

School Accountability Report Card

Online Template Training Manual

February 2015

Produced by the
California Department of Education



Background

Per California *Education Code (EC)* 33126, local educational agencies (LEAs), are required to publish the School Accountability Report Cards (SARCs) for each school in the LEA. LEAs are responsible to ensure the SARC is published by February 1. The SARC template is available for public and non-public schools as a downloadable Word document. The online Web Application is available for public schools only. The link to the SARC Web Application is available on the California Department of Education(CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa>.

Sources of Data

It is important to point out that the majority of the online template comes pre-populated with information provided by the CDE. Some of the pre-populated information, like the school's mission statement, is the same information that was provided in the prior year SARC. Therefore, district or school staff will complete the remaining missing information. The pre-populated information should also be reviewed and can be edited, if needed.



75%

Example Data

- CALPADS
- PFT
- CAHSEE



25%

Example Data

- mission statement
- photos
- teacher information

Methods to Submit SARC

The SARC Web Application serves as the mechanism for each public LEA to provide the CDE with its completed SARC. There are three methods available for public LEAs to submit their SARCs to the CDE via the SARC Web Application:

- 1 Use the online pre-populated SARC Web Application to complete and post the SARC;
- 2 Upload a vendor-created or custom-created PDF copy of the completed SARC; or
- 3 Provide an accurate URL to the Web site address where the SARC has been posted on the school/LEA Web site.

Each method will be demonstrated in detail later in this tutorial.

Logging on to the SARC

From the CDE SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>, one can access the public SARC information, as well as access the SARC Web Application, by selecting the link shown.

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School Accountability Report Card (SARC)

California public & nonpublic, nonsectarian schools annually provide information to the community to allow public comparison of schools for student achievement, environment, resources & demographics.

2013-14 SARC

Information for the General Public

- [A Parent's Guide to the SARC \(English\)](#)
 - ◆ [Available Translations of A Parent's Guide to the SARC \(Coming Soon\)](#)
- [SARC Frequently Asked Questions](#)
- [Find a SARC](#)

The Find a SARC Web page allows parents and community members to easily search for SARCs.
- [Accountability Report Card Listserv](#)

Information for Public Schools

- [SARC Preparation Guide for Public Schools](#)
- [SARC Web Application](#)

By selecting this link, the SARC Coordinators can access the SARC Logon Web page for the SARC Web Application and populate their SARCs with information regarding school performance on a variety of indicators.
- [SARC Web Application Training Tutorial](#)

The SARC Web Application training tutorial provides instructions to SARC Coordinators for completing the SARC Web Application, as well as highlights the application's key features.

This Web page has additional information regarding the SARC. You may familiarize yourself with this information later.

The SARC Web Application training tutorial provides instructions to SARC Coordinators for completing the SARC Web Application, as well as highlights the application's key features.

Information for Nonpublic, Nonsectarian Schools

- [SARC Preparation Guide for Nonpublic, Nonsectarian Schools](#)
- [Find a Nonpublic, Nonsectarian School Report Card](#)
- [Update Your SARC Web Site Link](#)

SARC Preparation Resources

- [SARC Template in Word \(DOC\)](#)
 - ◆ [Available Translations of the SARC Template in Word](#)
- [Data Element Definitions \(DOC\)](#)
- [Downloadable SARC Data Files](#)
- [Updates to SARC Data](#)

Prior Year SARCs

- [2012-13 SARC](#)
- [2011-12 SARC](#)
- [2010-11 SARC](#)
- [2009-10 SARC](#)

SARC and the Law

- [SARC Legislation](#)
- [Williams Settlement and the SARC](#)

Related Information

- [State Accountability Report Card](#)
- [Local Educational Agency Accountability Report Card](#)

CalEdFacts SARC Section
 California Department of Education's information and media guide about education in the State of California. For information on other topics, visit the full [CalEdFacts](#).

To access the SARC Web Application, the first step is to log on. Select the logon link titled, “SARC Web Application”.

■ [SARC Web Application](#)
By selecting this link, the SARC Coordinators can access the SARC Logon Web page for the SARC Web Application and populate their SARC Reports with information regarding school performance on a variety of indicators.

Once on the logon screen, enter the username and password, and select the logon button.

School Accountability Report Card (SARC)

This logon will provide access to the online pre-populated School Accountability Report Card (SARC) Web Application. Through this Web Application users can populate their SARC Reports with information regarding school performance on a variety of indicators.

For more information on the SARC, visit the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.

Logon

Username

Password

Remember me

Logon

[Forgot username or password?](#)

Questions: SARC TEAM | sarc@cde.ca.gov | 916-319-0406

Forgot Username & Password

If you forgot your username or password, select the link titled, Forgot Username or Password.

Logon

Username

Password

Remember me

Logon

[Forgot username or password?](#)

Next enter your email address that was used to create this account and your County District School (CDS) code.

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School Accountability Report Card (SARC)

This login will provide access to the online pre-populated School Accountability Report Card (SARC) Web Application. Through this Web Application users can populate their SARC Reports with information regarding school performance on a variety of indicators.

For more information on the SARC, visit the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.

Forgot Your Username and Password?

Input required information and click 'Submit' to continue.

Enter your e-mail address that was used to create this account This field is required.

Enter your County-District-School code*

Submit

*For Districts, enter the county code (2 digits) and the district code (5 digits), followed by seven zeros for the school code. No spaces between the codes (i.e., 99999990000000).

*For Schools, enter the county code (2 digits), the district code (5 digits), and the school code (7 digits). No spacing between the codes (i.e., 01234267891234).

Questions: SARC TEAM | sarc@cde.ca.gov | 916-319-0406

For Districts, enter the county code (2 digits) and the district code (5 digits), followed by seven zeros for the school code as seen on the screen. Do not put spaces between the codes.

Forgot Your Username and Password?

Input required information and click 'Submit' to continue.

Enter your e-mail address that was used to create this account This field is required.

Enter your County-District-School code*

Submit

*For Districts, enter the county code (2 digits) and the district code (5 digits), followed by seven zeros for the school code. No spaces between the codes (i.e., 99999990000000).

*For Schools, enter the county code (2 digits), the district code (5 digits), and the school code (7 digits). No spacing between the codes (i.e., 01234267891234).

For Schools, enter the county code (2 digits), the district code (5 digits), and the school code (7 digits). Again do not add spaces between the codes.

Forgot Your Username and Password?

Input required information and click 'Submit' to continue.

Enter your e-mail address that was used to create this account This field is required.

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*For Schools, enter the county code (2 digits), the district code (5 digits), and the school code (7 digits). No spacing between the codes (i.e., 01234267891234).

Dashboard – User Home Page

Once logged on, the first page you'll see is the Dashboard. This is the main page for managing the SARC Web Application.

The screenshot shows the California Department of Education SARC Dashboard. It features a header with the department logo and a user login status. Below the header, there is a section titled 'SARC Progress 2013-14' with a sub-header stating 'The table below shows the SARC completion status of schools in your district.' The table contains the following data:

School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	12/8/2014	Test District	Not finalized	[Edit] [Print] [Share]
Test School 2	36.1%	12/5/2014	Test District	Not finalized	[Edit] [Print] [Share]
Test School 3	22.2%	12/8/2014	Test District	Not finalized	[Edit] [Print] [Share]
Test School 4	0.0%	Not started		Not finalized	[Edit] [Print] [Share]

At the bottom right, there is a footer with contact information: 'Questions: SARC TEAM | sarc@edf.ca.gov | 916-319-0406'.

The Dashboard displays the completion status of all the SARCs for schools within the LEA. You see the following:

- The name of the school

School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	12/8/2014	Test District	Not finalized	[Edit] [Print] [Share]

- The progress on completing the SARC which is displayed as a percent

School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	12/8/2014	Test District	Not finalized	[Edit] [Print] [Share]

- The date the SARC template was last updated and by whom

School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	12/8/2014	Test District	Not finalized	[Edit] [Print] [Share]

- If the SARC has been completed/posted for public view or not

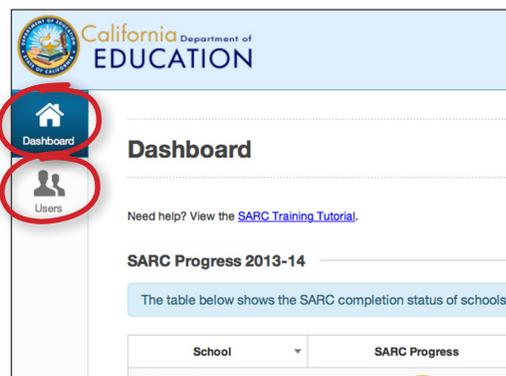
School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	12/8/2014	Test District	Not finalized	[Edit] [Print] [Share]

- Several icons representing actions that can be taken

School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	12/8/2014	Test District	Not finalized	[Edit] [Print] [Share]

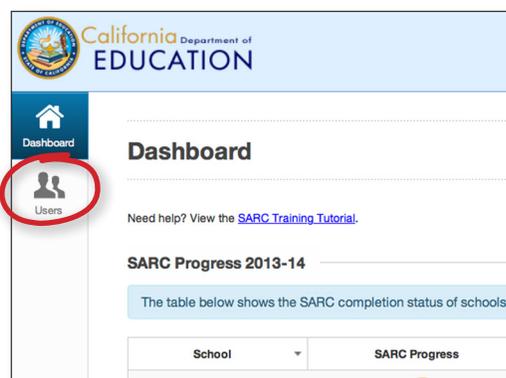
Dashboard Icon Menu

From the Dashboard page, there are two icons in the left menu bar of the screen. The first icon is to bring one back to the Dashboard page. The second icon is to access and manage user accounts.

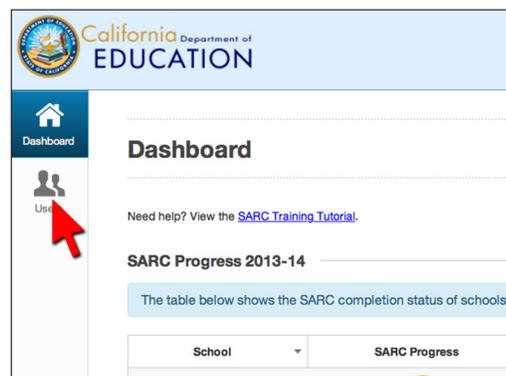


Adding & Managing User Accounts

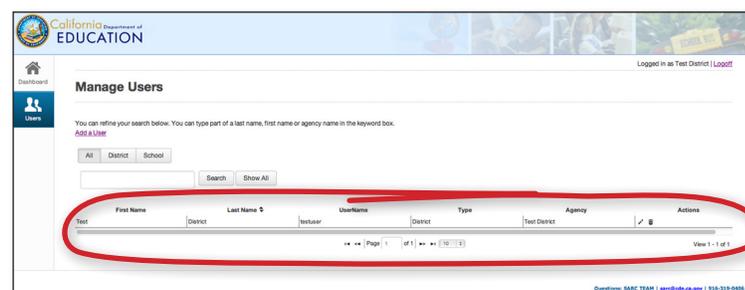
From the Dashboard page, on the menu bar is a people or users icon, which is a tool that allows a primary LEA user to manage staff that are given access to the Web Application. Only district-level user accounts have the capability to add other users.



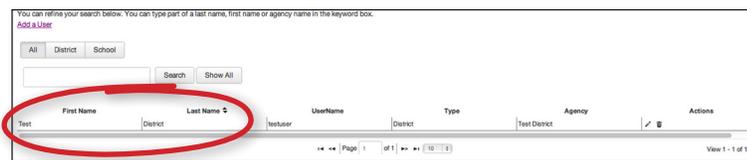
Select the users icon.



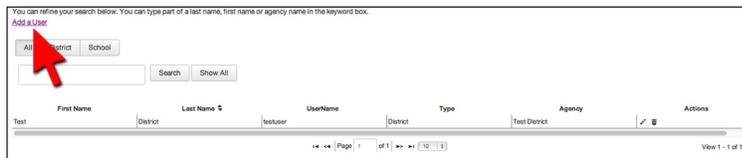
This table displays a list of all the staff in the LEA who have been identified as authorized users.



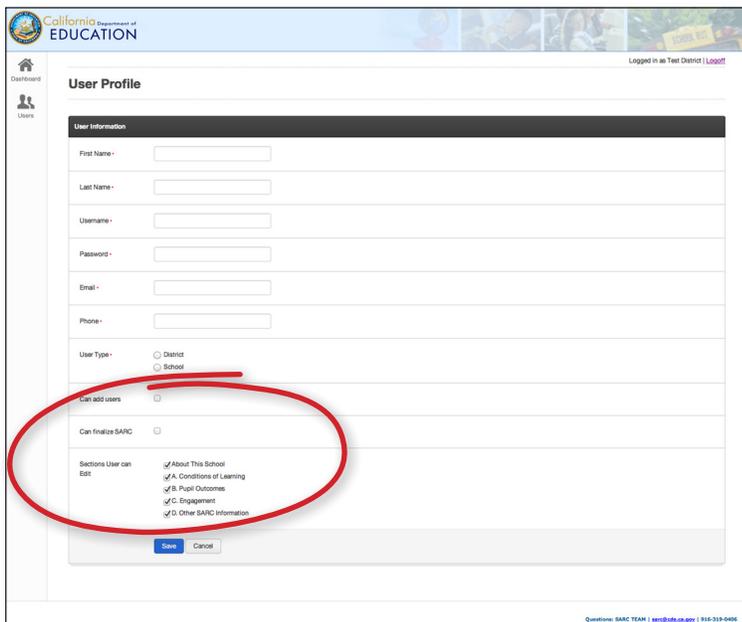
For primary LEA users, one feature of this tool is that each school in the LEA can be assigned a school-level user who has responsibility for entering in data for their school's SARC.



When creating a new user account, the primary LEA user can set the functions authorized for each new user.

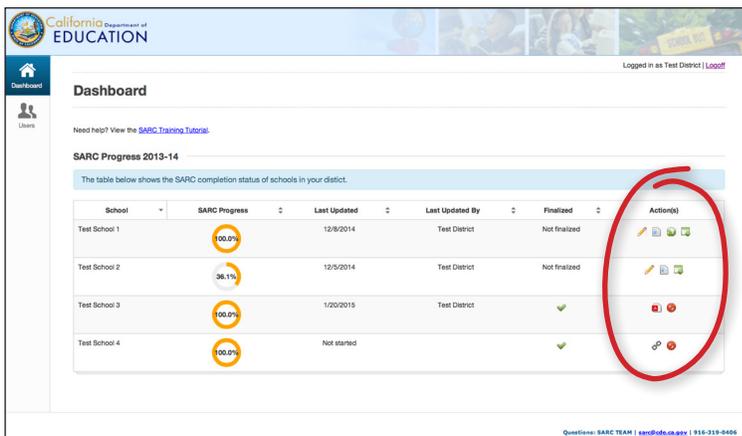


For example, the school-level user may be authorized to complete selected sections of the SARC and/or to finalize the SARC and make it public, whereas, the primary LEA user has authorization for all functions of the user tools.

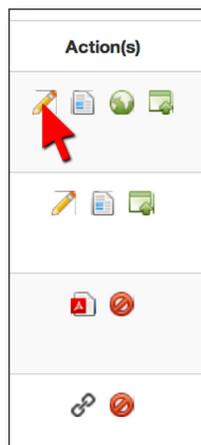


SARC Action Tools

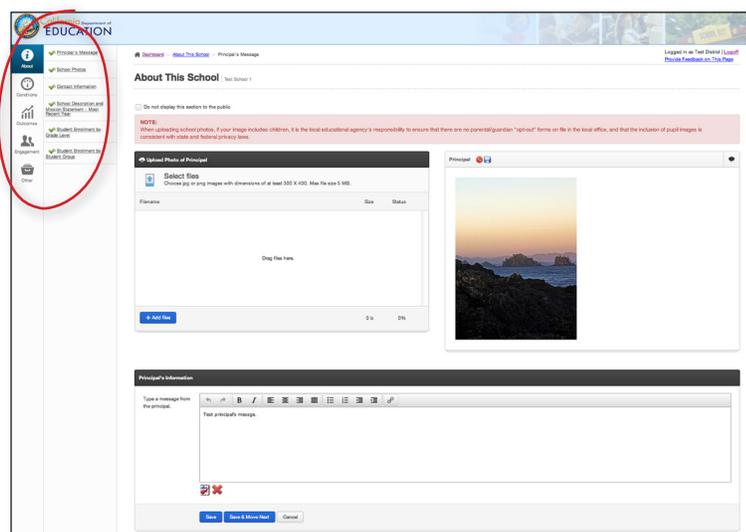
Also on the Dashboard page, we can take a closer look at the action tools.



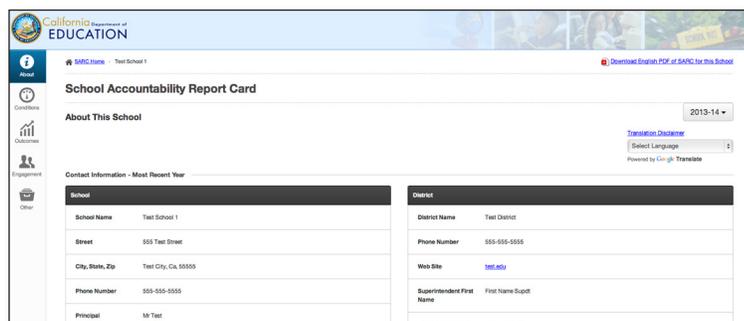
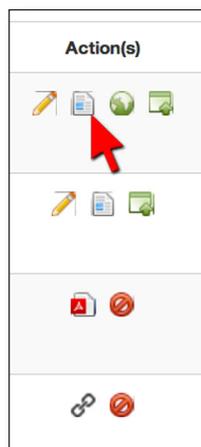
The pencil tool is for making edits to the SARC.



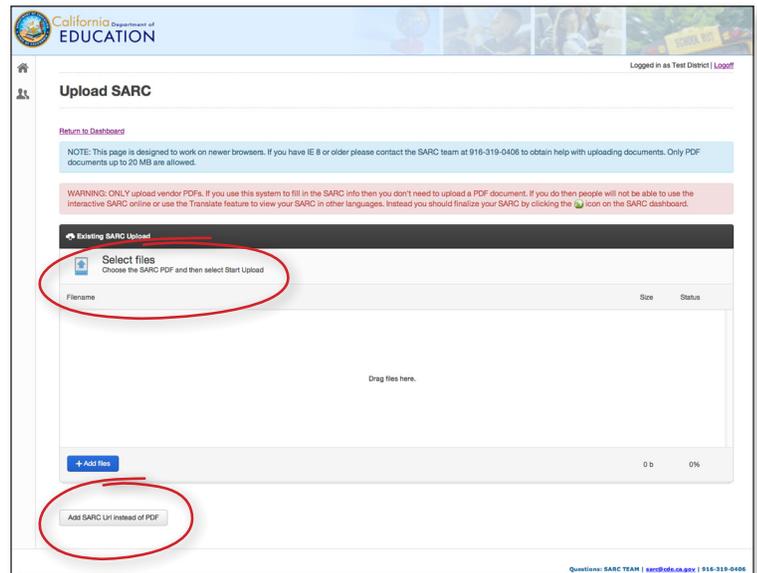
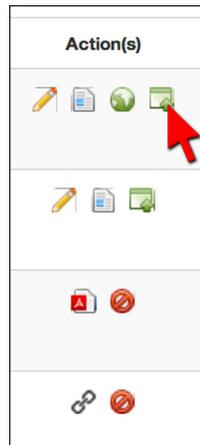
It will take you to the page where you can enter or edit information on the SARC. Notice in the left menu bar of the screen there are different icons that appear once the pencil tool is selected.



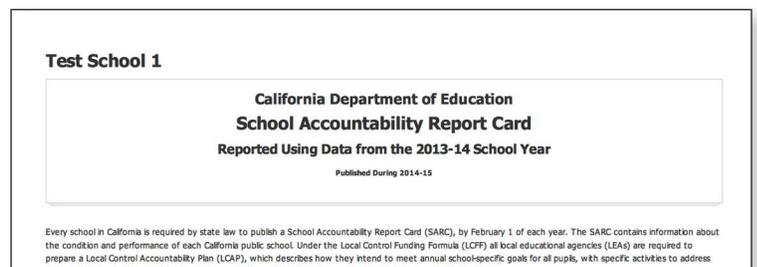
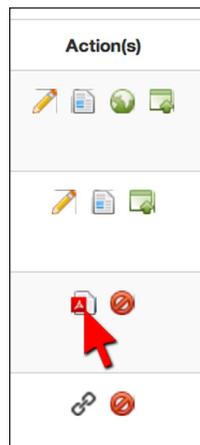
The page icon allows you to “preview” the public view of your SARC as you add or remove information or make changes.



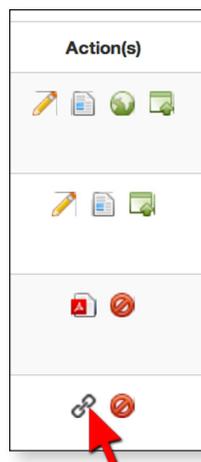
The icon that looks like a green paper with an arrow pointing upwards takes you to a page that allows you to upload a PDF version of your SARC or a SARC URL where the SARC has been posted on the school or LEA Web site.



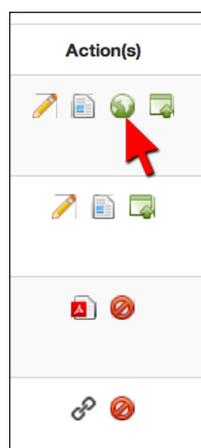
The PDF icon allows you to view the published PDF SARC.



The URL icon will take you to the school or LEA Web site based on the URL submitted.



For LEAs that are using this Online Web Application to develop their final SARC, the green world icon allows you to publish your online SARC template. This icon is only visible when one hundred percent of the SARC is complete.



School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	12/8/2014	Test District	Not finalized	[Pencil] [Document] [Green World] [Speech]
Test School 2	36.1%	12/5/2014	Test District	Not finalized	[Pencil] [Document] [Speech]
Test School 3	25.0%	1/20/2015	Test District	Not finalized	[Pencil] [Document] [Speech]
Test School 4	0.0%	Not started		Not finalized	[Pencil] [Document] [Speech]

For a SARC published using the SARC Web Application, the delete icon allows you to remove the published SARC from public view.



For LEAs that uploaded a PDF SARC or URL, the delete icon allows you to delete the PDF SARC or URL from the Web Application.

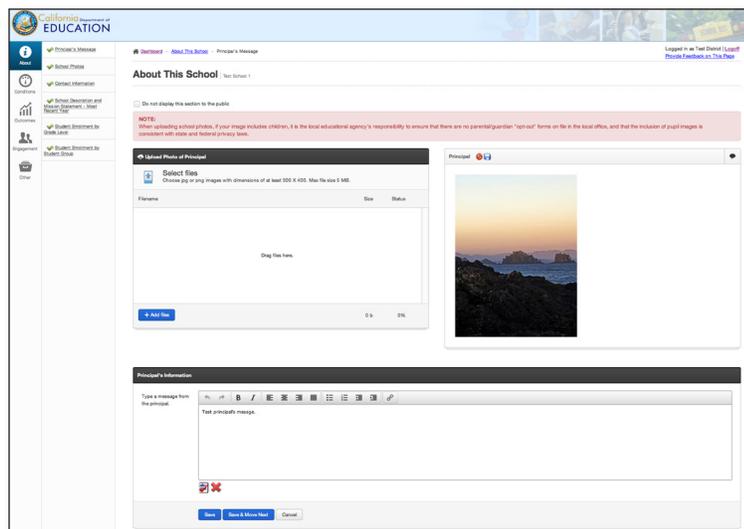


Editing an Online SARC Template

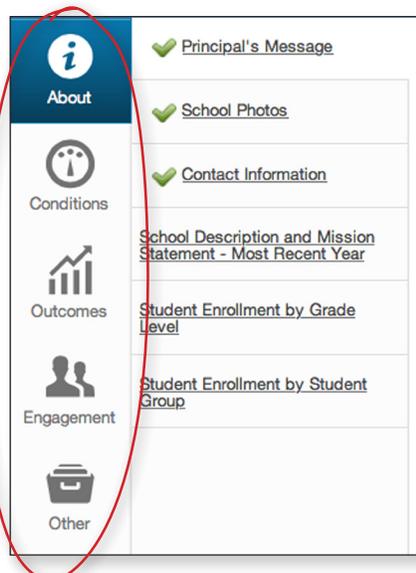
To access a SARC template, select the "edit" pencil tool.

School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	12/8/2014	Test District	Not finalized	edit, document, share, delete
Test School 2	36.1%	12/5/2014	Test District	Not finalized	edit, document, share, delete
Test School 3	25.0%	1/20/2015	Test District	Not finalized	edit, document, share, delete
Test School 4	0.0%	Not started		Not finalized	edit, document, share, delete

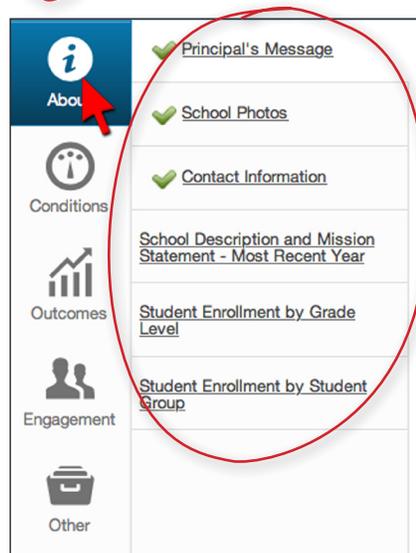
This is the tool that allows one to access the template for purposes of completing or editing the document.



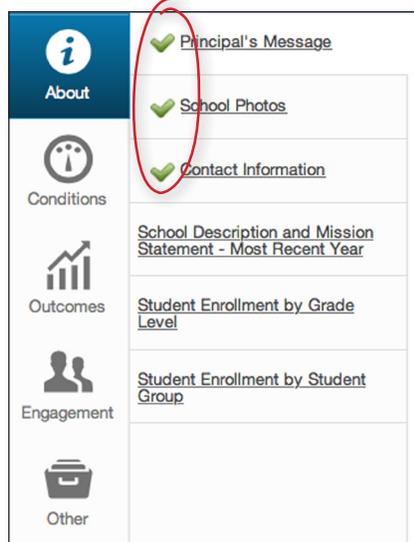
On the left of the screen is a menu bar with icons representing each of the five sections of the SARC.



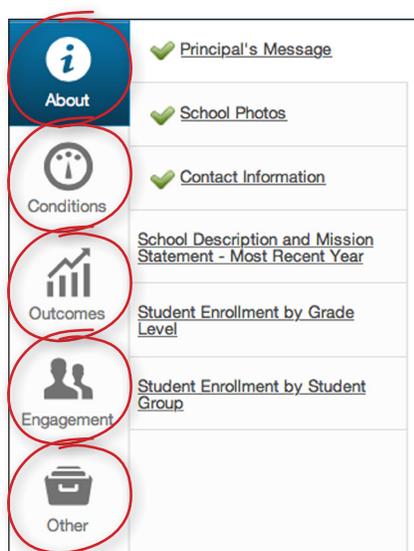
As you select the icons on this menu bar, the subsections for each section will appear.



As you complete sections, a green checkmark identifies those subsections that have been completed. In the end, the goal is to have a checkmark next to each subsection.

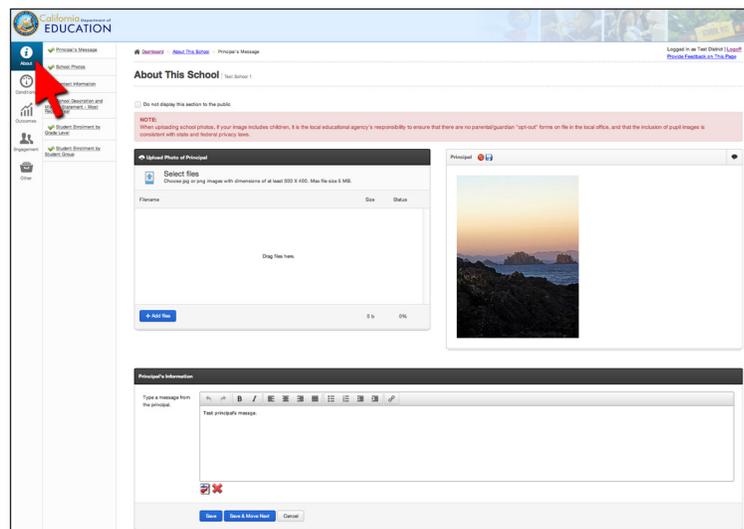


The first icon, is the “About this School” section. Notice once you select the icon, a list of subsections will display. The second icon is the “Conditions of Learning” section. The third icon is the “Pupil Outcomes” section. The fourth icon is the “Engagement” section. And lastly the fifth icon is the section with “Other SARC Information”.

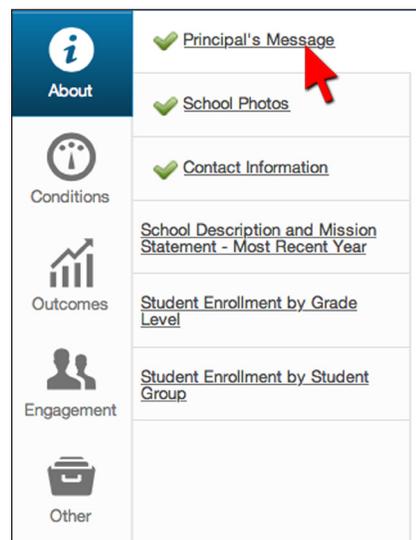


Uploading Photos

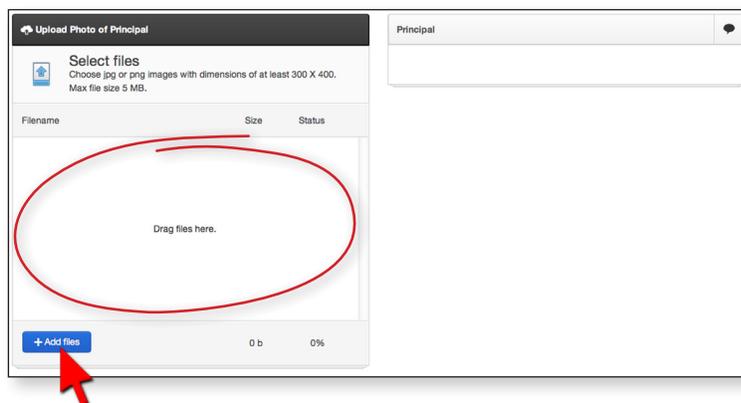
Let's take a look at the introduction section to demonstrate how to complete or edit this section. Select the first icon, which is the introduction section.



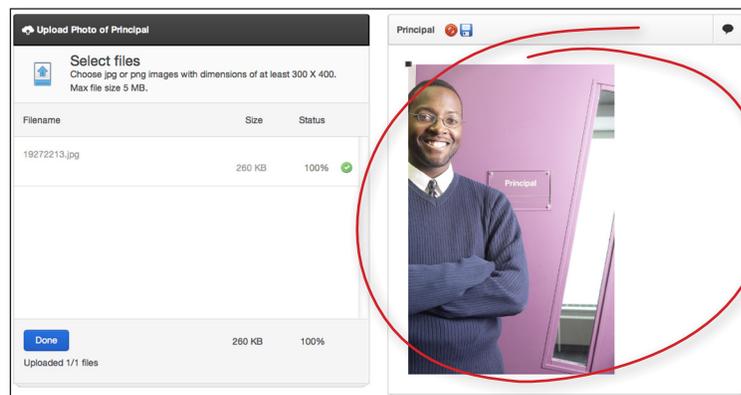
As you can see this section includes the subsections principal's message and school photos. Select the principal's message link.



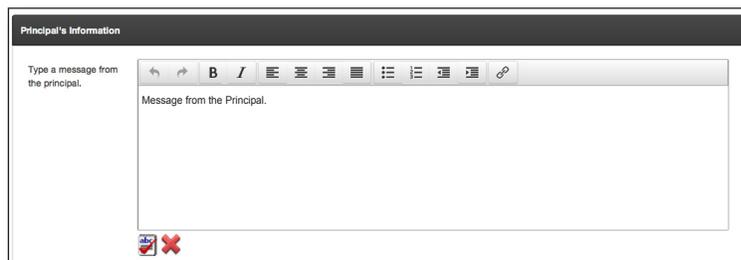
The online Web Application allows you to upload a photo of the principal. To upload a photo, you can select and add the image file or drag the image file to the space indicated on the screen.



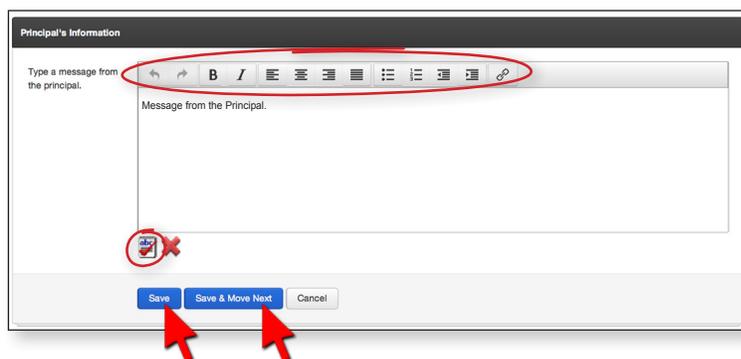
You can then view and crop the image in the box to the right.



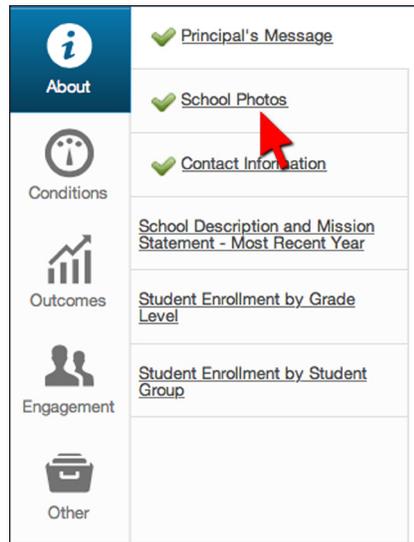
A box is also provided to type a message from the principal. You can copy and paste a message from a Word or pdf file or type the message directly into this box.



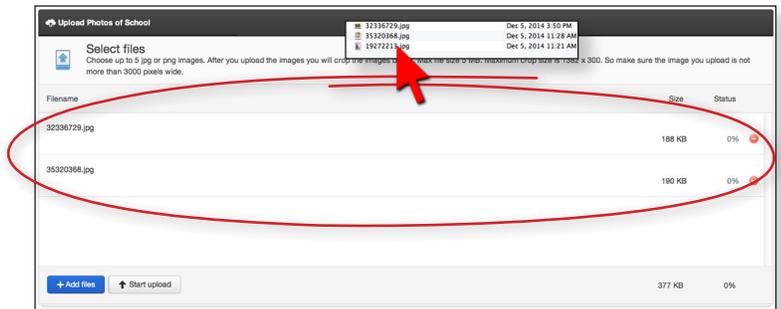
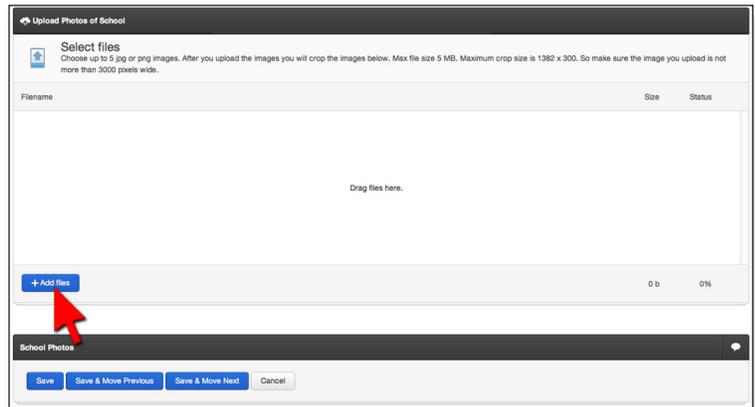
Several word processing tools including a spell check tool are provided to assist in completing or editing this message. Once you have completed this section, select "save" or "save and move to next" to go to the next subsection in the introduction.



The School Photos subsection allows the user to upload photos.



The user can upload up to five photos of the school and crop and add captions to these photos. These photos will then display in the public view of the SARC as a banner that rotates the photos in the introduction page.

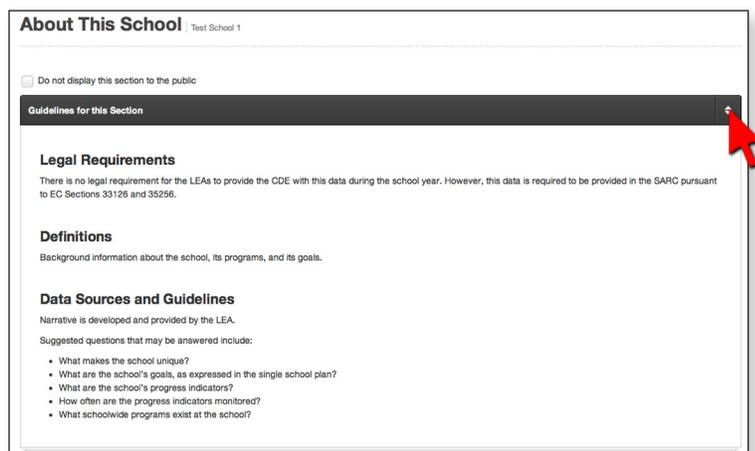
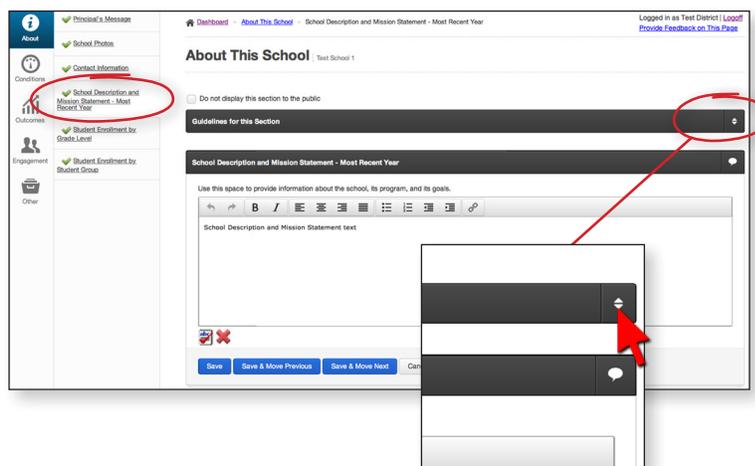


Guidelines for Sections

The different subsections, such as this one for the school description and mission statement, include guidelines that apply to the subsection. The guidelines reference the data element definitions.

Selecting the arrows to the right of the guidelines expands and displays text that describes the legal requirements, definitions, and data sources that apply to the subsection.

Selecting the arrow again closes the guidelines.



Turning Off Sections That Do Not Apply

For subsections that may not be required or may not apply to your school, you can select the box next to “Do not display this section to the public.”

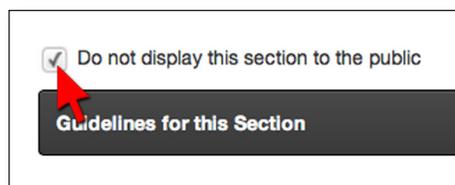
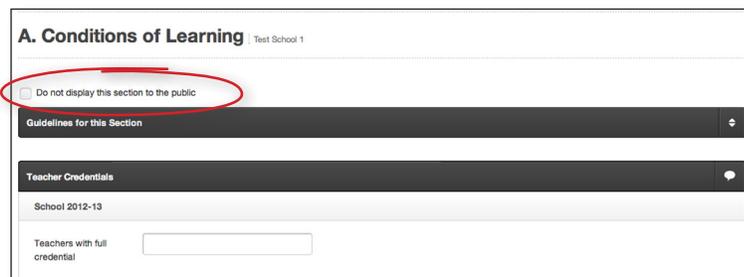
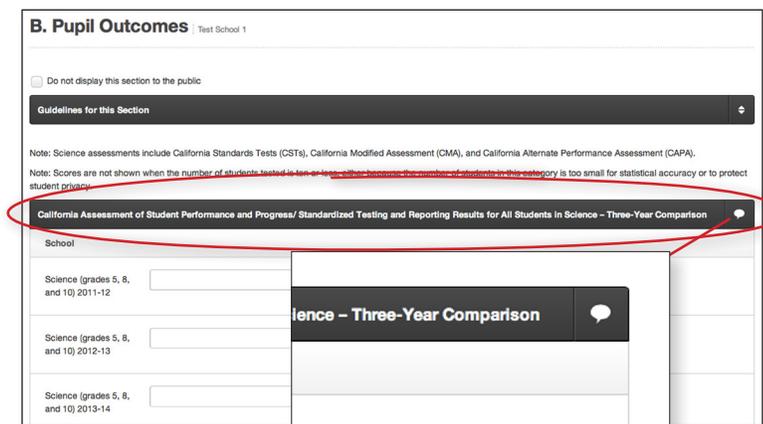


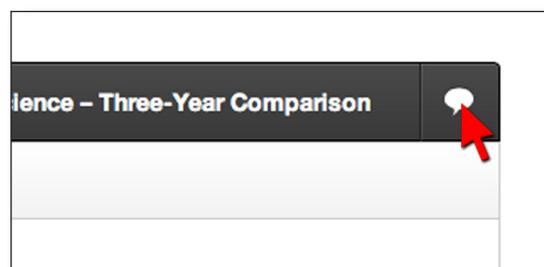
Table Comments

There may be times where an LEA would like to provide additional explanation to a particular table or subsection. To do this, the Web Application has a comment box that may be used. This is optional and not required to use.

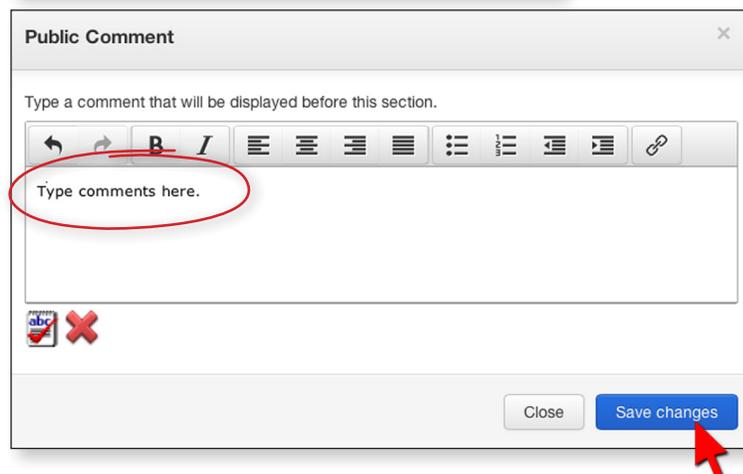
To enter a comment in the comment box, locate the comment icon, which is located on the black title bar of each subsection.



Select the comment icon and a new window will appear that will provide a textbox for LEAs to type in a comment about the table or subsection.



Once the comment has been typed, select the “Save changes” button and the comment will be saved. The comment window is removed. The comment will display on the final published SARC; however, to view any comments while in “edit mode” within the Web Application, LEAs will need to select the comment icon to read or edit any comments. Again, this feature is optional to use.



Completing Sections and Subsections

Sections and subsections of the SARC do not need to be completed in a specific order. The goal is to get a green checkmark next to all subsections.

Dashboard » [About This School](#) » Principal's Message

About This School

 | Test School 1

Do not display this section to the public

NOTE:
When uploading school photos, if your image includes parental/guardian "opt-out" forms on file in the local...

[Upload Photo of Principal](#)

Select files
Choose jpg or png images with dimensions of a...

Dashboard » [A. Conditions of Learning](#) » Teacher Credentials

A. Conditions of Learning

 | Test Sch

Do not display this section to the public

[Guidelines for this Section](#)

Teacher Credentials

School 2012-13

Teachers with full credential

When all subsections have a green checkmark next to them, the progress on the Dashboard will read one hundred percent and the SARC template is ready to be published for public view.

Dashboard

Need help? View the [SARC Training Tutorial](#).

SARC Progress 2013-14

The table below shows the SARC completion status of schools in your district.

School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	1/21/2015	Test District	Not finalized	Edit Print Share

Publishing an Online SARC

Before the SARC is published, select the Page icon to view and review the SARC one last time.

Dashboard

Need help? View the [SARC Training Tutorial](#).

SARC Progress 2013-14

The table below shows the SARC completion status of schools in your district.

School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	1/21/2015	Test District	Not finalized	
Test School 2	36.1%	12/5/2014	Test District	Not finalized	
Test School 3	27.8%	1/21/2015	Test District	Not finalized	
Test School 4	0.0%	Not started		Not finalized	

School Accountability Report Card

2013-14

[Translation Disclaimer](#)
Select Language
Powered by Translate

Contact Information - Most Recent Year

School	District
School Name: Test School 1	District Name: Test District
Street: 555 Test Street	Phone Number: 555-555-5555
City, State, Zip: Test City, Ca, 55555	Web Site: test.edu
Phone Number: 555-555-5555	Superintendent First Name: First Name Supdt
Principal: Mr Test	Superintendent Last Name: Last Name Supdt
E-mail Address: test@test.com	E-mail Address: suoc@suoc.com
County-District-School (CDS) Code: 999999999999999	

School Description and Mission Statement (Most Recent Year) Last updated: 12/3/2014

School Description and Mission Statement text

Last updated: 12/3/2014

Once the SARC is ready for public view, select the green world icon, which is visible under the action tool column when the SARC progress is at 100% for that school. You will be asked if you are sure you want to make the SARC public. Select okay.

School	SARC Progress	Finalized	Action(s)
Test School 1	100.0%	Not finalized	
Test School 2	36.1%	Not finalized	

Confirm

Are you sure you want to make this SARC public?

Then you will see a checkmark under the finalized column indicating the SARC is now visible to the public. To view the newly published online SARC select the Page icon.

School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	1/21/2015	Test District		
Test School 2	36.1%	12/5/2014	Test District	Not finalized	

Publishing a PDF SARC or URL

To upload a PDF SARC, which is a vendor-created or custom-created SARC, from your Dashboard, select the green paper icon that has an arrow pointing up located under the action tool column for the school.

SARC Progress 2013-14

The table below shows the SARC completion status of schools in your district.

School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	1/21/2015	Test District	Not finalized	
Test School 2	36.1%	12/5/2014	Test District	Not finalized	
Test School 3	27.8%	1/21/2015	Test District	Not finalized	
Test School 4	0.0%	Not started		Not finalized	

This will take you to the Upload page, where you will have the option to select and upload or drag the pdf file over to the box.

Upload SARC

[Return to Dashboard](#)

NOTE: This page is designed to work on newer browsers. If you are having trouble, please help with uploading documents. Only PDF documents are supported.

WARNING: ONLY upload vendor PDFs. If you upload a custom PDF, then people will not be able to use the interactive SARC. Instead you should finalize your SARC by clicking the green paper icon with an arrow pointing up.

Existing SARC Upload

Select files
Choose the SARC PDF and then select Start Upload

Filename

Drag files here.

+ Add files

Add SARC Uri instead of PDF

File selection dialog: Name: Test School.pdf, Date Modified: Dec 8, 2014 3:05 PM. Buttons: Cancel, Choose.

Next select the Start Upload button.

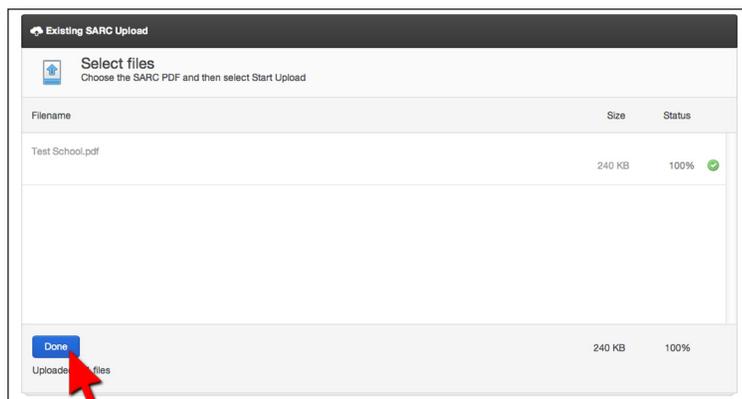
Existing SARC Upload

Select files
Choose the SARC PDF and then select Start Upload

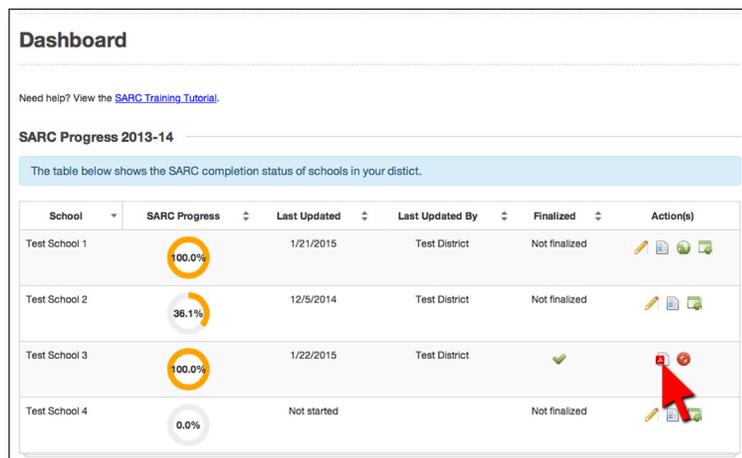
Filename	Size	Status
Test School.pdf	240 KB	0%

+ Add files | Start upload

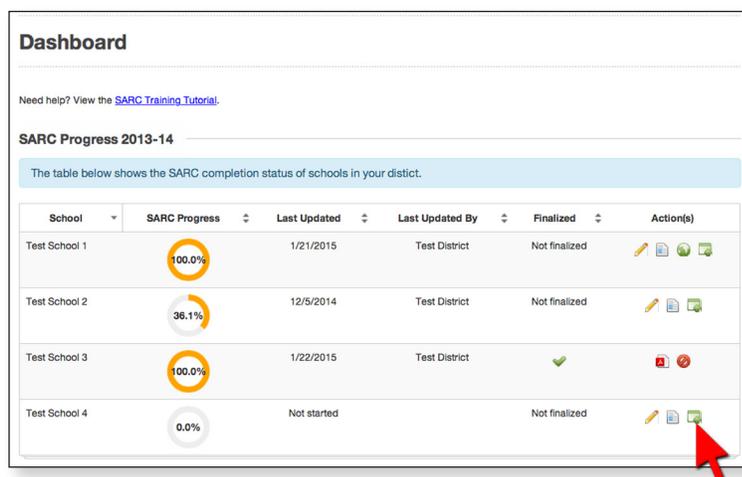
When the file is completely uploaded, select the Done button, and this will take you back to the Dashboard.



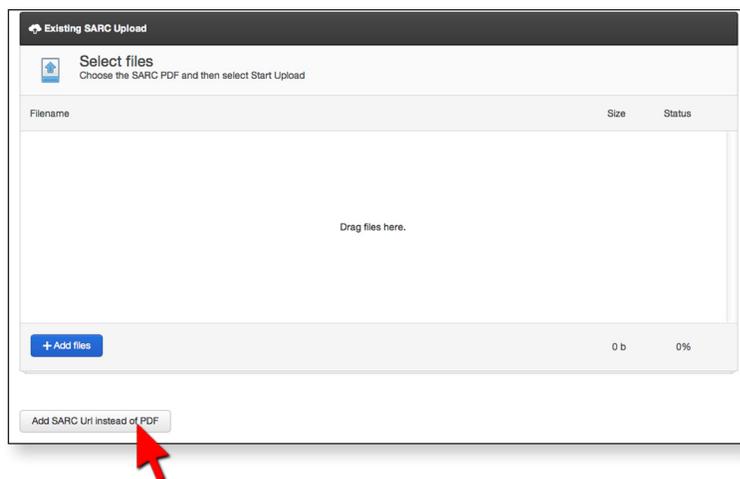
To view the newly uploaded PDF SARC select the PDF icon.



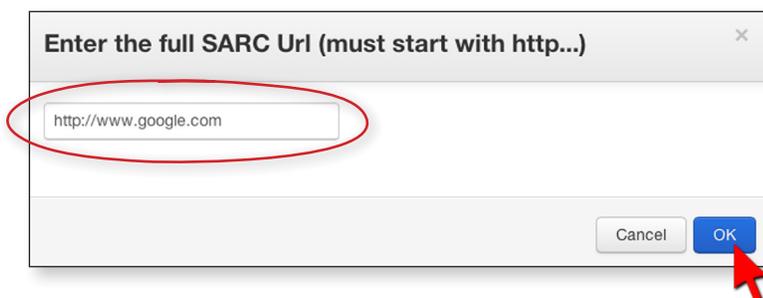
To provide an accurate URL to the Web site address where the SARC has been posted on the school or LEA Web site, from your Dashboard, select the green paper icon that has an arrow pointing up located under the action tool column for the school.



This will take you to the Upload page. Select “Add SARC URL instead of PDF.”



A new window will appear that will provide a textbox for LEAs to type in the URL. Next select the “Ok” button.



Once the URL has been successfully added, you will be taken back to the Dashboard. You can then view and select the URL icon to ensure that an accurate URL has been added.

School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	1/21/2015	Test District	Not finalized	
Test School 2	36.1%	12/5/2014	Test District	Not finalized	
Test School 3	100.0%	1/22/2015	Test District		
Test School 4	100.0%	Not started			

It is important to point out that once the PDF or URL is added, it is immediately available for public view.

If you would like to remove your published PDF SARC or URL, select the delete icon which removes the PDF SARC or URL from the Web Application and public view.

School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	1/21/2015	Test District	Not finalized	
Test School 2	36.1%	12/5/2014	Test District	Not finalized	
Test School 3	100.0%	1/22/2015	Test District		
Test School 4	100.0%	Not started			

School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	1/21/2015	Test District	Not finalized	
Test School 2	36.1%	12/5/2014	Test District	Not finalized	
Test School 3	100.0%	1/22/2015	Test District		
Test School 4	100.0%	Not started			

Confirm

Are you sure you want to take this SARC off the public page?

School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	1/21/2015	Test District	Not finalized	
Test School 2	36.1%	12/5/2014	Test District	Not finalized	
Test School 3	30.6%	1/22/2015	Test District	Not finalized	
Test School 4	100.0%	Not started			

Submitting Questions/Feedback

As you begin to use this Web Application, you may find areas where you feel changes could be made to improve the user experience, you may want to provide suggestions for future enhancements to the Web Application, or you may have questions.

Please submit all questions or suggestions to the SARC by e-mail at sarc@cde.ca.gov. The SARC e-mail address and SARC Team phone number are also located at the bottom right side of each Web page for your convenience.

Dashboard

Need help? View the [SARC Training Tutorial](#).

SARC Progress 2013-14

The table below shows the SARC completion status of schools in your district.

School	SARC Progress	Last Updated	Last Updated By	Finalized	Action(s)
Test School 1	100.0%	1/21/2015	Test District	Not finalized	  
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Test School 3	30.6%	1/22/2015	Test District	Not finalized	  
Test School 4	0.0%	Not started		Not finalized	  

Questions: SARC TEAM | sarc@cde.ca.gov | 916-319-0406

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