"/>	PO Box: <input type="text"/>
State: <input type="text" value="KY"/>	City: <input type="text" value="-- Select City --"/>
Zip Code: <input type="text" value="-- Select Zip --"/> <input type="text"/>	State: <input type="text" value="KY"/>
Phone: <input type="text"/>	Zip Code: <input type="text" value="-- Select Zip --"/> <input type="text"/>
Fax: <input type="text"/>	

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13

Once again - when creating a new school or reconfiguring schools, you should always choose the start date of July 1

Create New School

- ▶ Once you have entered the School Demographic information:
 - The Requestor Contact information will display contact name, contact email, contact phone number and Superintendent information for the district
- ▶ Click Submit to complete.

Create New School

Requestor Contact Information

The information provided here is for use with this submission only. If any of the data in this section is incorrect, please contact the District WAAPOC for your school found [here](#).

Name of Approving Superintendent:	Contact Name:
<input type="text"/>	<input type="text" value="DASCR Testing"/>
Superintendent Email:	Contact Email:
<input type="text"/>	<input type="text" value="no-reply@education.ky.gov"/>
Superintendent Phone Number:	Contact Phone Number:
<input type="text"/> * Ext: <input type="text"/>	<input type="text"/> * Ext: <input type="text"/>

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15

If the pre-populated data on this screen is incorrect, please change it to be correct.

NOTE: By correcting the data on this screen, it is not corrected in People Role Manager – the authoritative source for Superintendent contact information. You will need to contact your WAAPOC to get the change updated in People Role Manager.

Update School

Why Update School Information?

- ▶ It is critical that school information is accurate
- ▶ It is used for many purposes including
 - Online District and School Directory in Open House
 - School Report Card
- ✓ School information is quick and easy to update
- ✓ Changes to district information should be sent to KDEDASCR@education.ky.gov

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16

Update School

School Update Form

- Location
- Mailing Address
- School Classification
- Grade Range

The screenshot shows a web application titled 'Update School Form' within a 'District and School Collection Repository'. The form is divided into several sections: 'School Demographics' (with fields for School District, School Name, New School Name, and District Code), 'School Physical Location' (with fields for Address 1, Address 2, City, State, Zip Code, Phone, and Fax), and 'School Mailing Address' (with fields for Address 1, Address 2, City, State, and Zip Code). There are also checkboxes for 'Same as Physical Address?' and 'District Code'.

Note: Administrative and role changes, such as principal, must continue to be updated through the People Role Manager Web application

Update School

School Demographics

State Classification: **BE001**

Grades Offered for Calendar Year: **SELECT GRADE**

ISDEA: Yes Exempt

Is this a magnet school? Yes No

Comments / Additional Request Details

<input type="checkbox"/> PK - Pre-school	<input type="checkbox"/> 03 - 3rd Grade	<input type="checkbox"/> 07 - 7th Grade	<input type="checkbox"/> 11 - 11th Grade
<input type="checkbox"/> 04 - Kindergarten	<input type="checkbox"/> 04 - 4th Grade	<input type="checkbox"/> 08 - 8th Grade	<input type="checkbox"/> 12 - 12th Grade
<input type="checkbox"/> 05 - 1st Grade	<input type="checkbox"/> 05 - 5th Grade	<input type="checkbox"/> 09 - 9th Grade	<input type="checkbox"/> 14 - Longitudinal
<input type="checkbox"/> 02 - 2nd Grade	<input type="checkbox"/> 06 - 6th Grade	<input type="checkbox"/> 10 - 10th Grade	<input type="checkbox"/> ADULT ED

Make sure you have checked the correct boxes for grades offered and Requestor Contact Information

Requestor Contact Information

The Requestor provides the contact information for the individual responsible for the school's data entry. This information is used for the purpose of the data entry process.

Name of Agency Representative	Contact Name
Agency Email	(SDE) Testing
Agency Phone Number	Contact Email
	(e-mail@education.ils.gov)
	Contact Phone Number

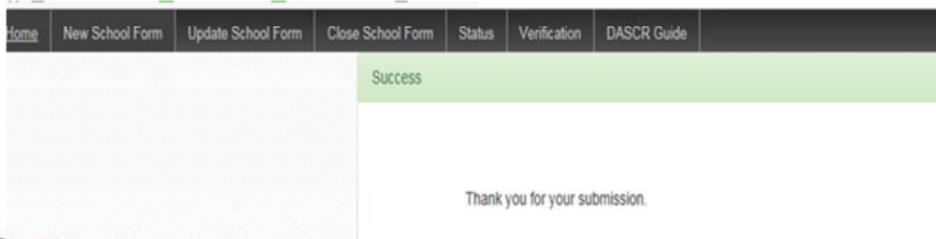
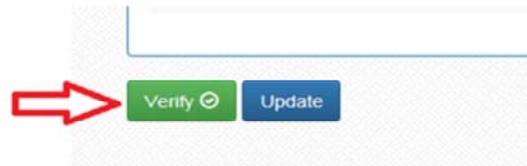
Save Changes



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Update School (Verification)

- ✓ If applicable, make sure you verify when you are finished updating
- ✓ This verification sends a note to KDE for Approval



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19

School Closure

School Closures occur:

- ▶ If a school is merged with another school that provides mostly the same grades
 - The smaller school should be closed.
- ▶ If two schools of equal size or with different grade spans are merged or consolidated within an existing building or a new physical location
 - Both schools should be closed.
- ▶ If there are health and/or safety issues for the students, a school may be closed

School Closure



- ▶ Click on the Close School Form link at the top of the home page
- ▶ Only the schools in your district will be available in the School District dropdown
- ▶ Once a school is selected from the dropdown list, you will see the information currently in the system for that school
- ▶ The fields on the form will guide you as you enter information

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21

School Closure

Reason for School Closure

You must provide a reason for the school closure in the space available

Closure Details

Effective Date of Closure: 6/30/2016

Reason for Closure

Enter school code, if any, where students will transition: (201 No - 501 No)

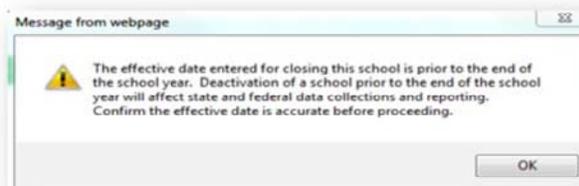
School Code <input type="text"/>	Transferred Grades <input type="text"/>
School Code <input type="text"/>	Transferred Grades <input type="text"/>
School Code <input type="text"/>	Transferred Grades <input type="text"/>

[Add Additional Schools](#)

Comments / Additional Request Details

School Closure

- ▶ **Important:** The effective date of a school closure is defaulted to the end of the school calendar year (June 30)
- ▶ If you try to close the school before then you will receive a warning message:



Submission Status

How do I know that my request has been received?

- ▶ After you have submitted a request, you will receive an email confirmation

What if I make a mistake and need to change some of the information?

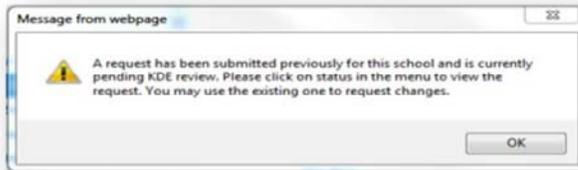
- ▶ You will have the option of reviewing and editing the information between the time you submit it and before the KDE review and approval process begins
- ▶ You will be able to view and print the request any time after it is submitted, even if the review and approval process has started and the editing feature is locked

What happens next?

- ▶ Once the KDE review and approval process begins, the editing feature will be locked
- ▶ If you try to *resubmit* a previous request for the school, you will receive a message from the system and be redirected to the status page that shows your request is in the review process



Submission Status



District	Current School Name	New School Name	Submitted Date	Request Type	Submission Status	Actions
Fayette County	Test Elementary School		6/16/2014 11:39:38 AM	Close	Pending KDE Review	
Fayette County	Test Elementary School		6/16/2014 3:27:43 PM	update	Pending KDE Review	
Fayette County	Test Elementary School		6/16/2014 3:43:26 PM	New	Pending KDE Review	



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Submission Status

When the review process has completed at KDE, you will receive an email notification. You can click within the email message to see if the request was approved.

How long does it take?

- ▶ The approval process should be completed within 5 business days

What if my request is denied?

- ▶ You will be provided with a reason the request was denied
- ▶ The application will be opened for editing by KDE and you can resubmit the correct information

KDE Contact Information

KDE is available for questions during the DASCR submission process. For further assistance or if you have questions please contact:

- ✓ Rodney Bennett at 502-564-5279, ext.4449 or via email at rodney.bennett@education.ky.gov
- ✓ Ronda Devine at 502-564-5279, ext. 4444 or via email at ronda.devine@education.ky.gov

