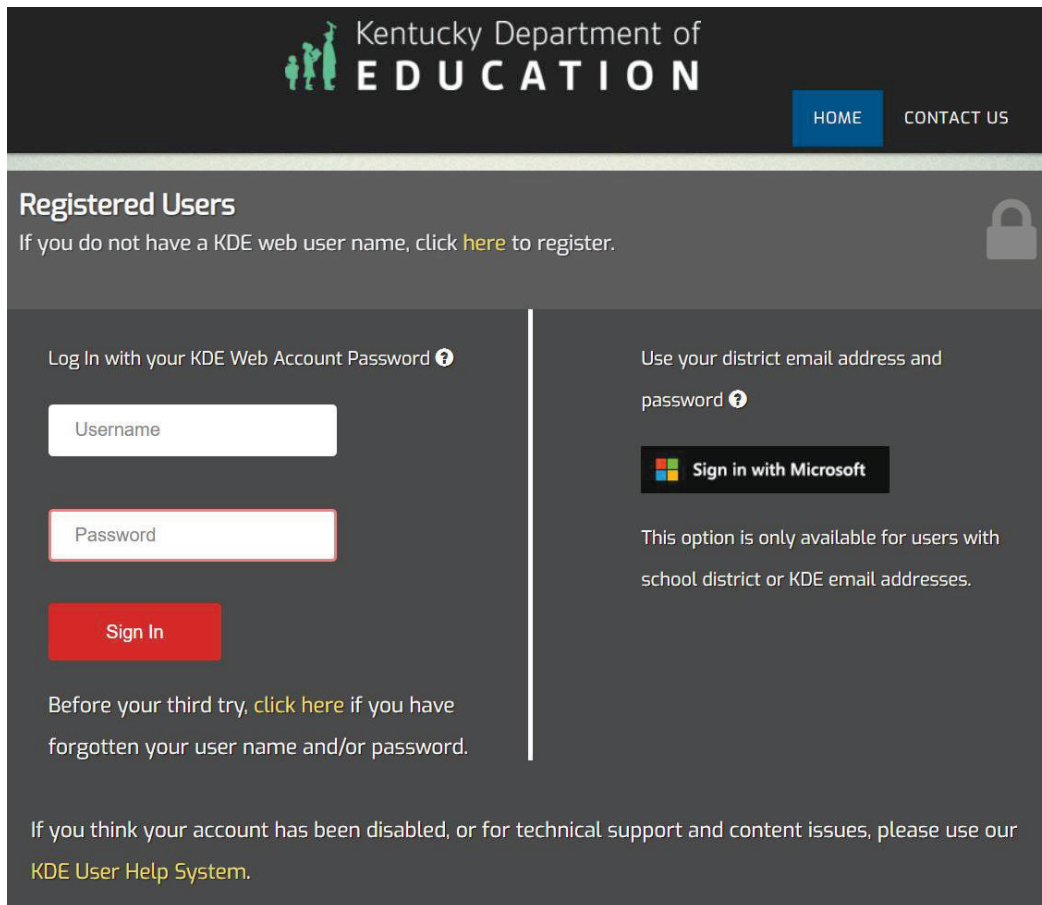# District and School Collection Repository (DASCR)

The online application for districts to request a new school, reconfigure schools, make changes to an existing school or close a school. Click Applications - Login to login to DASCR.

DASCR is **not** used to change person information, only school information.

Login

1. **Finding your Web Apps Admin Point of Contact (WAAPOC)** - Users must be granted access by the district (WAAPOC). WAAPOCs are listed in the District and School Directory.
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.
3. **Get User Rights** - District or school staff will be using this application to submit new or reconfiguration changes and will need to be set up to access the "District and School Collection Repository" application (DASCR). The WAAPOC will locate the user in the KDE web application and assign rights as appropriate.

Create a New School or Reconfigure a School
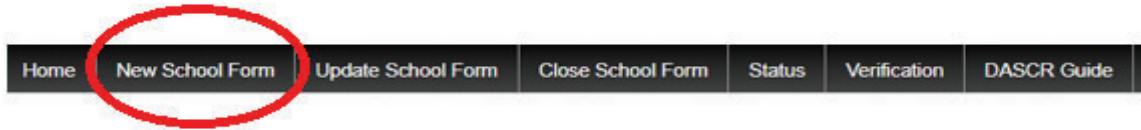
Click on the **New School Form** link at the top of the DASCR home page. The fields in the form will guide you as you enter information. When creating a new school or reconfiguring schools, you should always choose the start date of July 1 of year in which the school will open or the changes will take effect.

A new school or Local Educational Agencies (LEA) should be created if:

1) The grade span of the school changed by more than 3 grades, not including preschool or kindergarten;
2) The school's physical location changed, and the attendance area changed significantly;
3) Two schools of about the same size, or with different grade spans, merge. The two original entities would be closed.

A new school should **NOT** be created if:

- The grade span of the school changed by 3 grades or less, not including preschool or kindergarten;
- The school's physical location or address changed, but the attendance area did not change significantly;
- A smaller school merges with a larger entity that provides essentially the same grade span;
- A school changes charter status or magnet status without significantly changing the attendance area or changing the grade span;
- A school undergoes restructuring under provisions in ESEA;
- The name of a school changes;

Charter - When a non-charter public school becomes a charter school several changes can occur. If those changes fall under the reasons to create a new school, listed above, the old public school should close, a new public charter school should be opened. However, if none of those reasons apply, the school should retain its existing school number.

If an existing charter school becomes a regular public school, the same rules apply.

Update School and District Information
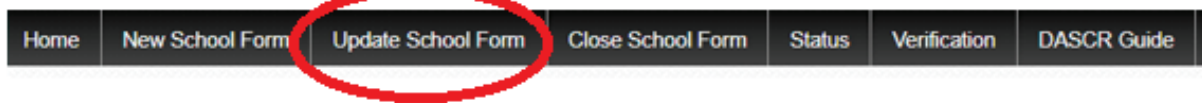
School and District information such as location, mailing address, school classification and grade range are already included in the on-line District and School Directory in Open House and can be easily updated through the **Update School Form**. The fields in the form will guide you as you enter information. FAX number is not a required field.

Once logged in, the contact name, email and superintendent information for your district will show in the form. Only the schools in user's assigned district will be available in the School District dropdown. Select a school from the dropdown list, the school detail currently in the system will display. (All required fields will have to be entered before the form can be submitted.)

If you are correcting a mistake for the School Report Card, the effective date must be before the start of school year.

Note: Roles must continue to be updated through the People Manager Web application.

Close a School
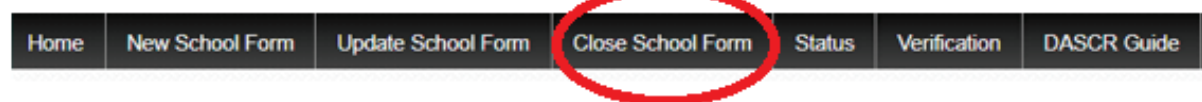
Click on the **Close School Form** link at the top of the DASCR home page. Only the schools in user's assigned district will be available in the School District dropdown. Once a school is selected from the dropdown list, the school detail currently in the system will display. Make the necessary updates for the submission. The fields in the form will guide you as you enter information.

A school should be closed if: (reason for school closure must be selected)
- If a school is merged with another school that provides mostly the same grades, the smaller school should be closed.
- Two schools of about the same size, or with different grade spans, merge. The two original entities would be closed.
- If there are health and/or safety issues for the students, a school may be closed.

Important: The effective date of a school closure is defaulted to the end of the school calendar year (June 30). A warning message will display if an earlier date is entered.

Submission Status
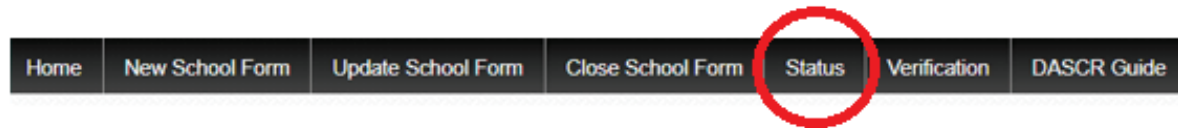
Once submitted, the request immediately creates an approval process at KDE that should take no longer than 5 business days to approve or deny. An email confirmation will be sent to the requestor upon review completion.

There is a brief time in which the user can edit the submission prior to the start of the KDE review process. Once the KDE review and approval process begins, the editing feature will be locked.

Once the submission is locked, the requestor will be unable to resubmit any requests for the pending school. An error message will be displayed, and the user will be redirected to the request status page.

Upon completion of KDE's review, and email notification will be sent to the requestor providing final consideration.

If the request is denied, the requestor will be provided with the reason for denial. The application will be opened for editing by KDE and you can resubmit the correct information. The approval process should be completed within 5 business days.

The requestor can view and print the request any time after the request is submitted, even if the review and approval process has started and the editing feature is locked.

Verification
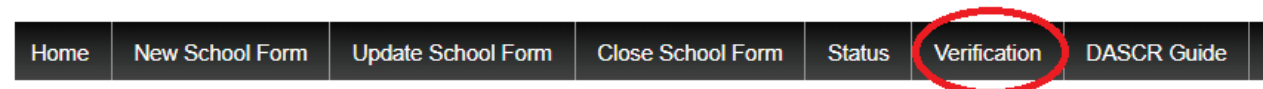
Districts must actively validate school demographic details annually by August 30th.

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 are needed, 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.

District data is not verified through the DASCR process; changes to district data or any questions specific to the school change requests should be directed to L. Rodney Bennett at

(502) 564-4326, ext. 4449, or via email L. Rodney Bennett or Jessica Carlton (502)

564-5279, ext. 2468, or via email Jessica.Carlton@Education.KY.Gov