



Office of Civil Rights CRDC Data Entry Checklist

Note: Images may not contain accurate dates for current collection.

<https://crdc.communities.ed.gov/#program>

CRDC Student Data Entry Checklist:

- 1. Data Entry For Students With Disabilities (IDEA) if Using The Special Education Module
- 2. Data Entry For Students With Disabilities (IDEA) Without Using The Special Education Module
- 3. Data Entry For Students Who Are Section 504 Only
- 4. Data Entry For Students Who Are LEP
- 5. Data Entry For Gifted And Talented Programs/Enrollment
- 6. Data Entry For SAT Reasoning Test And ACT Test Participation
- 7. Data Entry For AP Test Taking
- 8. Data Entry Within The Discipline Module

Detailed Data Entry Instructions:

- 1. Reporting Students With Disabilities (IDEA) If Using The Special Education Module

If your district uses the Special Education module, we will look at students’ IEP dates when determining whether the student should be counted in the IDEA. The student must also have a disability entered on the Disabilities tab.

Student Management > Student Services > Special Education > Special Ed Tabs:

IEP Information			
* Start IEP:	<input type="text" value="09/11/2017"/>	* End IEP:	<input type="text" value="09/10/2018"/>
Created:	<input type="text" value="02/01/2017"/>	IEP Meeting:	<input type="text" value="02/07/2017"/>
Review IEP:	<input type="text" value="02/06/2018"/>	IEP Revision:	<input type="text"/>
		<input type="checkbox"/>	Work in Progress
		<input type="checkbox"/>	Service Plan

*Disabilities	< >								
*Contacts	2 records displayed								
*Team Members									
Assessments	Disabilities								
Recheck	<table border="1"> <thead> <tr> <th>Dis</th> <th>Description</th> <th>Pri ▲</th> <th>Eligibility Criteria</th> </tr> </thead> <tbody> <tr> <td>▶ OHI</td> <td>Other Health Impaired</td> <td>Y</td> <td></td> </tr> </tbody> </table>	Dis	Description	Pri ▲	Eligibility Criteria	▶ OHI	Other Health Impaired	Y	
Dis	Description	Pri ▲	Eligibility Criteria						
▶ OHI	Other Health Impaired	Y							
Child Outcome									
Medicaid									
State Reporting									
IHP									

2. Reporting Students With Disabilities (IDEA) Without Using The Special Education Module

If your district does not have the Special Education module, we will look at the student’s Special Education tab Start and Stop dates when determining whether the student should be counted in the IDEA counts. The student must also have a Primary Disability entered in order to be counted. The Considered Special Education flag must also be set to “Yes” during the start and stop dates when the student was receiving Special Education services.

Student Management > Student Profile > Special Ed Tab:

Dates for Student Special Ed Placement Location (133) 📍 📷 📄 🖨️ ?

Special Education Placement Location

* Start Date: * Start School Year: Considered Spec Ed.: Save Back

Remove End Date

End Date: End School Year:

State Exit Reason: Do not include this record in the DOE-TR Export

Spec Ed Placement Type: ?

Location: Not applicable, state assigned school number prov

Access School: ?

Special Ed School: ?

Service Site: ?

Handicap/Disability ?

ID	Description	Primary	Srv	Prg	Dsb	St Rpt
05	Emotional Disability (Full Time)	Yes	No	Yes	Yes	05

Add Delete Primary Move Up Move Dn

Handicap/Disability ?							
ID	Description	Primary	Srv	Prg	Dsb	St Rpt	
01	MULTIPLE DISABILITIES	Yes	No	No	Yes	01	

1 records displayed

3. Data Entry For Students Who Are Section 504 Only

Skyward will pull this information from the Special Programs/504 area. We will look to the IAP Start Date and the Dismissal Dates to determine if the student was considered to be 504 during the school year.

Student Management > Student Profile > Special Programs/504 Tab:

<ul style="list-style-type: none"> ▼ Special Prgrms Imm Status Grad Reqs Homeless Hmbnd/Hosp Res Enrl Out Non-Res In *Ltd Eng Prof ALC Mbrshp Misc Com Srv Hrs <li style="background-color: #e0e0e0;">*Section 504 	<p>Section 504</p> <p>Views: General Filters: *All Enrollments</p> <table border="1"> <thead> <tr> <th>Begin IAP</th> <th>End IAP</th> <th>Dismissal</th> <th>Status</th> <th>Last IAP Date</th> <th>Eval M</th> </tr> </thead> <tbody> <tr> <td>▶ 10/16/2015</td> <td></td> <td></td> <td>CVA</td> <td></td> <td></td> </tr> </tbody> </table>	Begin IAP	End IAP	Dismissal	Status	Last IAP Date	Eval M	▶ 10/16/2015			CVA		
Begin IAP	End IAP	Dismissal	Status	Last IAP Date	Eval M								
▶ 10/16/2015			CVA										

4. Data Entry For Students who are LEP

Skyward will pull LEP information from the Special Programs/Ltd Eng Pro area. Users need to enter LEP Start and End Dates and indicate whether or not the student was Receiving Services at that time. Students who are no longer receiving LEP services or are considered to be monitored are not considered to be part of the LEP counts for CRDC.

Student Management > Student Profile > Special Programs/LEP Tab:

All users other than KS or TX:

Limited English Proficiency (105)

* Start Date: * Start School Year: Receiving Services

Add an End Date

End Date: End School Year:

FEP/LEP Proficiency: Limited English Proficient(LEP)

T1 English Lang Prof: Level 1 - Beginner

LM English Lang Prof: Native English Speaker (Immigrant Only)

Alternate ACCESS:

TL English Lang Prof:

Special English Lang Prof:

Instructional Pgm: Content-based ESL

Instrument Used: WIDA Alternate Access (as determined by IEP Committee)

WIDA ACCESS Tier: WIDA ACCESS 2.0 ONLINE, Grades 1-12

First Year LAS or WIDA ACCESS Test Taker:

Student Benefits from NCLB Title III Allocation

Exempt for English/Language Arts portion of ISTEP

Entrance Comment:

Exit Comment:

Asterisk (*) denotes a required field

In order for users to be counted in the “enrolled in LEP Programs” portion, the “Receiving Services” flag must also be checked if the student was receiving LEP services during the start and end dates on the record. If this flag is not checked on the record they will not be counted.

KS Users:

English Learner (103)

* Start Date: * Start School Year:

Add an End Date

End Date: End School Year: Student is Now Fluent

Program Participation: Monitored ESOL Student

Contact Minutes:

English Proficiency Level:

Entrance Comment:

Exit Comment:

Asterisk (*) denotes a required field

In order for users to be counted in the “enrolled in LEP Programs” portion, the student must have an active LEP record as of the Report Students Enrolled as of date.



TX Users:

Special Prgms / Limited Eng. Proficiency (184)

* Start Date: 09/03/2017 * Start School Year: 2018
 Add an End Date

End Date: End School Year: 0000

Parental Permission:

* TELPAS Code:

Program Participation: Student Does Not Participate in an LEP Program Bil. Program Type:

Student Participates in a Bilingual Program

Student Participates in an ESL Program

Student Participates in a Bilingual Program but is Not LEP ?

Student Participates in an ESL Program but is Not LEP ?

Student Benefits from NCLB Title III Allocation

Student is a Spanish Test Taker ?

Student with Interrupted Formal Education

Years in U.S. Schools: 0=First Enrolled with fewer than 60 school days in the current school Last Updated: 0000 ?

Entrance Comment:

Exit Comment:

Asterisk (*) denotes a required field

In order for users to be counted in the “enrolled in LEP Programs” portion, the Program Participation “Student Participates in a Bilingual Program” OR “Student Participates in an ESL Program” option must also be selected if the student was receiving LEP services during the start and end dates on the record. If one of these options is not selected on the record they will not be counted.




☐ 5. Data Entry For Gifted And Talented Programs/Enrollment

Skyward will pull this information based on the state in which your district resides.

SD, NJ, IL, UT, WI, MI, MN, Users:

Gifted information is entered in the Gifted & Talented module located under Student Management > Student Services > Gifted and Talented > Entry by student. Users need to enter the Date Identified and add an End Date when appropriate.

Gifted & Talented Area Maintenance (105)



 Back

Gifted & Talented Area Maintenance

* School Year: ▾ 2017-18

* Area: ▾

* Date Identified:

End Date:

High Ability: ▾

Staff Name:

Active in this Area

Comments:

Asterisk (*) denotes a required field

TN Users:

Gifted information is entered in the Special Education module located under Student Management > Student Services > Special Ed > Disabilities. Students will be counted as gifted if they have an active Special Education record with a disability code of 3.

Dis	Description	Pri	Eligibility Criteria
▶ 3	Intellectually Gifted	Y	

OR

Gifted information is entered in the Gifted & Talented module located under Student Management > Student Services > Gifted and Talented > Entry by student. Students will be counted as gifted, if they have an active gifted record on the count date.

Gifted & Talented Area Maintenance (74)

Gifted & Talented Area Maintenance

School Year: 2016 2015-16

Area: G - Gifted

* Date Identified: 10/16/2015 Friday

End Date:

* Staff Name: ALDOUNPHE000 Aldousscr Phebe P

Active in this Area

Comments:



NM Users:

Gifted information is entered in the Special Education module located under Student Management > Student Services > Special Education > Special Ed > Special Ed Tabs > IEP > Gifted Flag. Mark a student as Gifted and Talented by flagging the Gifted and Talented check box within the students IEP.

IEP Information		
* Start IEP:	<input type="text" value="05/09/2017"/>	<input type="checkbox"/>
Created:	<input type="text" value="05/09/2017"/>	<input type="checkbox"/>
Review IEP:	<input type="text"/>	<input type="checkbox"/>
* End IEP:	<input type="text" value="05/08/2018"/>	<input type="checkbox"/>
IEP Meeting:	<input type="text"/>	<input type="checkbox"/>
IEP Revision:	<input type="text"/>	<input type="checkbox"/>
		<input type="checkbox"/> Work in Progress
		<input type="checkbox"/> Service Plan
		<input checked="" type="checkbox"/> Gifted & Talented
		<input type="checkbox"/> Amendment to Current IEP
		<input type="checkbox"/> Braille Instructions
		<input type="checkbox"/> Alternate Assessment

KS Users:

Gifted information is entered in the Special Education module located under Student Management > Student Services > Special Education > Special Ed > Special Ed tabs > IEP > Gifted Flag. Mark a student as Gifted and Talented by flagging the Gifted and Talented check box within the students IEP.

IEP Information			
* Start IEP:	<input type="text" value="01/03/2018"/>	* End IEP:	<input type="text" value="01/02/2019"/>
Created:	<input type="text" value="01/09/2018"/>	IEP Meeting:	<input type="text" value="01/02/2018"/>
Review IEP:	<input type="text"/>	IEP Revision:	<input type="text"/>
			<input type="checkbox"/> Service Plan
			<input checked="" type="checkbox"/> Gifted & Talented

OR

Gifted information is entered in the Gifted & Talented module located under Student Management > Student Services > Gifted and Talented > Entry by student. Students will be counted as gifted, if they have an active gifted record on the count date.

Gifted & Talented Area Maintenance (84) Print ? Back

Gifted & Talented Area Maintenance

* School Year:

* Area:

* Date Identified:

End Date:

* Staff Name:

Active in this Area

Comments:

IN Users:

Gifted information is entered in the Special Programs > Gifted area. Users need to enter the date Identified and End date for gifted students.

Gifted & Talented Area Maintenance (108) Print ? Back

Gifted & Talented Area Maintenance

* School Year: 2018 ▼ 2017-18

* Area: 99 - General ▼

* Date Identified: 09/15/2017 Friday

End Date:

High Ability: 1=General Intellectual (G/T) ▼

Staff Name: ▼

Active in this Area

Comments:

Asterisk (*) denotes a required field

Save
Save and Add Another

TX Users:

Student Services > Gifted & Talented > Entry By Student Browse. Users need to enter the Date Identified and End date, if applicable, for gifted students.

▼ Gifted & Talented Areas		Add Gifted & Talented Area					
Edit	Delete	School Year	Area	Date Identified	End Date	Staff Name	Active in this Area
		2017-18	G/T - G/T	08/01/2017		Christen C Abalozscr	Yes

OR

Gifted information is entered in the Special Programs > Gifted area. Users need to enter the date Identified for gifted students.

- Crisis
- Early Reader
- ECHS
- Flex Attend
- Foster Care
- Gifted
- Hmbnd/Hosp
- Homeless
- Imm Status
- Intervention Strategy
- *LEP/BI/ESL

Gifted

Views: General ▼ Filters: *Skyward Default ▼

Begin Date ▲	End Date
▼ 08/01/2017	

Expand All
Collapse All
View Printable Details

▼ Gifted & Talented Areas

Area	Date Identified	End Date	Staff Name
G/T - G/T	08/01/2017		Christen C Abalozscr



WA Users: (Two areas that CRDC will look at for GT)

1. Gifted information can be entered in the Special Programs > Other WA Prg tab area. Users need to enter the date Identified and End date for gifted students.

2. Student Services > Gifted & Talented > Entry By Student Browse:
Users need to enter the Date Identified and End date, if applicable, for gifted students.

▼ Gifted & Talented Areas Add Gifted & Talented Area					
	School Year	Area	Program Code		Date Identified
Edit Delete	2015-16	03 - Gifted/Talented	32 - Gifted - services or programs provided in the general education classroom		12/11/2015

PA Users:

Gifted information is entered in the Special Education module located under Student Management > Student Services > Special Education > Special Ed > Special Ed Tabs > Disability tab. Users should mark students who are gifted with a disability code of 2105 or 2106.

Dis	Description	Pri ▲	Eligibility Criteria
▶ GV	Gifted Without Disability	N	

ID Users:

Gifted information is entered in the Special Education module located under Student Management > Student Services > Special Education > Special Ed > Special Ed tabs. IEP overlapping Count Date is flagged as Gifted (not WIP). Evaluation is not flagged as WIP or Voided. Student Placement Exists overlapping the Count Date that is flagged as Gifted.

IEP Information

* Start IEP: * End IEP: Work in Progress

Created: IEP Meeting: Service Plan

Review IEP: IEP Revision: Gifted & Talented

Extended School Year Required

6. Data Entry For SAT And ACT Test Participation

Students must have an SAT or ACT Test assigned to them in the Test Scores tab. Users will then select from the Test Code Table to identify which test is SAT and which Test is ACT. The CRDC collects only the number of students who took the ACT or SAT test. CRDC does not collect information on the results of the test. All users need to ensure that students who have taken the SAT or ACT during the 2020-21 school year have a Test Score record assigned to the students with a Test Date falling within the 2020-21 school year. Skyward will have a system defined test import in place for users to import this information.

- ▶ Portfolio
- Grad Reqs
- Test Scores**
- Guidance
- Edu Milestones
- Vocational Ed
- ▶ Locker

Test Scores

Minnesota GRAD Assessment Details

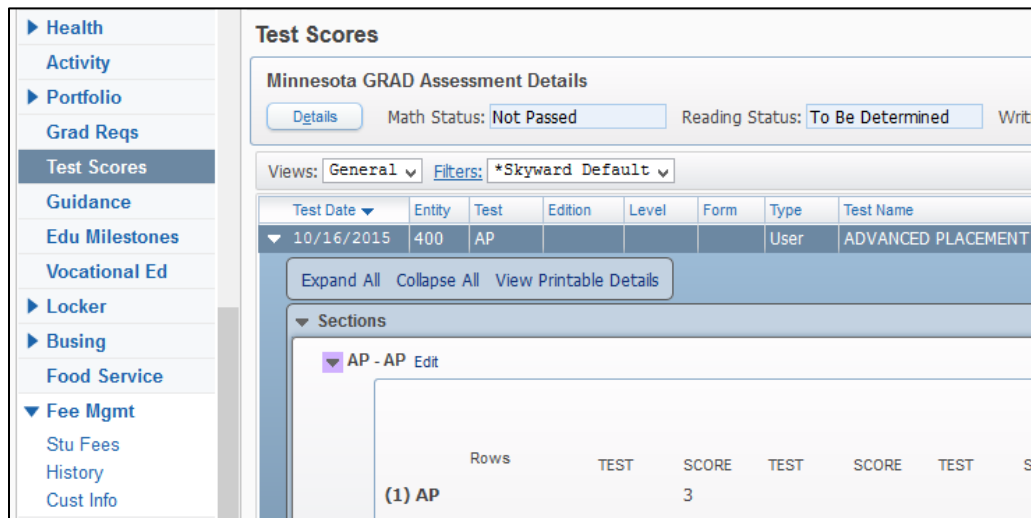
Details Math Status: Reading Status: Writing Status:

Views: Filters:

Test Date	Entity	Test	Edition	Level	Form	Type	Test Name
▶ 10/16/2015	400	ACT				User	ACT

7. Data Entry For AP Test Taking

Students must have an AP Test record assigned to them in the Test Scores tab in order to pull this information on CRDC. The AP Test record must contain a Test Date that falls within the 2020-21 school year. Because of the many variations of AP test results files, Skyward does not provide a system defined test import for AP tests. Users will be responsible for setting up their own test score import to import the students' scores for AP tests.



8. Discipline Data Entry

While each State may or may not require student discipline information for their state reports, the discipline information collected in the Civil Rights Data Collection may be different. Users may find that they will need to update their Discipline Action and Offense Codes to meet the additional requirements of CRDC, which are above and beyond normal state reporting requirements. The Action and Offense codes listed below coincide with the data that is proposed to be collected with the next CRDC submission.

OCR Action Codes:

- Out of School Suspension (Can be tracked as a Suspension Type on Action Record)
- In School Suspension (Can be tracked as a Suspension Type on Action Record)
- Corporal Punishment
- Prekindergarten Expulsion
- Prekindergarten Out of School Suspension
- Expulsions with Educational Services (Can be tracked as a Suspension Type on Action Record)
- Expulsions without Educational Services (Can be tracked as a Suspension Type on Action Record)
- Expulsions Under Zero-Tolerance Policies
- Referral to Law Enforcement
- School Related Arrest
- Subjected to Mechanical Restraint
- Subjected to Physical Restraint
- Subjected to Seclusion
- Transfer to Alternative School
- Transfer to Regular School

**** Texas Users:** Mechanical and Physical Restraint for Special Education students is tracked under Student Profile > Special Ed tab > Child Res > Restraint Type. Mechanical and Physical Restraint for Non-Special Education students is tracked under Student Profile > Special Prgms > Child Restraint > Restraint Type.

OCR Offense Codes:

- Harassment or Bullying on Basis of Sex
- Harassment or Bullying on Basis of Race
- Harassment or Bullying on Basis of Disability
- Harassment or Bullying on Basis of Sexual Orientation
- Harassment or Bullying on Basis of Religion
- Incidents of rape or attempted rape
- Incidents of sexual assault (other than rape)
- Incidents of robbery with a weapon
- Incidents of robbery without a weapon
- Incidents of physical attack or fight with a weapon
- Incidents of physical attack or fight without a weapon
- Incidents of threats of physical attack with a weapon
- Incidents of threats of physical attack without a weapon
- Incidents of possession of a firearm or explosive device