

# District and School Collection Repository (DASCR)

## User Guide

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## What is DASCR?

**DASCR** is the online application for districts to request a new school, reconfigure schools, make changes to an existing school or close a school. DASCR is **not** used to change person information, only school information.

## How does DASCR benefit school districts?

**DASCR** creates an efficient process to ensure high quality school and district information. It is simple to use and it 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.

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

The screenshot shows the DASCR web application interface. At the top, it features the Kentucky Department of Education logo and the tagline "Every Child: Proficient and Prepared for Success". Below the header is a navigation menu with options: Home, New School Form, Update School Form, Close School Form, Status, and Logout. The main content area is titled "DASCR District and School Collection Repository". It contains several sections: "New School Criteria" (with sub-sections for when a new school should be created and when it should not), "School Update Criteria" (with sub-sections for update criteria and closure criteria), and "Schools Split". A disclaimer on the right states: "KDE must maintain the history and continuity of schools for federal reporting, trend analysis, and research initiatives. Please carefully read the following requirements to determine the correct form you will need to allow you to request a new school, to make changes to existing school or to close a school."

# How do I log in to DASCR?

## 1. Find Your WAAPOC

School district users must be granted access by the district WAAPOC. WAAPOCs are listed in the District and School Directory [here](#).

## 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/Login/SelfRegistration>



## 3. Get User Rights

District or school staff that will be that will be using this application to submit new or reconfiguration changes will need to be set up to 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.

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

## How do I create a New School?

If this is the option you need, click on the New School Form link at the top left corner of the DASCR home page. The fields in the form will guide you as you enter information.

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, not including pre-K or kindergarten as 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

## How do I reconfigure schools?

If this is the option you need, click on the New School Form link at the top left corner of the DASCR home page (the same form is used to create new 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.

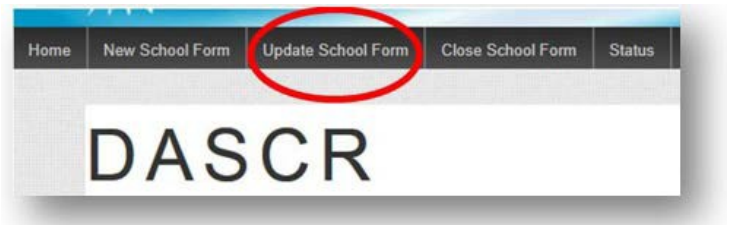


Once you login, the contact name, contact email and superintendent information for the district will show in the screen.

When creating a new school or reconfiguring schools, you should always choose the start date of July 1.

## How do I update my school and district information?

School and District information such as location, mailing address, school classification and grade range already included in the on-line [District and School Directory](#) in Open House can be easily updated through the School Update form. The fields in the form will guide you as you enter information.



*There is not a space on the form to enter a FAX number. This number is not required.*

Once you login, the contact name, contact email and superintendent information for your district will show in the form. Only the schools in your district will be available in the School District dropdown. Once a school is selected from the dropdown list it will show the information that is currently in the system for that school. (If any of the information is missing, you will have to enter it before you can submit your changes.)

*If you are correcting a mistake for the School Report Card the effective date must be before the start of school for 2013-14.*

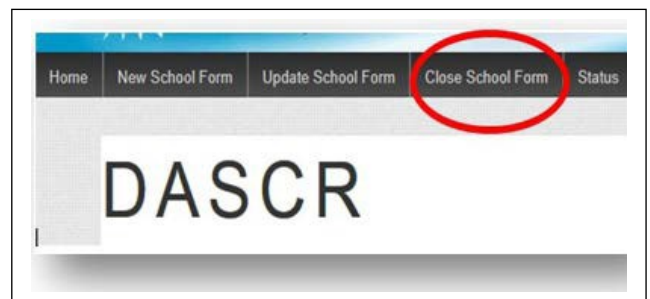
Note: Roles must continue to be updated through the People Manager Web application.

## How do I close a school?

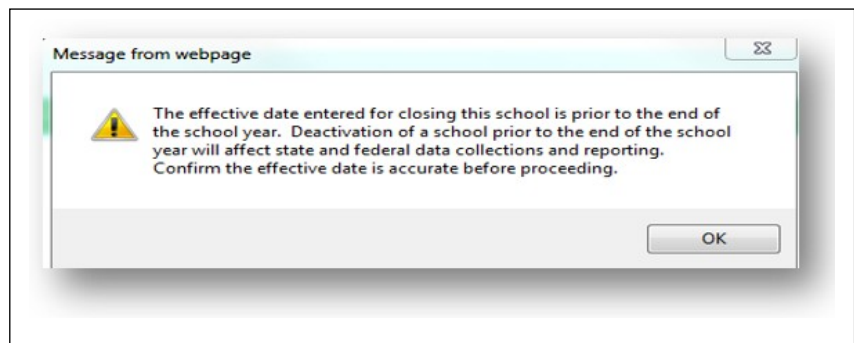
### Occasionally, a district may need to close a school. For example:

- 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.

If this is the option you need, then click on the Close School Form link at the top left corner 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 it will show the information that is currently in the system for that school. The fields in the form will guide you as you enter information.



**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:



### Reason for School Closure

You must select the reason for school closure from the dropdown list or provide one in the space available.

# 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 times 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 where your request is in the process.

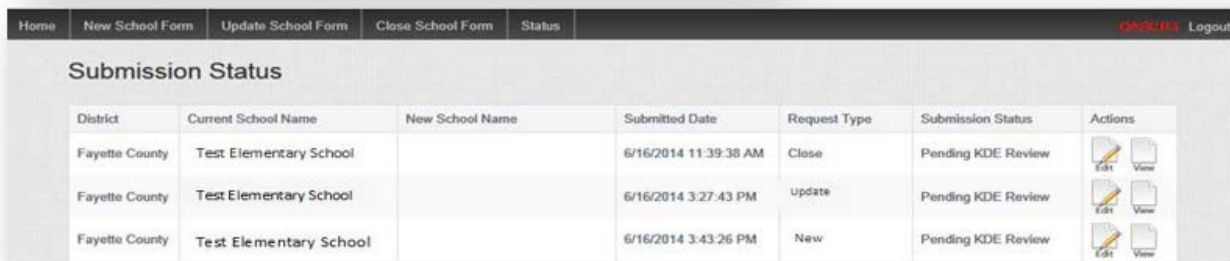
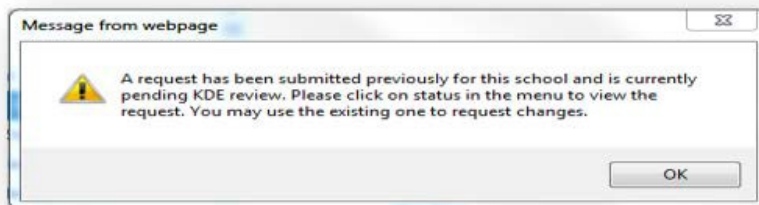
When the review process has completed at KDE, you will receive an email notification. You can click on view within the email message to see whether the request is approved.

## What if my request is denied?

If the request is denied, you will be provided with information regarding why. The application will be opened for editing by KDE and you can resubmit the correct information.

## How long does it take?

The approval process should be completed within 5 business days.



A screenshot of the "Submission Status" page in a web application. The page has a navigation bar with links: Home, New School Form, Update School Form, Close School Form, Status, and Logout. The main content area shows a table with the following data:

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	