

Frequently Asked Questions

Below you'll find answers to frequently asked questions (FAQs) about the SARC, SARC Input Form and the SARC update process to help you get started.

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What is the SARC Input Form?

The SARC Input Form is the document you're working on now. This document includes only information in the SARC required for update by your school/district.

Where is the rest of the data from my SARC?

The rest of the information is data populated for you by DTS, and will be available for review in the full SARC, a separate template in your DTS account, as it is released by CDE.

How do I make updates to the SARC Input Form?

The process for updating the SARC Input Form in DTS is:

1. Log into your DTS account,
2. Select a school (if assigned to more than one or the updates are being made by district staff).
3. Click the number in the 'Edit by Sections' column - you'll see each section listed.
4. Make updates to each section by:
 - a. clicking on the section title,
 - b. reviewing and making updates to the information and,
 - c. pressing 'Save Data'

It is very important that you press 'Save Data.'

Where available, information from last year's SARC was imported into DTS for your review/update.

Why do some sections refer to different years - I thought this was for reporting 2016-17 data?

The SARC is made up of various reporting requirements. Also, in some cases CDE will only have data available for the year BEFORE the reporting year to be used for comparison purposes. The reporting requirement is referenced in the header of each component to help guide you through the process of updating your SARC.

Do you populate the Support Staff table?

Where available, DTS carried data over from last year's SARC. The table is available in the SARC Input Form for review/update.

This is an elementary/middle school - do I have to complete the High School Completion Section?

The High School Completion section applies to high schools only. The final SARC will not contain rows/sections that do not apply to your school/district.

What do I do once I've finished my updates?

SSD, COE or District administrators coordinating completion of the SARC should email Aaron Tarazon at aaron@doc-tracking.com as soon as updates for all schools in the district are complete.

School staff should let their DTS SARC Coordinator know when their updates are complete.

Is there a deadline for my updates to be made?

In most cases, your district's SARC Coordinator has asked that your updates be made by a certain date. Generally, DTS asks that school updates be completed by January 1 to allow time for us to do our work (proof, translate and get pdfs emailed for your website).

I'm stuck - what do I do now?

You have a couple of options:

1. In most cases, your district's SARC Coordinator has already heard and can easily answer your question(s). Your SARC Coordinator will contact DTS to get an answer that will be helpful for all schools.
2. If you're an SSD (or your district's SARC Coordinator is not available), please feel free to contact DTS via email at SARCHelp@doc-tracking.com. We'll get your questions resolved ASAP!

I've completed all of my updates - now what?Schools:

Contact your district's SARC Coordinator to let them know your updates are complete. They'll notify DTS.

SSD/COE/SARC Coordinators:

District SARC Coordinators should email DTS to let them know updates for all schools are complete. We'll get SARCs proofed, translated (if applicable) and emailed to you for review ASAP.

2017 SARC Data Listing

Below is a listing of sections that comprise the SARC template and information about who is responsible for updating the content.

| Information updated by the LEA | |
|---|---|
| Contact Information | Updated by LEA |
| School Description and Mission Statement | Updated by LEA |
| Opportunities for Parental Involvement | Updated by LEA |
| School Safety Plan | Updated by LEA |
| School Facility Conditions and Planned Improvements | Updated by LEA |
| School Facility Good Repair Status | Updated by LEA (send MS Excel FIT report to DTS) |
| Teacher Credentials | Updated by LEA |
| Teacher Misassignments and Vacant Teacher Positions | Updated by LEA |
| Academic Counselors and Other Support Staff | Updated by LEA |
| Textbooks and Instructional Materials | Updated by LEA |
| Types of Services Funded | Updated by LEA |
| Career Technical Education Programs | Updated by LEA |
| Career Technical Education Participation | Updated by LEA |
| Professional Development | Updated by LEA |
| Information updated by the LEA/DTS | |
| Expenditures Per Pupil and School Site Teacher Salaries | Partially Updated by DTS. DTS updates: <ul style="list-style-type: none"> District Avg. Teacher Salary State Avg. Teacher Salary State Expenditures per Pupil Updates Percent Differences |
| Information updated by DTS | |
| Student Enrollment by Grade Level | Updated by DTS with Data from CDE |
| Student Enrollment by Student Group | Updated by DTS with Data from CDE |
| Suspensions and Expulsions | Updated by DTS with Data from CDE |
| Average Class Size and Class Size Distribution (Elementary) | Updated by DTS with Data from CDE |
| Average Class Size and Class Size Distribution (Secondary) | Updated by DTS with Data from CDE |
| Teacher and Administrative Salaries | Updated by DTS with Data from CDE |
| CAASPP Results for All Students In Science – Three-Year Comparison | Updated by DTS with Data from CDE |
| CAASPP Results for All Students In Science – Most Recent Year | Updated by DTS with Data from CDE |
| CAASPP Results for All Students – Three-Year Comparison | Updated by DTS with Data from CDE |
| California Physical Fitness Test Results | Updated by DTS with Data from CDE |
| Federal Intervention Program | Updated by DTS with Data from CDE |
| Dropout Rate and Graduation Rate | Updated by DTS with Data from CDE |
| Completion of High School Graduation Requirements | Updated by DTS with Data from CDE |
| Courses for University of California and/or California State University Admission | Updated by DTS with Data from CDE |
| Advanced Placement Courses | Updated by DTS with Data from CDE |