

**From:** [Conner, Dede - Director, Division of Enterprise Data](#)  
**To:** [All State KSIS Contacts](#)  
**Subject:** KSIS Notification - Superintendent E-Mail on School Verification  
**Date:** Tuesday, February 10, 2015 11:31:18 AM

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The information below went out yesterday to Superintendents. Please be aware and help ensure that there is verification of your schools in DASCR. The School Report Card profile information will open in April this year. This verification is to ensure:

(1) all schools in district are represented - Note: 'A1', 'A2', 'A5', 'A6', 'B1', 'C2', 'D1' are included in SRC. (2) information on these schools is correct. The verification process is **NEW** in the District and School Collection Repository (DASCR). The Verification button has been added to the far right; instructions from [website](#) below.

\*\*\* NEW Verification Button \*\*\*

KDE has added a Verification button to the DASCR tool. Schools and districts must verify that their 2014-2015 school profile data is correct in preparation for the School Report Card data loads and publication. The time frame for verifying is from February to April 1, 2015. The key items to verify are: school code, school name, school addresses, school phone numbers, school grade range, school Title I status, school classification, principal name, and principal email. The Board Members, School Council Members, and accountability information will be verified at a later time.

This will not change or affect the 2013-2014 School Report Card information previously published.

Staff who do not have a KDE Web Application tool user account, or have forgotten their username or password, should visit the [self-registration page](#) to register for an account or retrieve their username/password. District or school staff that will be verifying school and district data must be granted access by the district WAAPOC to the DASCR application.

*Instructions for verifying school profile information:*

- Login to the Web Application tool [here](#).
- Select District and School Data Collection Repository (DASCR)
- Select the Verification tab.
- Select the name of each school and review the information for completion and accuracy.
  - If no changes are needed, select the **Verify** button.
  - If changes need to be made, select the **Update** button and fill in the requested changes. Within a few days, you will be notified when the change(s) is in effect. At that point, review the information again and select the **Verify** button.

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### Monday Superintendent E-mail – 2/9/15

#### Verification of school and district profile data for School Report Card – **ACTION REQUIRED**

KDE is asking all districts to verify that their 2014-15 school and district profile information is correct in preparation for the School Report Card data loads. Verification of school and district profile data must be done through the District and School Collection Repository (DASCR) application located in [KDE Web Applications](#). Instructions for verifying and updating school profile information are available [here](#). Also, please note that the [on-line school directory](#) uses the DASCR information. This does not affect the 2013-14 School Report Card information previously published.

*Timeline:*

02/09/15 – 04/01/15	Schools verify their school profile information via DASCR.
04/06/15	2014-15 School Report Card "Profile" data is opened to the public.
Summer 2015	Additional data is loaded into School Report Card – Secure site, for district review.
Fall 2015	2014-15 School Report Card is opened to the public.

Contact your [district WAAPOC](#) with questions regarding access and how to use the DASCR tool, or for role changes. Contact Rodney Bennett with questions specific to school or district change requests at 502-564-5279, ext. 4449, or via e-mail at [rodney.bennett@education.ky.gov](mailto:rodney.bennett@education.ky.gov).

*DeDe Conner*

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**Have you taken the Kentucky Core Academic Standards Challenge?**

**Make your voice heard by logging on to [Kentucky.statestandards.org](http://Kentucky.statestandards.org) to provide feedback on specific English/language arts and mathematics standards as part of the Kentucky Department of Education's regular review of the standards taught in Kentucky classrooms. Challenge closes April 30.**