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.
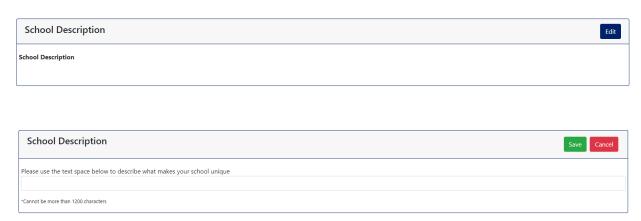
As you go through this guide and submit information in the EOS Portal please keep in mind that all information you submit will be published on your school's report card page. We encourage you to be thoughtful and carefully consider all information before submitting. Keep in mind that the SRC Admin cannot perform spelling or grammar checks for you. For open text boxes we strongly recommend that you write your information in a word processor and then paste it into the SRC Admin. If you have questions as you go through this guide and SRC Admin feel free to reach out to Achieve@azed.gov.

Please be sure to carefully proofread and check all written submissions before saving each section. Your school report card page will show the submitted information <u>exactly as it is submitted</u>. The ADE is not responsible for editing or proofreading any of the School Characteristics submissions through the SRC Admin.

1) Section 1: School Description

This space allows you to give a brief description about your school using up to 1200 characters.

To edit this section, click the "Edit" button in the upper right-hand corner. Keep in mind you may want to write this section in a word processing program and then paste into EOS. Once you are finished make sure to hit the "Save" button in the upper right-hand corner. The "Cancel" button can be used if you would like to undo changes.

School Description	Edit
School Description	

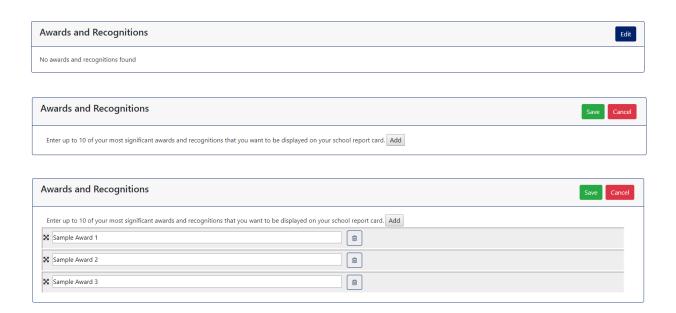| School Description	Save Cancel
Please use the text space below to describe what makes your school unique	
*Cannot be more than 1200 characters	

2) Section 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.

To add an award/recognition to your list, click the "Edit" button, then click "Add". Type the name of the award/recognition, being sure to proofread. To enter additional awards and recognitions, click the "Add" button again. Once you have entered 10 awards/recognitions, you cannot add an award/recognition using the "Add" button unless you delete a previous award/recognition.

If you would like to delete an award/recognition you have added, click the trashcan button next to that listing and then click "OK" in the pop-up notice. If you would like to edit an award/recognition, click the text box for that award and make the appropriate changes.

Once you have added all the awards/recognitions you would like included on your school report card, you can drag the awards into the order you would like them displayed. Be sure to click the "Save" button when you are finished making changes to the Awards and Recognitions section. If you would like to undo the changes you have made select the "Cancel" button.

Awards and Recognitions	Edit
No awards and recognitions found	

Awards and Recognitions	Save Cancel
Enter up to 10 of your most significant awards and recognitions that you want to be displayed on your school report card. Add	

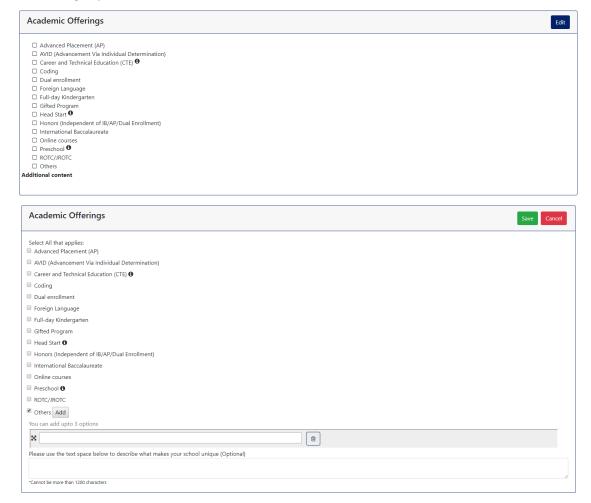| Awards and Recognitions	Save Cancel
Enter up to 10 of your most significant awards and recognitions that you want to be displayed on your school report card. Add	
☒ Sample Award 1 🗑	
☒ Sample Award 2 🗑	
☒ Sample Award 3 🗑	

3) Section 3: Academic Offerings

This section allows you to select which of the academic offerings listed are available at your school.

To make a selection, first click the "Edit" button in the upper-right hand corner. You can then check the box next to each listed academic offering that is available at your school. If applicable, you can check the box next to "Others" and add up to three additional categories of academic offerings that are available at your school. **Only the options you select will be displayed on your school report card page.**

Please note that if you select the "Other" category, you must write in at least 1 additional academic offering. Please remember to proofread carefully. If you would like to delete a listing you have added, click the trashcan button next to that listing and then click "OK" in the pop-up notice. If you would like to edit a listing you have added, click the text box for that listing and make the appropriate changes.

Below the checkboxes is a text box that can be used to elaborate on or explain any of the academic offerings you selected above. In this space you may enter up to 1200 characters.
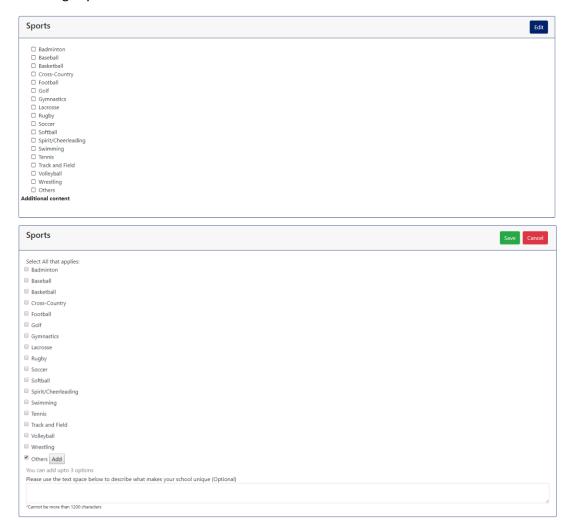
Once you have finished editing this section, be sure to select the "Save" button. If you would like to undo the changes you have made select the "Cancel" button.

Academic Offerings [Edit]

- ☐ Advanced Placement (AP)
- ☐ AVID (Advancement Via Individual Determination)
- ☐ Career and Technical Education (CTE) ❶
- ☐ Coding
- ☐ Dual enrollment
- ☐ Foreign Language
- ☐ Full-day Kindergarten
- ☐ Gifted Program
- ☐ Head Start ❶
- ☐ Honors (Independent of IB/AP/Dual Enrollment)
- ☐ International Baccalaureate
- ☐ Online courses
- ☐ Preschool ❶
- ☐ ROTC/JROTC
- ☐ Others

Additional content

Academic Offerings [Save] [Cancel]

Select All that applies:
- ☐ Advanced Placement (AP)
- ☐ AVID (Advancement Via Individual Determination)
- ☐ Career and Technical Education (CTE) ❶
- ☐ Coding
- ☐ Dual enrollment
- ☐ Foreign Language
- ☐ Full-day Kindergarten
- ☐ Gifted Program
- ☐ Head Start ❶
- ☐ Honors (Independent of IB/AP/Dual Enrollment)
- ☐ International Baccalaureate
- ☐ Online courses
- ☐ Preschool ❶
- ☐ ROTC/JROTC
- ☑ Others [Add]

You can add upto 3 options

[✖] [_____] [🗑]

Please use the text space below to describe what makes your school unique (Optional)

[_____]

*Cannot be more than 1200 characters

4) Section 4: Sports

This section allows you to select which of the sports listed are available at your school.

To make a selection, first click the "Edit" button in the upper-right hand corner. You can then check the box next to each listed sport that is available at your school. If applicable, you can check the box next to "Others" and add up to three additional sports that are available at your school. **Only the options you select will be displayed on your school report card page.**

Please note that if you select the "Other" category, you must write in at least 1 additional sport. Please remember to proofread carefully. If you would like to delete a listing you have added, click the trashcan button next to that listing and then click "OK" in the pop-up notice. If you would like to edit a listing you have added, click the text box for that listing and make the appropriate changes.

Below the checkboxes is a text box that can be used to elaborate on or explain any of the sports you selected above. In this space you may enter up to 1200 characters.

Once you have finished editing this section, be sure to select the "Save" button. If you would like to undo the changes you have made select the "Cancel" button.
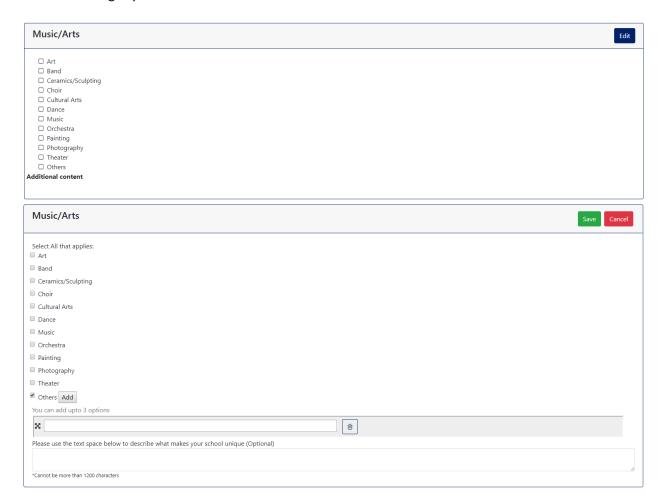
5) Section 5: Music/Arts

This section allows you to select which of the Music/Arts listed are available at your school.

To make a selection, first click the "Edit" button in the upper-right hand corner. You can then check the box next to each listed Music/Art that is available at your school. If applicable, you can check the box next to "Others" and add up to three additional Music/Arts that are available at your school. **Only the options you select will be displayed on your school report card page.**

Please note that if you select the "Other" category, you must write in at least 1 additional Music/Art. Please remember to proofread carefully. If you would like to delete a listing you have added, click the trashcan button next to that listing and then click "OK" in the pop-up notice. If you would like to edit a listing you have added, click the text box for that listing and make the appropriate changes.

Below the checkboxes is a text box that can be used to elaborate on or explain any of the Music/Arts you selected above. In this space you may enter up to 1200 characters.

Once you have finished editing this section, be sure to select the "Save" button. If you would like to undo the changes you have made select the "Cancel" button.

6) Section 6: After School Opportunities and Clubs

This section allows you to enter After School Opportunities and Clubs your school offers that you would like to highlight on your school report card page. You can enter up to 10 opportunities and clubs under each category of offerings. The categories available to select from are:
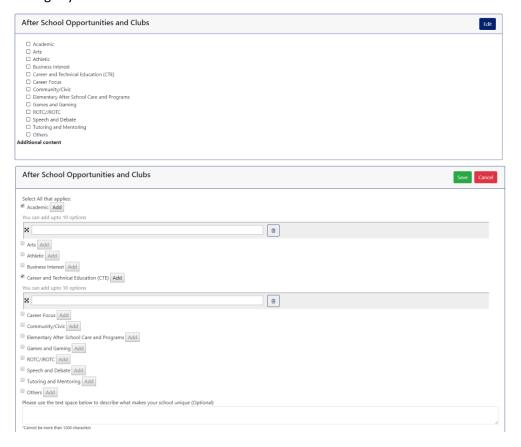
- Academic
- Arts
- Athletic
- Business Interest
- Career and Technical Education (CTE)
- Career Focus
- Community/Civic

- Elementary After School Care and Programs
- Games and Gaming
- ROTC/JROTC
- Speech and Debate
- Tutoring and Mentoring
- Others

Only the categories you create an entry in will show on your school report card page.

To add a new listing select the checkbox for the category the opportunity or club falls under, next click the "Add" button. You will then enter the name of the opportunity or club.

If you would like to delete an opportunity or club you have added, click the trashcan button next to that listing and then click "OK" in the pop-up notice. If you would like to edit an opportunity or club, click the text box for that listing and make the appropriate changes.

Once you have finished editing this section, be sure to select the "Save" button. If you would like to undo the changes you have made select the "Cancel" button.

7) Section 7: Facilities

This section allows you to select which of the facilities listed are available at your school.

To make a selection, first click the "Edit" button in the upper-right hand corner. You can then check the box next to each listed facility that is available at your school. If applicable, you can check the box next to "Others" and add up to three additional facilities that are available at your school. **Only the options you select will be displayed on your school report card page.**

If you select the "Dedicated Counselors" option, you must enter the number of dedicated counselors available at your school. A school may enter a decimal for this entry if applicable. For instance, if a dedicated counselor serves two schools each school would input 0.5 as their number of dedicated counselors. If you would like to delete the dedicated counselor entry you have added, click the trashcan button next to that listing and then click "OK" in the pop-up notice. If you would like to edit the dedicated counselor entry you have added, click the text box for that listing and make the appropriate changes.

If you select the "Sports Facilities" option, you must enter at least 1 sports facility available at your school with a maximum of 10 entries available. If you would like to delete a sports facility you have added, click the trashcan button next to that listing and then click "OK" in the pop-up notice. If you would like to edit a sports facility you have added, click the text box for that listing and make the appropriate changes.

Please note that if you select the "Other" category, you must write in at least 1 additional facility. Please remember to proofread carefully. If you would like to delete a listing you have added, click the trashcan button next to that listing and then click "OK" in the pop-up notice. If you would like to edit a listing you have added, click the text box for that listing and make the appropriate changes.

Below the checkboxes is a text box that can be used to elaborate on or explain any of the facilities you selected above. In this space you may enter up to 1200 characters.

Once you have finished editing this section, be sure to select the "Save" button. If you would like to undo the changes you have made select the "Cancel" button.

Facilities

Select All that applies:

- ☐ Art Room
- ☐ Auditorium
- ☐ Book Store
- ☐ Cafeteria (Onsite food service)
- ☐ Certified Nurse (LNP/RN)
- ☑ Dedicated Counsellors

  Enter number of dedicated counselors: [　] *

  -Note: Decimal values are allowed, if a counselor is serving two schools then 0.5 can be entered as number of dedicated counselor

- ☐ Early Education Activity/Sensory Room
- ☐ Enhanced Security
- ☐ First Aid Center/Health Center
- ☐ Garden
- ☐ Gymnasium
- ☐ Indoor air quality control
- ☐ Kindergarten Playground
- ☐ Library
- ☐ Makerspace (Creativity Lab)
- ☐ Music Hall
- ☐ Natural Lighting in 50% areas
- ☐ School Resource Officer (SRO)
- ☐ Science Lab
- ☑ Sports Facilities Add

  You can add upto 10 options

  ✖ [　　　　　　　　　　　　　　　] 🗑

- ☐ Technology Lab
- ☐ Transportation
- ☐ Others Add

Please use the text space below to describe what makes your school unique (Optional)

[　　　　　　　　　　　　　　　　　　　　　　　　　　]

*Cannot be more than 1200 characters