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Civil Rights Data Collection (CRDC) Prep

MPAAA Fall Conference 2023
Rob Dickinson, Executive Director



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CRDC Prep

Agenda

- How We Got Here
- Additions & Deletions
- Collection Overview
- Collection Methods
- Collection Concepts
- The Items – District Level
- The Items – Building level

Questions



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CRDC Overview

- U.S. Department of Education (USED) Office of Civil Rights (OCR)
- Authorized by:
 - Civil Rights Act of 1964 (Title VI)
 - Education Amendments Act of 1972 (Title IX)
 - Rehabilitation Act of 1973 (Section 504)
 - Dept. of Ed. Organization Act (20 USC 3413)
- Regulatory Lookups:
 - 34 CFR 100.6(b)
 - 34 CFR 106.71
 - 34 CFR 104.61



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CRDC Overview

- First Collection (paper) in 1968
- 2000, all School Districts and public Schools in US
- Then, went to sample survey, roughly 7,000 Districts through 2009-10
 - 2 year survey: part 1 one year, part 2 the following year
- 2011-12 – Returned to universal collection, every other year
- Every school district and public school in nation
 - Part 1, part 2 now collected at the same time
- Data from past collections available at ocrdata.ed.gov



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CRDC Overview

- Every District & School
- Uses NCES district and building codes to ID data
 - National Center for Educational Statistics
- 7 digit District code, 12 digit building
- Example: Alger Middle School, Grand Rapids Public
 - District code: 2616440
 - Building code: 261644008575 (use whole 12 digits)
- Online lookup utility:
 - <https://nces.ed.gov/ccd/schoolsearch/>
- Also listed in EEM (Educational Entity Master)



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CRDC Timelines

- 2017/18 Collection
 - Opened for collection February 2019
- 2019/20 Collection
 - Canceled due to covid
- 2020/21 Collection
 - Off year collection - was open December 13, 2021 to 2/28/22
- **21/22 Collection**
 - Resume old cycle, so collecting 2 years in a row
 - Will be based on Fall 2021 count day
 - Was supposed to be collected in winter 22/23
 - Collection delayed until winter 23/24
- 2023/24 will be next collection afterward
 - 23/24 collection will be based on fall 23 count date
 - Need to juggle 2 data sets at the same time
 - Collected in winter 24/25? 25/26? Who knows!



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CRDC Timelines

21/22 Collection

- Collection Website:
<https://crdc.communities.ed.gov/#program>
- Any changes in reporting staff AFTER 6/30/23
Registration period closed:
<https://crdc.communities.ed.gov/?p=crdc#program/contact-psc>



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CRDC Overview

21/22 Collection

- Data from fall 2021 General Collection
- Scheduled to open ?????
- Scheduled to be open 75 days
- Will get VERY congested. Slow towards the end of the collection
 - This is not Amazon, they DO NOT have enough servers!
- **Theme for the day – DON'T WAIT!!!**



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Additions & Deletions

21/22 Collection – Changes from 20/21

Restoring previously removed questions:

- 2 questions on preschool (Required)
 - Number of preschool students who received one out-of-school suspension (disaggregated)
 - Number of preschool students who received more than one out-of-school suspension (disaggregated)

- (LEA) – *Reported for District as a whole*
- (Building) – *Reported for each building in the District*
- (Disaggregated) – *Reported for each building, broken out*



Additions & Deletions

21/22 Collection – Changes from 20/21

Restoring previously removed questions:

- 14 optional questions
 - Number of EL students enrolled in EL programs (disaggregated)
 - Whether the LEA provided early childhood services in LEA or non-LEA facilities to non-IDEA children from birth to age 2 years (LEA)
 - Whether preschool is provided to: all students, students with disabilities (IDEA), students in Title I schools, students from low income families (LEA)
 - Whether preschool serves non-IDEA students, by age range (LEA)
 - Whether the school's preschool program serves non-IDEA students, disaggregated by age (building)
 - Preschool length offered (full-day, part-day) and cost (free, partial/full charge) (LEA)
 - Kindergarten length offered (full-day, part-day) and cost (free, partial/full charge) (LEA)



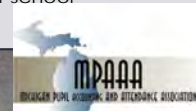
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Additions & Deletions

21/22 Collection – Changes from 20/21

Restoring previously removed questions:

- 14 optional questions
 - Number of students (grades 9-12) who participate in at least one credit recovery program (building)
 - Number of students enrolled in at least one AP course (disaggregated)
 - Number of FTE first-year teachers (building)
 - Number of FTE second-year teachers (building)
 - Number of FTE teachers absent more than 10 school days (building)
 - Number of teachers employed at the school during the 2021–22 regular school year (building)
 - Number of teachers employed at the school during both the 2020–21 regular school year and the 2021–22 regular school year (building)



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Additions & Deletions

New and REQUIRED for 2021/22 Collection

- Amount of remote instruction provided by teachers (building)
- Percentage of students who received remote instruction (building)
- Number of students in grades 9-12 who participated on interscholastic athletics sports teams (disaggregated)
- Number of students ages 3-5 years enrolled in preschool (disaggregated)
- Number of students in preschool who were ELs (disaggregated)
- Number of EL preschool students enrolled in EL programs (disaggregated)
- Number of preschool students with disabilities served under IDEA enrolled in preschool (disaggregated)
- Number of preschool students with disabilities served under Section 504 only enrolled in preschool (disaggregated)



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Additions & Deletions

New and OPTIONAL for 2021/22 Collection

- Non-Binary – Added as a new form of disaggregation
 - Most, but not every disaggregated question
 - Only report if you are already collecting ALL data this way
 - NOT foreseen in State-level collections (CEPI, MDE)
 - DO NOT PARTIALLY REPORT! System will throw errors
 - Report all, or none!



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Additions & Deletions

New and OPTIONAL for 2021/22 Collection

- Number of documented shooting incidents that occurred at school (building)
- Number of documented incidents of students, faculty, or staff deaths as a result of a homicide (building)
- Number of reported allegations of harassment or bullying of K-12 students on the basis of gender identity (building)
- Whether an LEA has a written policy or policies prohibiting harassment or bullying of students on the basis of: sexual orientation; gender identity; or religion (LEA)
- Web link to policy or policies prohibiting harassment or bullying of students on the basis of: sexual orientation; gender identity; or religion (LEA).



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Additions & Deletions

New and OPTIONAL for 2021/22 Collection

- Number of data science classes in grades 9-12 (building)
- Number of students enrolled in data science classes in grades 9-12 (disaggregated)
- Number of students who needed Wi-Fi enabled devices from the school for student learning use (building)
- Number of students who needed a Wi-Fi hotspot from the school for student learning use (building)
- Number of students who received Wi-Fi enabled devices from the school for student learning use (building)
- Number of students who received a Wi-Fi hotspot from the school for student learning use (building)
- Number of FTE teachers certified/licensed/endorsed in specified areas (mathematics, science, English as a second language, special education) (building)
- Number of teachers employed at the school during the 2021–22 regular school year (disaggregated)



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Additions & Deletions

REMOVED from the 2021/22 Collection

- Number of preschool students who received one or more out-of-school suspension (disaggregated by race, sex, disability-IDEA, EL)
- Number of student participants on single-sex interscholastic athletics high school sports teams (with males only; with females only)
- Number of Algebra I classes in grades 7-8 taught by teachers with a mathematics certification
- Number of students enrolled in Algebra I in grade 7
- Number of students who passed Algebra I in grade 7
- Number of math classes in grades 9-12 taught by teachers with a mathematics certification (Algebra I, Geometry, Algebra II, Advanced math, Calculus)
- Number of science classes in grades 9-12 taught by teachers with a science certification (Biology, Chemistry, Physics)
- Number of computer science classes in grades 9-12 taught by teachers with a computer science certification.



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CRDC Overview

2021/22 Collection – Who you report

- Buildings
 - Report the school if they have students in attendance regularly for more than 50% of the school day
- Students
 - Report all students for with you provide the greatest part (typically over 50%) of their education
 - Cooperative ed students – you can decide who reports, Districts with >50% is SUPPOSED to report
 - DO NOT ASSUME – talk with your partner districts to make sure you are all on the same page



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CRDC Overview

Good news vs Bad news

- First, the bad news
 - BIG collection
 - District data – roughly 250 data points
 - Building data – up to 1,500+ data points ON EACH BUILDING depending on grades and programs
 - Rules conflict, offer you the chance to admit, without warning, to violations of federal and state law
 - Internal consistency checks are VERY aggravating
 - Everything that can add up , must add up, or errors occur
 - Online forms – EVERY district in US will use at same time
 - File submission MUCH preferred



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CRDC Overview

Good news vs Bad news

- The Good news
 - Online submission is NOT the only way to go
 - 1 school – MIGHT want to use online
 - DO so VERY EARLY in the collection timeline
 - If AT ALL possible, use SMS developed reports, Excel templates, data files to complete most data
 - Use online to check completeness, consistency checks, fill in non-enrollment data (expenditures, staff, etc.)



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CRDC methods

Online Submission

- Every user must have a login
- Official Point of Contact (POC) designated with OCR
- All communications flow through that person, can give rights to others
- POC designated this summer (AWS collection)
- Don't know – call CRDC helpdesk
 - (855) 255-6901 (9 – 5 Eastern)
 - <https://crdc.communities.ed.gov>
- Logins and web address for collection will be sent from OCR to POC users



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CRDC methods

CRDC Online Portal

- <https://crdc.communities.ed.gov>
- Links to all needed information, resources & system access
- Banners – hold mouse over to see additional links
- Approximate dates are shown on banners as well
- Best resource to get through all this!



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Program: [Home](#) | [Getting Started](#) | [Search Resources](#) | [Training Videos](#) | [Contact PSC](#) | [Survey Modules](#)

Home

Home > Overview > Home



CIVIL RIGHTS DATA COLLECTION RESOURCE CENTER

PARTNER SUPPORT CENTER

Contact PSC
(9am - 5pm ET)
855 255-6901

[click to Email PSC](#)

The Civil Rights Data Collection (CRDC) Partner Support Data Center (PSC) welcomes you to the CRDC Resource Center! This website contains resources for the CRDC, such as planning and preparation guides to assist in collecting and submitting your data, data tips, and CRDC data submission tool training documents. Click the buttons below for more information to get started.

**SUBMISSION
SYSTEM**

**SEARCH
RESOURCES**

**CRDC
ROUNDTABLE DISCUSSION**
8/8/2023

[click here for presentation](#)

RECORDING COMING SOON

HELPFUL VIDEO RESOURCE



[Click to access the CRDC Resource Center Overview video](#)

ANNOUNCEMENTS [scroll for additional announcements](#)

August 19, 2023

Online Registration for the 2021-22 CRDC officially closed on Friday, June 30, 2023. Please continue to provide updated LEA contact information by contacting the CRDC Partner Support Center. Use the [PSC Email Form located here](#).

At this time, OCR anticipates that the CRDC data submission system will open Winter 2023 for LEAs to submit their data for the 2021-22 CRDC.

Those LEA contacts identified as Supt, PCP and ACP will receive emails when the exact date is made available for data submission.

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May 15, 2023

THE CRDC REGISTRATION IS A REQUIRED STEP AND MUST BE CONDUCTED EVEN IF YOU ALREADY PROVIDED CONTACTS PREVIOUSLY.

Registration for the 2021–22 Civil Rights Data Collection is Open!

Registration opened on Monday, May 15 and closes on Friday, June 30, 2023. The Registration window for the 2021-22 CRDC is conducted directly in the submission system. To learn more about the process, view the "Registration" page.

CRDC PHASES

Hover over a phase's colored title box to access instructions and other guidance resources associated with that phase.

May 15 - June 30
2023

REGISTRATION

Update and verify contact information and list of schools.

Collection overview
Submission tool guides
Which schools to report
School/LEA forms

PRE-COLLECTION

SUMMER/FALL
2023

COLLECTION TOOLS

Use tools to review list of data elements and to prepare for the collection.

School/LEA forms
Flat file submission
Survey tool guides
Excel templates
Data elements

PRE-COLLECTION

WINTER/SPRING
2023-2024

REVIEW & SUBMIT DATA

Review and submit data via file upload or manual entry.

SUBMIT

COLLECTION

WINTER/SPRING
2024

CERTIFY DATA

Review submitted data and resolve errors and warnings.

Action plans
Reviewing data

COLLECTION

SPRING/SUMMER
2024

DATA QUALITY

Review the data for quality.

Data quality manuals

POST-COLLECTION

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Which schools to report
School/LEA forms

PRE-COLLECTION

Excel templates
Data elements

PRE-COLLECTION

COLLECTION

COLLECTION

POST-COLLECTION

QUICK LINKS

- OCR Data
- LEA ID Finder
- OCR Legislation
- OCR Contacts
- U.S. Dept. of ED

NEW USERS

- Getting Started
- New Users Guide
- New User Videos

WORKGROUPS

- North Carolina
- SEA Engagement

Please email [Molly Hash](#) to join one of these two workgroups.

CRDC Calendar

Calendar

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Upcoming Events

Featured Events

Previous Events

Tweets from @EDcivilrights

Nothing to

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System Downloads

Student Management Systems

- May have download/reporting functions
- See SMS documentation for any assistance
- BEWARE!
 - Keep in mind you are reporting data from fall of 2021, not this last fall!
 - Don't report the wrong year
 - You also need to capture fall of 2023 for the NEXT CRDC
- May need to restore old data
- Use training or testing environments while working with old data



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Excel Templates

- Provided by OCR (21/22 format NOT YET AVAILABLE)
- Allows data collection offline
- Includes definitions, error checking as data is collected
- Enter data in form, export as flat file for CRDC submission
- Shows you what you DON'T have to submit
- Direct from CRDC on portal
- May be frequent updates, look for updates



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Flat files

- You can create you own files to submit
- Comma Delimited file (CSV)
- District (LEA) file – 2 lines
 - 1st line – data labels, 1st item MUST be LEA_ID
 - 2nd line – data, 1st item MUST be NCES ID for District
- After 1st column, any label, in any order
- Use “LEA Level Table Layout” document on the portal for data labels



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Flat files

```
Untitled - Notepad
File Edit Format View Help
LEA_ID,LEA_BUILDINGS,LEA_CRCOORD_SEX_FN
2606440,53,"William"
```



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Flat files

- You can create your own files to submit
- School file – 2+ lines
 - 1st line – data labels, 1st item MUST be BUILDING_ID
 - 2nd line – data, 1st item MUST be NCES ID for 1st Building
 - 3rd line – data for 2nd building
 - 4th line – Data for 3rd building
- After 1st column, any label, in any order
- As many or few schools as you want per file
- Use “School Level Table Layout” document on the portal for data labels



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Flat files

Sample school commadelimited.csv - Notepad

File Edit Format View Help

```
SCH_ID,SCH_GRADE_PS,SCH_GRADE_KG,SCH_GRADE_G01,SCH_GRADE_G02,
452682912345,No,Yes,Yes,Yes,Yes,Yes,Yes,No
452682923456,No,Yes,Yes,Yes,Yes,Yes,Yes,No|
452682934567,No,Yes,Yes,Yes,Yes,Yes,Yes,Yes
452682956789,No,Yes,Yes,Yes,Yes,Yes,Yes,Yes
452682945678,No,Yes,Yes,Yes,Yes,Yes,Yes,Yes
452682901234,No,Yes,Yes,Yes,Yes,Yes,Yes,Yes
```



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Flat files

Editing flat files

- All upload files are unformatted CSV files
- MANY editing programs want to 'help ' you by adding formatting
 - Strip off leading zeros
 - Add font information
 - Add page breaks
- Once you generate a file, DON'T edit it in Excel or Access
 - Either:
 - Re-create the file with the changed data
 - Edit the file in notepad
- If you open in Excel to read, DON'T save!



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Flat files – CRDC Concepts

- Data from files will ONLY overwrite existing data if there is a value submitted
- Blank or empty fields will NOT overwrite values already in the system
- Good thing, allows data submission in any order or fashion you prefer
- Applies to ALL files, Excel templates, or SMS downloads, or flat files
- If you want to remove a value already submitted
 - Put 'NS' in the field (Not Submitted)
 - Only way to remove existing data from system



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CRDC Concepts

Collection Structure - Parts

- Part 1
- Fall snapshot (targeting October 6, 2021)
 - Michigan can use Fall 2021 count date (October 6, 2021)
 - Fall 2021 MSDS General Collection download
- Part 2
- Cumulative data for 2021-22
 - Not entirely accurate
 - For many items, must tie to October data



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CRDC concepts

Collection Structure - Levels

- LEA (district) Level
 - Data for entire district
- School Level
 - Data for each school
 - Any school open during 2020/21 school year
- LEA – Part 1(snapshot) & part 2(whole year)
- School – Part 1(snapshot) & part 2(whole year)



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CRDC Concepts

Collection Structure

- In general – each section:
- Starts with yes/no question (Does this school have XX?)
- Then student counts
- By Gender & By Ethnicity
 - # of white females
 - # of Multiracial males
- 2-3 Genders – 7 Ethnicities
- & EL, IDEA, Section 504



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CRDC Concepts

Collection Structure

- 2 (or 3) Genders
 - Only allows male & female (required)
 - Non-binary is an optional 3rd gender
 - If you don't have a gender, consider not reporting the student
- 7 Race/Ethnicities
 - Hispanic/Latino of any race
 - American Indian or Alaskan Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White
 - 2 or more races



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CRDC Concepts

Collection Structure

- 7 Race/Ethnicities
 - Complies with federal reporting guidelines
 - Will need conversion as CEPI typically converts data into reports
 - Converting the 2-Question format
 - If Hispanic/Latino is 'yes', student is marked Hispanic/Latino regardless of any other race(s) marked
 - If Hispanic/Latino is 'no'
 - Select race
 - If more than 1 checked, but Hispanic/Latino is 'no'
 - '2 or more races'
 - If student and/or parent will not self-identify – 'Look & Guess'



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CRDC Concepts

Collection Structure

- EL, IDEA, Section 504
- In addition to race/gender
 - EL (English Learner)
 - Eligibility, regardless of participation
 - IDEA (Individuals with Disabilities Education Act)
 - Has an IEP or IFSP
 - Section 504
 - Physical Disability
 - ONLY if NO IEP or IFSP
 - If both, include with IDEA
- Some, or all are collected with student counts




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CRDC Concepts

Collection Structure

- Duplicated & Unduplicated counts
 - Gender & race/ethnicity are unduplicated
 - Count student one time in one cell only
 - EL, IDEA, 504 is duplicated
 - Each EL student MUST also be reported with a race/ethnicity
 - Each IDEA student MUST also be reported with a race/ethnicity, MAY be reported with EL if appropriate
 - Each 504 student MUST also be reported with a race/ethnicity, MAY be reported with EL, MAY NOT be reported with IDEA
 - 504 & IDEA – report as IDEA



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CRDC Concepts

Collection Structure

- Example:
 - White male, no LEP, IDEA, or Section 504 eligibility

Enrollment	Hispanic/Latino	Am. Indian/Alaskan	Asian	Hawaiian / Pac. Islander	Afr. Amer. / Black	White	Two or More races	EL	IDEA	Section 504
Male						1				
Female										



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Collection Structure **CRDC Concepts**

- Example:
 - Asian female, EL eligible, no IDEA, or Section 504 eligibility


Enrollment	Hispanic/Latino	Am. Indian/Alaskan	Asian	Hawaiian/Pac. Islander	Afr. Amer. / Black	White	Two or More races	EL	IDEA	Section 504
Male										
Female			1					1		



CRDC Concepts

- Collection Structure - Sections
- QUIZ TIME!
 - On the paper grid being handed out, please mark enrollment for:
 - Question 1 – male student, marked as Hispanic/Latino and White, With EL eligibility only, no IEP or 504
 - Question 2 – female student, marked as White and as Pacific Islander, with EL and IEP, no 504
 - Question 3 – Male student, marked as white, no IEP, 504 eligible, no EL eligibility
 - Question 4 – female student, marked as Hispanic/ Latino, Asian and White, is EL eligible, has an IEP and is section 504 eligible





YOU SURVIVED!!!!

- Believe it or not, this was the EASY part!
- Now you have to go complete this collection!
- Getting help:
- PSC (CRDC) Helpdesk
 - (855) 255-6901 (9 – 5 Eastern)
 - crdc@aemcorp.com
- CEPI helpdesk (only for fall 21 general collection downloads)
 - (517) 355-0505 option 3
 - cepi@Michigan.gov
- Rob Dickinson, MPAAA Executive Director
 - (517) 853-1413
 - rob@mpaaa.org

