CRDC
Civil Rights Data Collection

NEW USER STARTER GUIDE

Contents

Purpose

Welcome to the Civil Rights Data Collection (CRDC) New User Starter Kit. This toolkit is designed to provide all entities and users with the information they need to begin their data collection and submission process in the CRDC data submission system. Please note, this document is not a substitute for other forms and instructions found on the Civil Rights Data Collection Resource Center website (https://crdc.communities.ed.gov/#program). Rather, this is intended to be a supplemental tool that will assist schools and local educational agencies (LEA) to begin their data collection and submission process.

Introduction to The Civil Rights Data Collection

What is the purpose of the CRDC?

The purpose of the U.S. Department of Education's (Department) CRDC is to obtain data on key education and civil rights issues in our nation's public schools, including student enrollment and educational programs and services, disaggregated by race/ethnicity, sex, English learner (EL), and disability. The CRDC is a longstanding and important aspect of the Department's Office for Civil Rights (OCR) overall strategy for administering and enforcing the civil rights statutes for which it is responsible.

CRDC Authorization

The CRDC is a mandatory data collection, authorized under the following statutes and regulations:

- Title VI of the Civil Rights Act of 1964,

- Title IX of the Education Amendments of 1972,

- Section 504 of the Rehabilitation Act of 1973, and

- The Department of Education Organization Act (20 U.S.C. § 3413).

The regulations implementing these provisions can be found at 34 CFR 100.6(b); 34 CFR 106.71; and 34 CFR 104.61.

History of the CRDC

- The CRDC began in 1968.

- In 2000, the CRDC was conducted for every public-school district and public school in the country.

- The next 4 surveys (2002, 2004, 2006, and 2009-10) were conducted on a sample of school districts (approximately 7,000 LEAs and 90,000 schools).

- Starting with school year 2011-12, the CRDC returned to a universe collection, including every public-school district and public school in the country. The surveys for the 2013-14, 2015-16, 2017-18, and 2020-21 school years are universe collections. Note: ED recognizes the impact the Coronavirus (COVID-19) pandemic has had on SEAs, LEAs, and schools, beginning in March of the 2019–20 school year, in providing educational and support services to students and parents. To help inform ED's decision as to whether the 2019–20 CRDC should take place as scheduled, ED considered the many COVID-19 related challenges SEAs, LEAs, and schools are faced with, the numerous CRDC inquiries ED received from LEAs, and the input ED received from several pertinent stakeholders. Based on this feedback, ED has decided to shift the 2019–20 CRDC to the 2020–21 school year.

CRDC Data

How are the data used?

- The CRDC provides valuable information about access to educational opportunities in our nation's public schools that is used by OCR and other program offices.

- The data collected by the CRDC plays a pivotal role in assisting policymakers, researchers, and others in the education community.

How can the CRDC data be accessed?

- Following the close of each survey, the data are made available to the public at ocrdata.ed.gov. Data are currently available for survey years 2000, 2004, 2006, 2009-10, 2011-12, 2013-14, 2015-15, and 2017-18. Once the data from the 2020-21 collection are finalized, they will be made available to the public.

- LEAs may also request a copy of the flat file on the OCR data website (http://ocrdata.ed.gov/RequestFlatFile). LEAs will need to complete and send their request form to OCR to receive a DVD containing the CRDC data, including data from their district.

Data Quality

What is data quality?

- The quality of the CRDC data is affected by completeness, validity, and reliability.

- LEAs and their schools must participate to their fullest extent in the survey and ensure that all required information is provided in the required timeframe.

- It is equally important that LEAs make sure that their data are accurate, free of errors, and that all warnings are properly addressed.

- Reliability speaks to a factor of consistency among the data LEAs submit for a specific school year, as well as data from a previous collection compared to that in the current collection. LEAs should be aware of the data reported for the previous collections and be able to identify concerns of inconsistency between their previous submission and current submission. For instance, an LEA that reported 100 students enrolled in Algebra I for the previous submission, but for the current submission reports 1,000 students enrolled in Algebra I should be concerned of the inconsistency and explore whether there is an error in the reporting of the data.

How can LEAs make sure that their data meets high data quality standards?

- To assist LEAs in their endeavor to provide high quality data, the CRDC includes edit checks, which are embedded in the data submission system, that detect incompleteness and inconsistencies in reported data. These edit checks, also known as business rules, are performed automatically by the data submission system as data entered. As data are entered, the tool will generate errors or potential errors (warnings). The user can review and resolve these errors or warnings as they input data or once they have entered all their data. The Submission System User Guide will be of great assistance in helping LEAs to navigate the tool and address their warnings and errors. (**The user guide will be posted to the CRDC Resource Center website when it becomes available.**)

- To be sure that LEAs are reporting high quality data, LEAs must review their data with scrutiny and pay attention to how they are reporting their data. Establishing a review process among staff involved in reporting is key to a successful review. It is recommended that once a LEA has 100% completed each section of the survey, they should designate at least one person to review each section prior to certifying their data.

- To address accuracy and reliability, LEAs are encouraged to look for outliers in their data. This means to identify areas of concern such as: unlikely counts (either too large or too small), and checking identifier questions for accuracy (e.g., Are you sure you did not provide a preschool program? Are you sure that you did not have any students enrolled in grades 9-12.

- Data tips and other useful technical assistance documents are posted on the CRDC Resource Center website (https://crdc.communities.ed.gov/#program). The Partner Support Center (PSC) anticipates adding more documents to its library of data tips and other useful documents throughout the collection. Data tips on a number of topics include, but are not limited to, the following:
  - Single-Sex Interscholastic Athletics
  - Duplicated and Unduplicated Student Counts
  - Race and Ethnicity Reporting
  - How to Calculate Staff FTE
  - CRDC Zeroes, Null, and NS

Structure of the CRDC

Data Reference Points:

CRDC data are typically reported based on two different points in time:

- Enrollment and placement data as of the fall snapshot date, October 1, 2020 (or the closest day to October 1). Please note that students with disabilities (IDEA) are reported as of the district's IDEA child count date or the fall snapshot date.

- Cumulative data are reported based on the entire 2020-21 school year.

Two Levels of Data

The CRDC collects data at two different levels:

- LEA or District Level

- School Level

Please note that the LEA-level data are not an aggregate of the school-level data. Also, please note that all public LEAs are required to submit LEA-level data and school-level data for each school within the LEA.

User Roles

The CRDC recognizes three distinct LEA user roles. These user roles determine everyone's responsibilities and expectations during the collection.

1. **Superintendent:** This role should be filled by the LEA's superintendent. If the LEA is a charter school, then this role should be filled by the individual who performs the duties most similar to that of a superintendent (e.g., CEO). It is the LEA superintendent's responsibility to ensure that the data are submitted and certified by the due dates. However, it is at the superintendent's discretion to decide whom to delegate the responsibility for collecting the information.

2. **Principal Contact Person (PCP):** Ideally, the PCP is the person who completes the survey or the person who is coordinating the data collection activities. The PCP should be someone who can forward all pertinent information regarding the survey such as deadlines and information updates and can act as the liaison between the LEA and OCR. Examples of previously listed PCPs: Superintendents, assistant superintendents, members of student services, information technology staff, human resources staff, or personnel who manage student information system.

3. **Alternate Contact Person (ACP):** This person will receive all correspondence concerning the CRDC. Usually, the ACP will assist with various tasks in relation to the collection but does not have the specific responsibilities of the PCP or Superintendent.

Phases of The Collection

Pre-Collection Phase Activities

In this phase of the collection, LEAs will begin to prepare to submit data for the CRDC. The first step is to complete the Registration; LEAs will update and verify their LEA profiles, which consists of contact information and a list of schools. After the Registration task, LEAs will begin to collect their LEA- and school-level data for the 2020-21 school year.

- During the registration (first) phase, it is essential that each LEA provide/verify their LEA profile information, including contact personnel and school identification. The superintendent must complete the requested profile update or promptly provide this information to the designated office or staff person who will be responsible for responding to the survey.

The purpose of the CRDC Registration is two-fold:

1. Gather contact information from districts for future updates about the CRDC; and

2. Provide a list of schools for each district to review and update as needed.

The CRDC Registration is not the actual Civil Rights Data Collection, but it is a critical preparation step that is required of every district. The CRDC Registration is separate from the survey and on a different schedule than the survey.

All previously identified Superintendents, Primary Points of Contact and Alternate Points of Contact will receive an email containing their username and web link to verify their account and create a password in the CRDC submission system.

It is extremely important that all information be current and correct. The users listed will receive all information regarding the CRDC, and the schools listed will be expected to be reported by the LEA. If your LEA has not verified its user contact information and school list during registration, then please contact the CRDC PSC as soon as possible. PSC contact

information is listed below in the contact support section of this guide.

During the pre-collection phase, LEAs should begin collaborating with their state educational agency (SEA). It is important that LEAs know the role of their SEA, and the extent to which their SEA will be involved in their submission process.

Planning and Preparation

All data elements and questions can be found in the LEA Form and School Form (located on the CRDC Resource Center website: https://crdc.communities.ed.gov/#program). To prepare for the collection, LEAs should review all elements and identify their local data source.

LEAs should utilize the pre-collection tools located on the CRDC Resource Center website to assist them with their preparation. Please find brief descriptions of the pre-collection tools below:

- **CRDC School Form** This document is designed for school-level data elements and includes all the instructions and definitions needed in order to collect the correct data for each question.

- **CRDC LEA Form** This document is designed for LEA-level data elements and includes all of the instructions and definitions to correctly collect the data for each question.

- **CRDC School Form Worksheet** This document is a resource for LEAs to collect their school-specific data.

- **CRDC LEA Form Worksheet** This document is a resource for LEAs to collect their LEA-specific data.

- **CRDC LEA-Level Table Layout** This document is specifically designed for LEA-level data elements and includes the corresponding table layouts for those elements.

- **CRDC School-Level Table Layout** This document is specifically designed for school-level data elements and includes the corresponding table layouts for those elements.

- **Excel Template Instructions** A list of instructions based on how to complete the LEA Form template and the School Form template.

   - <u>**Excel Template LEA Form**</u> This document is a resource for LEAs to input their LEA-specific data.

   - <u>**Excel Template School Form**</u> LEAs can use this document to enter school-specific information. The template has 10 columns for entering data for up to 10 schools. (*An LEA with more than 10 schools may use additional template documents to accommodate their needs—there is no limit to the number of templates an LEA may use).*

- **List of Elements (Flat File Specifications**) This Excel document contains the complete list of the 2020-21 CRDC data elements that LEAs are required to submit. The Flat File Specifications assist LEAs in formatting their CSV file for submission.

- **Flat File Submission Instructions** This document contains a list of instructions that describe how LEAs use the Flat File Submission option and a list of parameters for each 2020-21 data element.

Please note that links to the documents described above can be found in the PSC Document Guide section of this document.

Collection Phase Activities

In this phase of the collection, LEAs will be able to begin uploading and submitting their data. When the submission system is officially available, there will be an official user guide document available on the CRDC Resource Center website. Please find a brief overview of the collection phase below.

Collection Phase Timeline

The CRDC submission system for the 2020-21 school year will open on **December 13th, 2021** to all LEAs and SEAs assisting their LEAs with the 2020-21 school year data submission. In previous years the tool had staggered open and close dates based on region to ensure system performance was maintained. Please note the Office for Civil Rights (OCR) continues to make enhancements to the CRDC Data Submission System and a staggered open is no longer needed.

- All LEAs and SEAs assisting their LEAs will have the standard 75 calendar days and must submit their data by the **February 28th, 2022** close date.
- SEAs and large LEAs should request access from the PSC to access 'Pilot' to test their files. SEAs and LEAS must refrain from submitting test files in the production.
- SEAs submitting data on behalf of their LEAs should communicate the following with their LEAs:
  - What data they are submitting
  - When they are ready for the LEA to review/submit

On the submission system opening date, all registered Superintendents, PCPs, and ACPs will receive an email containing information regarding their login rights and a link to verify their accounts in the submission tool. **(*Please note the section above describing CRDC user roles)*** To avoid the misplacement of CRDC correspondence, it is strongly advised that users add the following internet domain names to their trusted senders list:

- @ed.gov
- @edlistservs.org
- @aemcorp.com

The Submission System

The core purpose of the CRDC submission system is to report data relevant to the CRDC survey instrument. This can be done in two ways:

- By using the online forms for data entry provided within the tool itself; and/or
- By uploading files in comma-separated value (CSV) format.
- LEAs may opt to use one method or the other, or to combine the two, reporting some data one way and some data the other way.

All data reported by either online data entry or file upload go to the same data repository and are reflected in the online data entry and other reports.

For users to gain access to the tool, they must use a registered email address and a current password. To obtain a registered email address and a current password, an administrator will first create a CRDC account for the user's email address. This will result in the new user receiving an email informing him/her that a new CRDC account has been created.

Once a user has entered a valid email and password combination, he/she will be brought to the homepage of the tool.

- From this point, the Submission System User Guide will be of great assistance in helping LEAs to navigate the tool and address their warnings and errors. **(*The user guide will be posted to the CRDC Resource Center website when it becomes available.*)**

To proceed to final certification of an LEA's data submission, all required data fields must be submitted for both the LEA form and the related school form, and no errors may exist for any data submitted that have not been explained.

Please note that to complete the certification process, it is required that the submission be certified by the LEA's superintendent.

Post-Collection Activities

The Post-Collection phase is comprised of improvement activities performed after the CRDC collection closes. Post-Collection activities include:

- Extensive data quality review of certified data,
- Outreach and corrections to data,
- Gathering feedback from LEAs, and
- Identification of strategic improvements in the processes or technology supporting the CRDC.

CRDC Resource Center Website Navigation Guide

The Civil Rights Data Collection Resource Center is an interactive, online platform that provides CRDC participants (e.g., LEAs; some SEAs that voluntarily provide CRDC data on behalf of their LEAs) easy access to a range of technical assistance products and resources, and allows users to quickly navigate to more detailed information and additional resources.

Homepage

The CRDC Resource Center homepage contains two major sections:

1. Announcements
2. CRDC Phases (interactive resources graphic)

The contact information for the CRDC PSC is located on the homepage. It is visible on every page of the website and is linked to the Contact PSC Email form.

There are two blue buttons linked to the **Submission System** (external website) and to **Search Resources** page on the website.

In the upper middle is the "**Announcements**" section. The PSC posts important information and updates in this section.

Users may use the scroll bar located on the right in announcements section to read previous announcements.

Below the Announcements section, is a **CRDC Phases interactive graphic** that allows you to hover over a phase's colored title box to access instructions, and other guidance documents associated with that phase. Note some documents may be applicable for multiple phases.
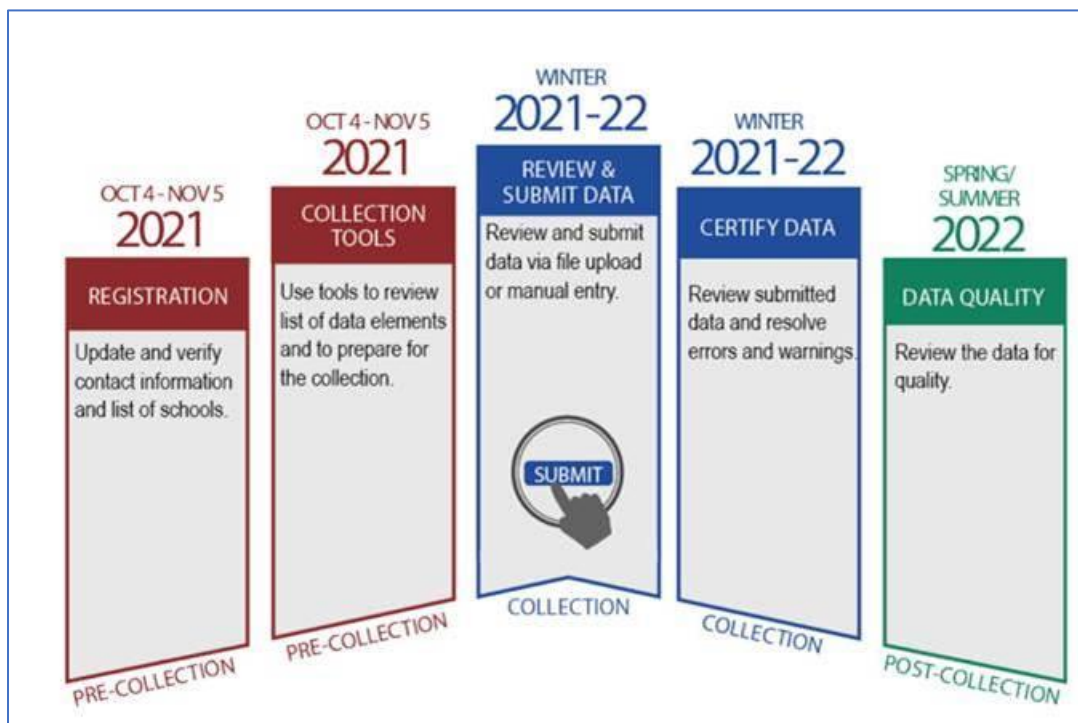
Getting Started Page

This page contains technical assistance documents which provide a foundational overview of the Civil Rights Data Collection and the tools and resources needed to begin the data collection and submission process into the CRDC Submission System.

The Getting Started Page contains two major sections:
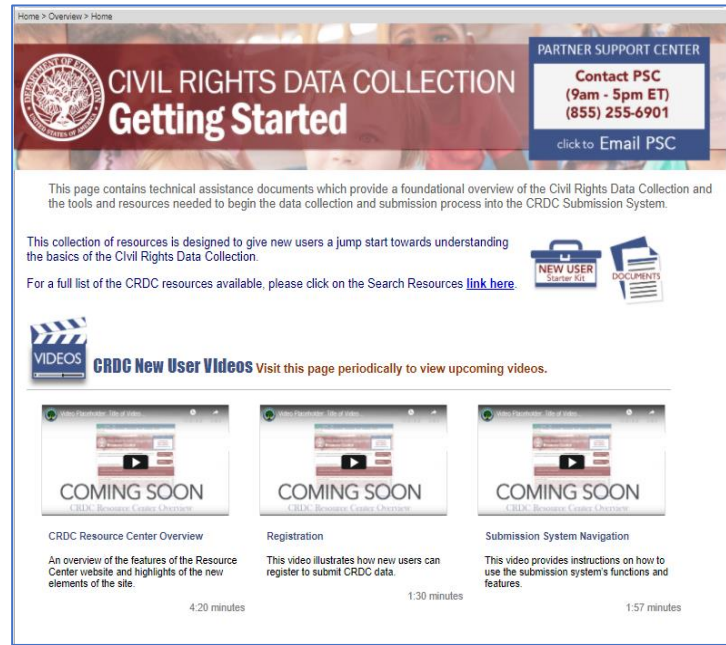
- New User Videos

- New User Documents

On the homepage is the **Contact information** for the CRDC PSC in the top right-hand corner. It is visible on every page of the website and is linked to the Contact PSC Email form.

New User Videos illustrate and provide instruction for using the CRDC Resource Center, completing an LEA Registration and navigating the submission System.

CRDC New User Documents highlight the suggested documents someone new to the CRDC should review first. For a full list of the CRDC resources available, please click on the Search Resources link [here](#).

Search Resources Page

The Search Resources Page contains a 'Resource Locator' table to quickly find resources. The Resource Locator is a repository of all available technical assistance and collection documentation.

Narrow searches by clicking column headers to filter and arrange information. Filter by Survey Year (SY), Document Type, LEA & SCH Form Level, or by Module to narrow your search.

Enter KEYWORD Search allows you to search for documents using single words such as "Discipline" or "Harassment".

Find tools such as the LEA form, school form, and the LEA and school table layouts to assist you with collecting and storing your data.

Access technical assistance and guidance resources to ensure that the data you are collecting is up to date and accurate.

Access and download the flat file specifications or the Excel templates here.

Training Videos

This page contains technical assistance videos which provide step-by-step guidance to assist with the Civil Rights Data Collection process. These videos provide guidance for using the tools, submitting data and completing data submission using the CRDC Submission System.

The Training Videos page consists of three expandable sections:

▪ Getting Started/New Users

▪ Modules
   o LEA Level
   o School Level

▪ Technical & Administrative

Getting Started/New Users

These videos are designed to familiarize new users with the collection. New users will learn about the Civil Rights Data Collection, how to register, how to use the submission system and how to navigate the CRDC Resource Center.

Modules

These videos provide guidance about the individual modules which are most useful when coupled with the local education agency's (LEA) specific data quality spreadsheet.

Technical & Administrative

These videos provide technical and administrative guidance including submission system navigation assistance, troubleshooting, and template and flat file support.

CRDC
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Contact PSC Page

The CRDC Resource Center website has several helpful documents and other tools that can support your LEA's collection process. but if you have additional questions, concerns, or feedback regarding the CRDC process, you can contact Partner Support Center (PSC) between 8 a.m. – 6 p.m. ET. Outside of these hours or on federal holidays, you can leave a voice message for the PSC. Also, note that emails are accepted at any time and can be submitted using the automated PSC email form.

Ways to contact the PSC:

Telephone: 1-855-255-6901

Email: CRDC@aemcorp.com

Email Form

Contact PSC
Home > Overview > Home

CIVIL RIGHTS DATA COLLECTION
PSC EMAIL FORM

For assistance, please complete the PSC Email Form below:

- Select the State before choosing the LEA or Agency Name.
- To find th LEA or Agency Name, try entering a keyword in the field.
- Having trouble? Please contact the PSC via phone (855) 255-6901 or email at crdc@aemcorp.com

* Requester Name:

* Requester Email:

* Call Back Number:
555-555-5555   Ext:

* State: Please select
Vendors/Researchers should use "Vendor" or "Researcher" for State code

* LEA or Agency Name: Please select

Location: City:
If inquiring about multiple LEAs, check the box and list the LEAs in the Work Order Description ☐

CRDC Topic Area or Modules (if applicable, up to 5 inquiries):

Inquiry 1:   Please select LEA or School Form Type   Please select Module Type

Issue Summary:
(if applicable)   Choose an Item.

* Work Order Description:
Please provide a detailed description of your problem or reason for contacting Partner Support Center.

Attachments: ⬆ Upload   Max Attachment Size 25MB (if larger, send zip file)

Submit   Cancel

Please note that there is no need to contact the PSC multiple times-. Additional outreach attempts will result in a delayed response.

Quick Links

CRDC Resource Center	https://crdc.communities.ed.gov/#program
OCR Reporting Site	https://ocrdata.ed.gov/
NCES- Public School Search	https://nces.ed.gov/ccd/districtsearch/
CRDC Submission System	https://surveys.nces.ed.gov/CRDC/

CRDC Acronyms

Common CRDC Terminology

Abbreviation	Definition
ACP	Alternate Contact Person (second contact person for CRDC)
AP	Advanced Placement
AYP	Adequate Yearly Progress
BOCES	Board of Cooperative Educational Services
CCD	Common Core of Data
CRDC	Civil Rights Data Collection
CSV	Comma-separated Values file
DAEP	Disciplinary Alternative Education Program
ED	Department of Education
ED*Facts*	U.S. Department of Education (ED) initiative to collect, analyze, and promote the use of high-quality, pre-kindergarten through grade 12 data
EL	English Learner formerly referred as ESL (English as a Second Language)
ESSA	Every Student Succeeds Act
FAQ	Frequently Asked Questions
FTE	Full Time Equivalent
GED	General Educational Development
HiSet	High School Equivalency Test
IB	International Baccalaureate Diploma Programme (IBDP)
IDEA	Individuals with Disabilities Education Act

Abbreviation	Definition
JJ	Juvenile Justice
JJAEP	Juvenile Justice Alternative Education Program
LEA	Local Education Agency
NCES	National Center for Education Statistics
NCLB	No Child Left Behind
PCP	Principal Contact Person or Primary Contact Person for CRDC
PSC	Partner Support Center
RESA	Regional Education Service Agency
OCR	Office for Civil Rights
OMB	Office of Management and Budget
RSO	Resource Officer
SY	School Year
TK	Transitional Kindergarten (AKA preschool)
UG	Ungraded

CRDC Module Acronyms

LEA Level	
SSPR	Students, Schools, & Programs
CRCO	Civil Rights Coordinator/Desegregation Plan
HIBD	Harassment & Bullying
DSED	Distance Education
HSEE	High School Equivalency Exam
School Level	
DIND	COVID-related Directional Indicators *New and Required for 2020-21!*
SCHR	School Characteristics
PSCH	Preschool
ENRL	Enrollment
PENR	Program Enrollment (Gifted & Talented, Dual Enrollment, Credit Recovery)
COUR	Courses & Classes
APIB	Advanced Placement (AP) & International Baccalaureate Diploma Programme (IB) Enrollment
EXAM	SAT/ACT & Advanced Placement (AP) Exams
STAF	School & School Support Staff
SECR	School Security Staff
RETN	Retention
ATHL	Single-Sex Interscholastic Athletics

DISC	Student Discipline (Suspension, Expulsion, Corporal Punishment)
ARRS	Student Discipline (Referrals to Law Enforcement & School-Related Arrests)
OFFN	Offenses
HIBS	Harassment & Bullying
RSTR	Restraint & Seclusion
EXPD	School Expenditures (Personnel and Non-Personnel) *Dropped for 2020-21!*
JUST	Justice Facilities
INET	Internet Access and Devices