

DASCR

District and School Collection Repository

User Guide for Schools and Districts

Purpose Use DASCR to request a new school, reconfigure schools, update existing school information, close a school, and complete annual school verification. DASCR is not used to update person information.

This guide reorganizes the application instructions into task-based procedures so district and school staff can quickly determine what action to take, what dates to use, and what happens after submission.

1. DASCR at a Glance

Task	Use	Key timing / rule
New School Form	Create a new school or qualifying reconfiguration	Use July 1 of the year the school opens or the change takes effect.
Update School Form	Update school or district-related school information	For School Report Card corrections, use an effective date before the start of the school year.
Close School Form	Submit a school closure	Default effective date is June 30. An earlier date triggers a warning.
Status	Track submitted requests	KDE review should take no longer than 5 business days.
Verification	Validate school demographic details	Complete annually by August 30.

Important DASCR changes school information only. Roles and person information must continue to be maintained through the People Manager Web application.

2. Access and Login

Before using DASCR, confirm that you have a KDE Web Apps account and the appropriate application rights.

1. Find your Web Apps Admin Point of Contact (WAAPOC). Access must be granted by the district. WAAPOCs are listed in the District and School Directory.
2. Complete self-registration if you do not have a KDE Web Apps account, or use self-registration to retrieve a forgotten username or password.
3. Ask your WAAPOC to locate your user account in KDE Web Apps and assign the appropriate rights for the District and School Collection Repository (DASCR).
4. Open Applications - Login and sign in to DASCR.

Access note District and school staff submitting new-school or reconfiguration requests must have DASCR rights assigned by the district WAAPOC.

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Registered Users

If you do not have a KDE web user name, click [here](#) to register.



Log In with your KDE Web Account Password ?

Username

Password

Sign In

Before your third try, [click here](#) if you have forgotten your user name and/or password.

Use your district email address and password ?

 Sign in with Microsoft

This option is only available for users with school district or KDE email addresses.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

3. Create a New School or Reconfigure a School



1. From the DASCR home page, select New School Form.
2. Complete the fields presented in the form.
3. Enter July 1 of the year in which the school will open or the reconfiguration will take effect as the start date.
4. Review the information for accuracy and submit the request.

When a new school or LEA should be created

- The grade span changes by more than three grades, excluding preschool and kindergarten.

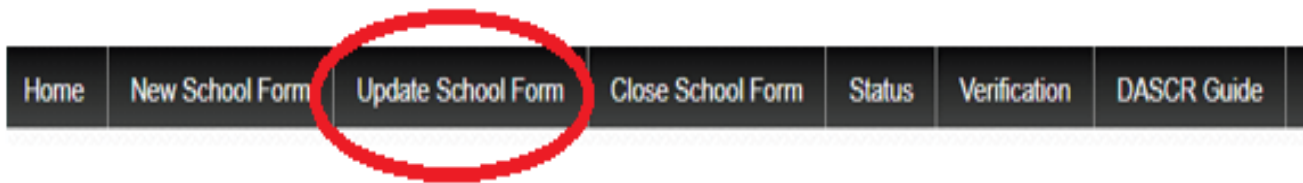
- The physical location changes and the attendance area changes significantly.
- Two schools of approximately the same size, or schools with different grade spans, merge. In this situation, the two original entities are closed.

When a new school should not be created

- The grade span changes by three grades or fewer, excluding preschool and kindergarten.
- The physical location or address changes, but the attendance area does not change significantly.
- A smaller school merges with a larger entity that provides essentially the same grade span.
- Charter or magnet status changes without a significant attendance-area change or grade-span change.
- A school is restructured under ESEA provisions.
- The school name changes.

Charter schools When a non-charter public school becomes a charter school, apply the same criteria above. If the changes require creation of a new school, close the old school and open a new public charter school. Otherwise, retain the existing school number. The same criteria apply when an existing charter school becomes a regular public school.

4. Update School Information



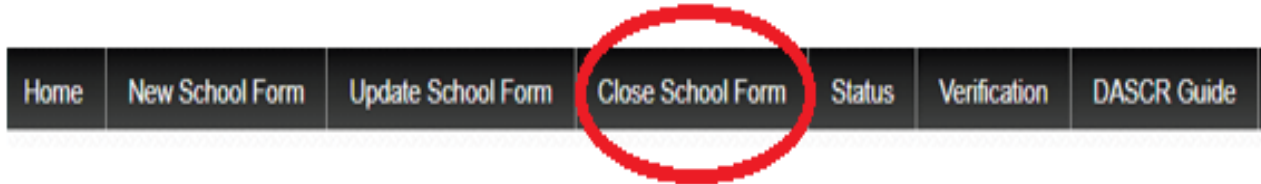
Use Update School Form to maintain information already displayed in the online District and School Directory in Open House, including location, mailing address, school classification, and grade range. Fax number is not required.

1. Select Update School Form.
2. Confirm the contact name, email, and superintendent information shown for your district.
3. Choose the school from the School District dropdown. Only schools assigned to your district are available.
4. Review the school details currently stored in the system and enter the requested changes.
5. Complete all required fields, review the effective date, and submit.

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

People and roles Continue to update roles through the People Manager Web application. DASCRC is for school information, not person information.

5. Close a School



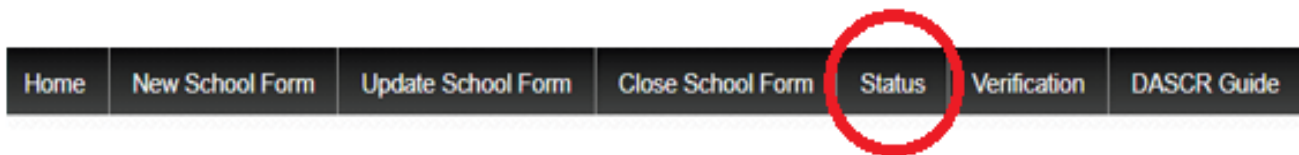
1. Select Close School Form from the DASCRCR home page.
2. Choose the school from the School District dropdown. Only schools assigned to your district are available.
3. Review the school details displayed by the system.
4. Select the reason for closure and make the necessary updates.
5. Review the effective date and submit the request.

A school should be closed when

- A school merges with another school that provides mostly the same grades and the smaller school is the entity being closed.
- Two schools of approximately the same size, or with different grade spans, merge. Both original entities are closed.
- Health and/or safety issues require the school to close.

Closure date The closure effective date defaults to the end of the school calendar year, June 30. DASCRCR displays a warning if an earlier date is entered.

6. Submission Status and KDE Review



1. Submit the completed request.
2. DASCRCR starts the KDE approval process immediately. Review should take no longer than 5 business days.
3. If the submission has not yet entered KDE review, there is a brief period in which it can still be edited.
4. Once KDE review begins, editing is locked. A new request cannot be submitted for the same pending school.
5. After review, the requestor receives an email with the final decision.
6. If denied, review the reason provided. KDE will reopen the application for editing so the corrected information can be resubmitted.

View or print The requestor may view and print a request at any time after submission, including while the request is locked for KDE review.

7. Annual School Verification

Home	New School Form	Update School Form	Close School Form	Status	Verification	DASCR Guide
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Districts must actively validate school demographic details each year by August 30.

1. Open Verification.
2. Select each school name and review the displayed information for completeness and accuracy.
3. If no changes are needed, select Verify.
4. If changes are needed, select Update and submit the requested changes.
5. After notification that the changes are in effect, review the school information again and select Verify.

District data District data is not verified through the DASCR verification process. Questions about district data or school change requests should be directed to the contacts below.

8. Support Contacts

Contact	Phone	Email
Kort Thompson	(502) 564-2020, ext. 2818	Kort.Thompson@education.ky.gov
Jessica Carlton	(502) 564-5279, ext. 2468	Jessica.Carlton@education.ky.gov

9. Before You Submit: Quick Check

- ☐ I selected the correct DASCR form.
- ☐ I selected the correct school and district.
- ☐ I completed all required fields.
- ☐ I used the correct effective date for the requested action.
- ☐ I reviewed the school information for accuracy.
- ☐ I understand that the record may be locked once KDE review begins.
- ☐ For annual verification, I completed the process by August 30.