

How to Create District and School Profiles

UCS Family Engagement Toolkit

Designed For

Program leads and Special Olympics liaisons.

Time Estimate

30 - 60 minutes.



Grow and Sustain
the UCS Program

Why would I use this tool?

This tool will guide you in the process of developing district and school profiles to better understand the local context of a school and its school district and what co-curricular and extra-curricular activities already exist at a school.

When should I use this tool?

Program leads can use this tool when considering districts and schools as candidates for UCS, when onboarding schools, or in combination with other family engagement resources such as Designing and Facilitating Inclusive UCS Leadership Team Meetings or Community Asset Mapping.

SO liaisons can use this tool as part of their strategic planning process at the start of the school year to help determine what UCS activities to focus on or in combination with other family engagement resources such as Designing and Facilitating Inclusive UCS Leadership Team Meetings or Community Asset Mapping.



How should I use this tool?

You can use this tool:

- to recruit a district or school for UCS based on its mission/values, number of students with disabilities, existing sports or clubs, etc.;
- to help the school-level SO liaison better understand the diversity of their school and district;
- to determine eligibility for funding;
- to help determine the kind of support or guidance a school may need with its UCS programming for family outreach and engagement;
- to help determine how your UCS Leadership Team can represent the different perspectives in the school community; and
- to support completion of a community asset map and help brainstorm school and community resources for UCS activities that may benefit the school's families.



Family Engagement Toolkit Resources

You may access **Designing and Facilitating Inclusive UCS Leadership Team Meetings** [here](#).

You may access **Community Asset Mapping** [here](#).

You may access **Communication Strategies for Family Engagement in UCS** [here](#).



How to Create District and School Profiles in 4-Steps

Combining school and district enrollment, demographic, and other information for school profiles will allow you to see both the context of the school and the broader context of the district it is situated in. This comprehensive view will aid strategic planning for UCS activities, schoolwide and community outreach and engagement, and partnered collaborations.

Step 1: Gather School Contact Information

- Record the school name, address, phone, and website URL.
- List names, phone numbers, and email addresses of the principal and either the UCS point of contact or potential point of contact.
- Link to the district and/or school calendar and include any notable breaks such as when the school year begins and finishes.

Step 2: Gather Data and Describe **District** Information

- Review data on the district and record the socioeconomic and demographic diversity of the community. This includes the number and percentage of students who participate in Title I and free or reduced lunch, and the number and percentage of students with disabilities.
- Include other features of interest such as geographic area, history, mission, and core values.



HOW DO I DO THAT?

District-level information can be obtained from 1) the school district's website, 2) the National Center for Education Statistics (NCES), and/or 3) the state's report card (for public schools):

1. Go to the 'About' section of the district's website to pull up information on students, languages, etc.
2. Go to the 'Public School Districts' page at [NCES](#), type in the name of the school district, go to the 'district demographics' section and select 'school district demographic dashboard.'
3. Go to the state report card by typing '(state name) state report card' into any browser. You should be directed to that state's department of education (DOE) website. Each state DOE page will be organized differently. Look for a district search function and pull up the district.

Step 3: Gather Data and Describe **School** Information

- Review data on the school and record a description that includes the socioeconomic, racial, and ethnic diversity of the community, including the percentage of students who participate in Title I and free or reduced lunch, and the number of students with disabilities.
- Include other features of interest such as geographic area, average distance that students live from the school and its history, mission, and core values.



Optional: Include a breakdown of students with disabilities by classroom setting (e.g., how many resource settings and how many self-contained settings). This information can help determine if the school already has an inclusive educational setting. You will likely need to obtain this information from school-level staff.



HOW DO I DO THAT?

School-level information can be obtained from the National Center for Education Statistics (NCES), the school district's website, the school's website, and/or the state's report card (for public schools):

1. Click [here](#) for NCES. This allows you to search for public schools.
 - Type in the name of the school and the city and state. Select 'search'.
 - Click on the hyperlink of the school you are looking for.
 - Scroll down the page to 'Enrollment Characteristics' and on the school's profile card, record the necessary details.
2. For information not available via NCES, go to the district's website and pull up the name of the school; this may take you directly to the school's website and/or provide a school profile.
3. Go to the school's website. Typically, information about the school is in the 'About' section of the website.
4. You can also go to the state report card by typing '(state name) state report card' into any browser. You should be directed to that state's department of education (DOE) website. Each state DOE page will be organized differently. Look for a school search function and pull up the school.

Step 4: List Co- or Extra-curricular Activities

- List the sports the school offers. If possible:
 - include contact information for each sport or the primary sports of interest, and
 - identify how many students with and without disabilities participate.
- List the clubs and other organizations the school supports. If possible:
 - include contact information for each club or the primary clubs of interest, and
 - identify how many students with and without disabilities participate.



SAMPLE SCHOOL PROFILE ¹⁰ [2022-2023]

School Name	North High School
School Address	2960 North Speer Blvd, Denver, CO 80211
School Main Line	720-423-2700
School Website	https://north.dpsk12.org/
School Principal	German Echevarría
UCS School Point of Contact	Joe Smith, Special Education Teacher
Contact Information	jsmith@example.edu; XXX-XXX-XXXX (cell); XXX-XXX-XXXX (school)

Notable Dates

- Tuesday is an early release day for students (1:00pm) for professional learning for teachers
- School year ends June 5th; click [here](#) for district calendar

School District Information (for 2022-2023)

Superintendent: Dr. Alex Marrero (since 2021)

Denver School District (DPS) is an urban school district and serves the educational needs of 89,213 students. Currently, the district consists of 207 traditional, innovation, and charter schools that follow a PK–5, 6–8, 9–12 grade-level configuration.¹¹

The student body is culturally diverse. DPS students and families speak over 150 languages, including Spanish, Arabic, Amharic, Vietnamese, Somali, French, Nepali, Eastern Farsi, Tigrigna, and Russian.¹² Over 40% of students speak a language other than English at home.¹³

Demographic Data¹⁴

GRADES PK-12							
Enrollment by Race/ Ethnicity	American Indian / Alaska Native	Asian	Black	Hispanic	Native Hawaiian / Pacific Islander	White	Two or More Races
	.6%	3%	14%	52%	.6%	25%	5%

¹⁰ Sample is based on an actual school district and school.

¹¹ Source: https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/4086/DPS/3501355/DPS-Strategic-Roadmap-Final_Web.pdf

¹² Source: <https://www.dpsk12.org/page/mission-and-vision>

¹³ Source: https://issuu.com/dpscommunications/docs/2023_roadmap_report_final_web

¹⁴ Source: Ibid



Free/Reduced-Price Lunch Eligible Students	63%
Gifted and Talented	8%
Students with Disabilities	13%

DPS Mission

"Educational equity is our collective responsibility. We prepare students for career, college and life. We create conditions and partnerships where students, families and team members belong and thrive."

DPS Values

Students First, Integrity, Equity, Collaboration, Accountability, Fun

School Information (for 2022-2023)

North High School opened in 1883. It is an urban, comprehensive, traditional neighborhood high school located in Northwest Denver and committed to ensuring all students are college and career ready. In 2022-23, it enrolled 1,637 students in grades 9-12.¹⁵

Demographic Data¹⁶

ENROLLMENT BY GRADE				
	9th	10th	11th	12 th
No of Students	487	383	361	406

ENROLLMENT BY RACE/ETHNICITY							
	American Indian / Alaska Native	Asian	Black	Hispanic	Native Hawaiian / Pacific Islander	White	Two or More Races
No of Students	18	21	92	1,089	7	353	57

ENROLLMENT BY GENDER		
	Male	Female
No of Students	848	789

¹⁵ Source: https://nces.ed.gov/ipeds/datacenter/ipedsdata/schoolsearch/school_detail.asp?Search=1&InstName=north+high+school&City=denver&State=08&SchoolType=1&SchoolType=2&SchoolType=3&SchoolType=4&SpecificSchlTypes=all&IncGrade=-1&LoGrade=-1&HiGrade=-1&ID=080336000389

¹⁶ Source: Ibid



FREE AND REDUCED LUNCH		
	Free lunch eligible	Reduced-price lunch eligible
No of Students	944	110

Co- or Extra-curricular Opportunities (for 2022-2023)¹⁷

- 93% of students participate in at least one club, activity, or sport.
- Nearly half of all students participate in at least one sport.
- North High School offered 24 competitive athletic teams and two club sports in 2022-23.

¹⁷ Source: <https://www.dpsk12.org/o/north/page/faqs>



SCHOOL PROFILE TEMPLATE [insert academic year]

School Name:

School Address:

School Phone No:

School Website:

School Principal:

UCS School Point of Contact:

[insert name and position]

Contact Information:

[insert phone and email]

Notable Dates:

District and/or School Calendar:

[insert link]

School District Information

Superintendent:

[District name] School District is **a/an** [urban, suburban, rural] school district and serves the educational needs of [# of students] students. Currently, the district consists of [total # of schools] schools — [# of high schools] high schools, [# of middle/junior high schools] middle schools and [# of elementary schools] elementary schools — utilizing a [insert grade-level configuration] grade-level configuration.

[add additional relevant information]

Demographic Data [add source as footnote or link]

GRADES [INSERT GRADE-LEVELS]							
Enrollment by Race/Ethnicity	American Indian / Alaska Native	Asian	Black	Hispanic	Native Hawaiian / Pacific Islander	White	Two or More Races

Free/Reduced-Price Lunch Eligible Students	
Gifted and Talented	
Students with Disabilities	



Mission [insert mission if relevant]

Core Values [insert core values if relevant]

School Information

The school opened in [insert date]. [School name] is a [insert type of school] school, enrolling [# of students enrolled] students in grades [insert grades served]. [add source as footnote or link]

Demographic Data [add source as footnote or link]

ENROLLMENT BY GRADE						
No of Students						

ENROLLMENT BY RACE/ETHNICITY							
	American Indian / Alaska Native	Asian	Black	Hispanic	Native Hawaiian / Pacific Islander	White	Two or More Races
No of Students							

ENROLLMENT BY GENDER		
	Male	Female
No of Students		



FREE AND REDUCED LUNCH		
	Free lunch eligible	Reduced-price lunch eligible
No of Students		

INSTRUCTIONAL PROGRAM SERVICE TYPE		
	Gifted and Talented	Special Education
No of Students		

Mission [insert mission if relevant]

Core Values [insert core values if relevant]

Co- or Extra-curricular Opportunities [insert co- or extra-curricular activities]

NOTES



Special Olympics
**Unified Champion
Schools®**

Special Olympics Unified Champion Schools®
Family Engagement Toolkit

For questions or comments about the Toolkit, please contact:

ucs@specialolympics.help