Abbreviated Guide to Updating School Characteristics Information in SRC Admin

Thank you for taking the time to update your school's information for the School Characteristics section of the Arizona School Report Cards Website. We are excited to include this information for Arizona's educators, parents, stakeholders, and the public.

As you work on submitting your school's information in the SRC Admin please keep in mind that all information you submit will be published on your school's report card page exactly as submitted. **The ADE is not responsible for editing or proofreading any of the School Characteristics submissions through the SRC Admin.** The SRC Admin cannot perform spelling or grammar checks, so we recommend that you write out your responses in a word processor and then paste the response into the SRC Admin. If you have questions, please reach out to Achieve@azed.gov

The below sections are included in the School Characteristics Information in the SRC Admin.

1) **School Description –** This space allows you to give a brief description about your school using up to 1200 characters.

2) **Awards and Recognitions –** This section allows you to enter up to 10 of the most significant awards and recognitions that your school has received and would like to highlight on your school report card.

3) **Academic Offerings –** this section allows you to select which of the academic offerings listed are available at your school. Below the selection checkboxes is a text box that can be used to elaborate on or explain any of the academic offerings you have selected using up to 1200 characters.

4) **Sports –** This section allows you to select which of the sports listed are available at your school. Below the selection checkboxes is a text box that can be used to elaborate on or explain any of the sports you selected using up to 1200 characters.

5) **Music/Arts –** This section allows you to select which of the Music/Arts listed are available at your school. Below the selection checkboxes is a test box that can be used to elaborate on or explain any of the Music/Arts you selected using up to 1200 characters.

6) **After School Opportunities and Clubs –** This section allows you to enter up to 10 After School Opportunities and Clubs under each category of offerings. The categories to select from are:

   - Academic
   - Arts
   - Athletic
   - Business Interest
   - Career and Technical Education (CTE)
   - Career Focus
   - Community/Civic
   - Elementary After School Care and Programs
   - Games and Gaming
   - ROTC/JROTC
   - Speech and Debate
   - Tutoring and Mentoring
   - Others

7) **Facilities –** this section allows you to select which of the facilities are available at your school. Below the selection checkboxes is a text box that can be used to elaborate on or explain any of the facilities you have selected using up to 1200 characters.

Only the options you select for each section will be displayed on your school's report card page.