

# **Civil Rights Data Collection Federal Reporting Training Manual**

**Civil Rights Data Collection (CRDC)  
Reporting Year: 23-24 School Year**

**Collection window: 12/9/2024-3/7/2025**

## Overview

The Civil Rights Data Collection is available within Skyward to be run as an export process. This process will allow users to report all of the data required to be submitted to the federal government either via manual data entry or through FFS file uploads.

This manual is designed to provide users with instructions on how to successfully run CRDC out of Skyward. The reports and tables have been built to closely resemble the posted CRDC table layouts that are provided by the Office of Civil Rights.

For more information on the Civil Rights Data Collection:

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

## Office for Civil Rights Links

CRDC Resource Center: <https://crdc.communities.ed.gov/>

LEA Form: [https://crdc.communities.ed.gov/sites/default/files/2024-10/2023-24%20LEA%20Form.Final\\_.pdf](https://crdc.communities.ed.gov/sites/default/files/2024-10/2023-24%20LEA%20Form.Final_.pdf)

School Form: [https://crdc.communities.ed.gov/sites/default/files/2024-10/2023-24%20School%20Form.Final\\_.pdf](https://crdc.communities.ed.gov/sites/default/files/2024-10/2023-24%20School%20Form.Final_.pdf)

NCES ID Finder: <https://nces.ed.gov/ccd/schoolsearch/>

Flat File Specifications: <https://crdc.communities.ed.gov/resources/2023-24-flat-file-specifications>

Partner Support Center: <https://crdc.communities.ed.gov/contact-us>

## Table of Contents

### Setup

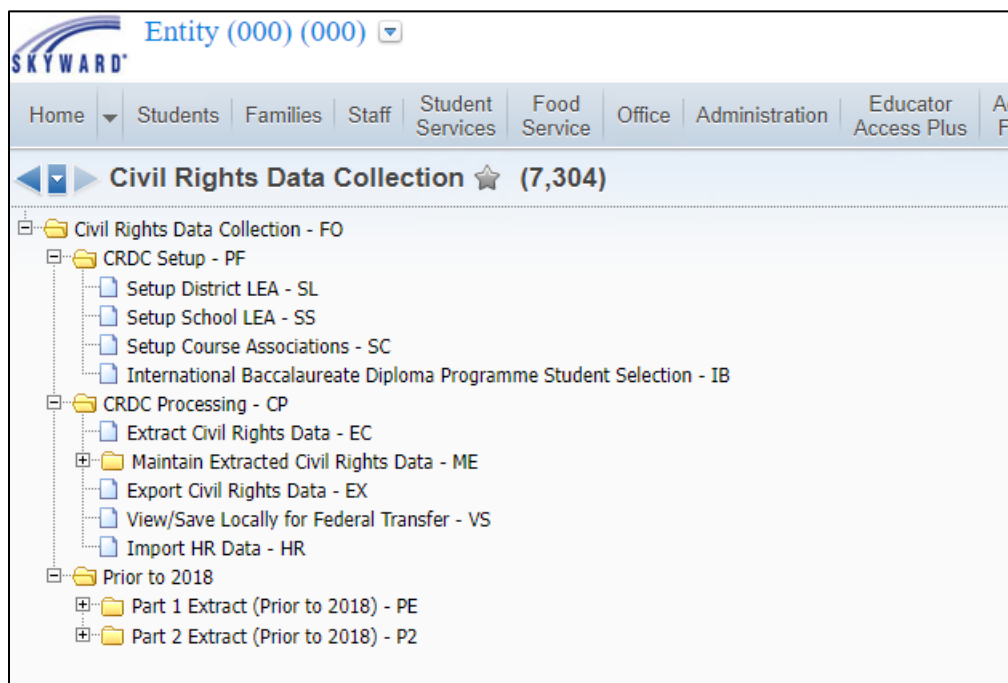
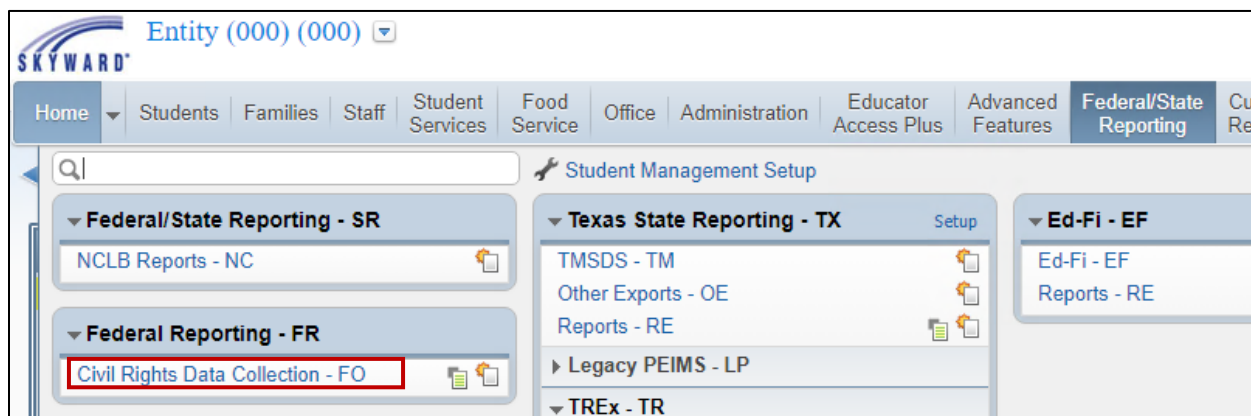
- Setup District LEA
- Setup School LEA
- Setup Course Associations
- International Baccalaureate Programme Student Selection

### Extract

- Extract Civil Rights Data
- Maintain Extracted Civil Rights Data
- Export Civil Rights Data
- View/Save Locally for Federal Transfer
- Import HR Data
- Extract Civil Rights HR Data

## Access the Federal Office of Civil Rights Reports

From Entity 000, go to Student Management > Federal/State Reporting > Federal Reporting > Civil Rights Data Collection.



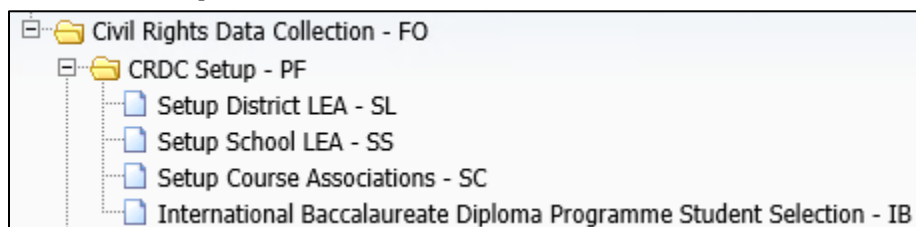
## Instructions

Start at the top of the menu tree and complete all areas of CRDC Setup. Then continue to complete the Extract steps.

For districts that own our Human Resources software, an import feature is available to import data housed on the Human Resources side, or extract HR data housed on the Human Resources side, into the student side maintain to be included in the CRDC totals.

- This step should be completed prior to Exporting Civil Rights Data to create the LEA and School Form Files. Without this data imported and/or manually entered, the HR data will not be included in the files.

## CRDC Setup



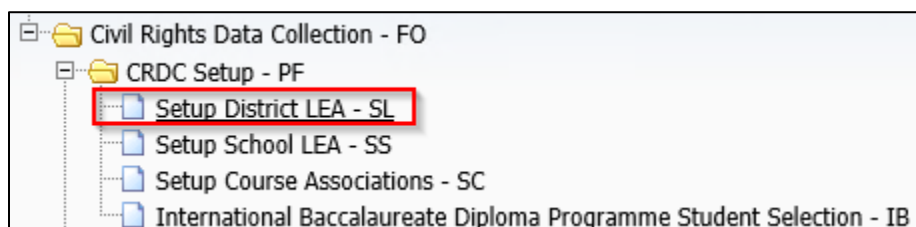
### Setup District LEA

Within the Setup District LEA area, you will do the following:

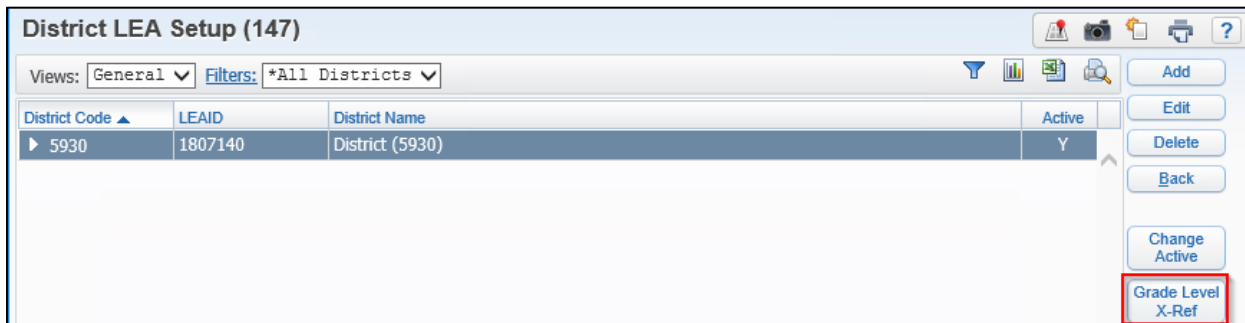
1. Set up your system for determining Federal OCR Grade Levels (Grade Level X-Ref button).
2. Enter your LEAID.
3. Set up your system for answering the following questions:
  - Civil Rights Coordinators
  - Desegregation Order or Plan
  - Harassment or Bullying Policy
  - Early Childhood Program
  - Preschool Daily Length and Cost
  - Preschool Eligibility
  - Kindergarten Daily Length and Cost
  - Distance Education Enrollment
  - High School Equivalency Exam Preparation Program

### Step 1: Click Setup District LEA

Users should be in entity 000 to complete this step.



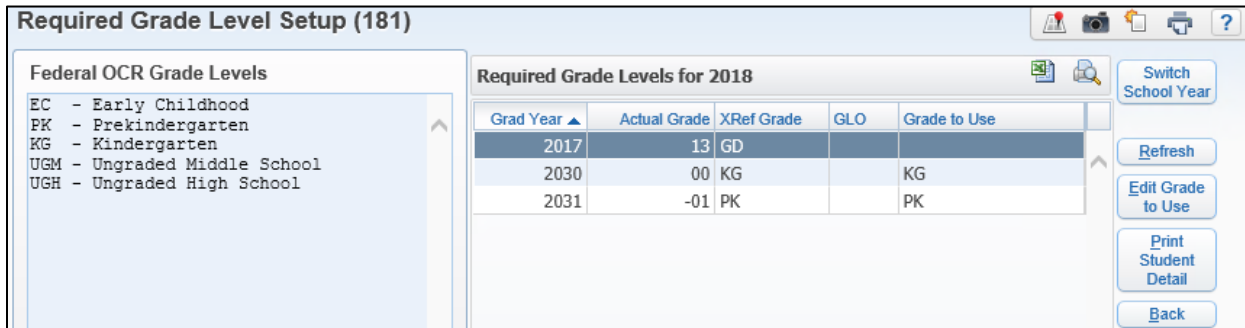
On the right-hand side, select the "Grade Level X-Ref" button.



District Code	LEAID	District Name	Active
5930	1807140	District (5930)	Y

Within the "Grade Level X-Ref," you will set up the CRDC extract to recognize Preschool and Kindergarten grade levels that you use within your system.

You will need to "cross-reference" each grade level that appears in the table to a CRDC recognized grade level. Do this by highlighting each row and clicking on "Edit Grade to Use."



Grad Year	Actual Grade	XRef Grade	GLO	Grade to Use
2017	13	GD		
2030	00	KG		KG
2031	-01	PK		PK

Next, select the "Edit Grade to Use" button.

- The Grade to Use is the federally recognized grade level when submitting CRDC.
- This setup tells the system which grade level translates to Kindergarten, and which grade level translates to Preschool.
- If your district has Ungraded Middle and High School grades, then it is appropriate to link the grade levels that you have set in the system to the UGM or UGH federal grade level.

When complete, click Save and repeat the process for each row.

## Step 2: Enter your District LEAID

District LEAID Setup (135)		
District LEA Setup		
District Code:	5930	District (5930)
		LEAID: 1807140

This is your district's seven-digit NCES LEAID identification code.

- The LEA ID is located on the CRDC letter that was sent to your Superintendent.
- You may also find the LEA ID by using the district search tool found on the following website:

<https://nces.ed.gov/ccd/districtsearch/>

## Step 3: Answer the Questions for Your District

District LEAID Setup (137)		
District LEA Setup		
District Code:	230902	District (230902)
Nonbinary Codes:	NB	

The Nonbinary Codes field will only display if gender identity tracking is turned on in Product Setup > Skyward Contact Access > Student Management > Configuration.

If a student has a "nonbinary" gender identity on their student profile that has been selected on the District LEA Setup screen within Federal Reporting as the Federal nonbinary code, and the student's nonbinary gender identity was active on the October snapshot date, the student will pull as nonbinary on all elements the student extracts into. This correlates to the student's gender identity history button on the student profile. Please ensure dates are accurate within this area.

\*WA Specific: If a student's gender is blank, the student will extract as nonbinary.

<b>Civil Rights Coordinators</b> Sex (Title IX): ALBRIC000 Race, Color, or National Origin (Title VI): HARRIDAW000 Disability (Section 504 and/or Title II): HARRIDAW000	
<b>Desegregation Order or Plan</b> Is the LEA covered by a desegregation order or plan?: <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>Harassment or Bullying Policy</b> Does the LEA have a written policy or policies prohibiting discriminatory harassment or bullying of students on the basis of sex, race/color/national origin, and disability?: <input checked="" type="radio"/> Yes <input type="radio"/> No Web Link: <a href="http://www.gilmerisd.org">http://www.gilmerisd.org</a> Does the LEA have a written policy or policies prohibiting harassment or bullying of students on the basis of sexual orientation?: <input type="radio"/> Yes <input checked="" type="radio"/> No Web Link: Does the LEA have a written policy or policies prohibiting harassment or bullying of students on the basis of gender identity?: <input type="radio"/> Yes <input checked="" type="radio"/> No Web Link: Does the LEA have a written policy or policies prohibiting harassment or bullying of students on the basis of religion?: <input type="radio"/> Yes <input checked="" type="radio"/> No Web Link:	
<b>Early Childhood Program</b> Does the LEA provide one or more early childhood services or programs that serve children birth through age 2?: <input checked="" type="radio"/> Yes <input type="radio"/> No Do any of the LEA's early childhood service(s) or program(s) serve non-IDEA children birth through age 2?: <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>Preschool Program</b> Does the LEA provide one or more preschool services or programs that serve children ages 3 through 5?: <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>Preschool Daily Length and Cost</b> <input type="checkbox"/> Full-day preschool (free; no charge to parent(s)/guardian) <input checked="" type="checkbox"/> Full-day preschool (partial or full charge to parent(s)/guardian) <input type="checkbox"/> Part-day preschool (free; no charge to parent(s)/guardian) <input type="checkbox"/> Part-day preschool (partial or full charge to parent(s)/guardian)	
<b>Preschool Eligibility</b> <input checked="" type="checkbox"/> All Students <input type="checkbox"/> Students with disabilities (IDEA) <input type="checkbox"/> Students in Title I schools <input type="checkbox"/> Students from low income families	
<b>Kindergarten Daily Length and Cost</b> <input type="checkbox"/> Full-day kindergarten (free; no charge to parent(s)/guardian) <input checked="" type="checkbox"/> Full-day kindergarten (partial or full charge to parent(s)/guardian) <input type="checkbox"/> Part-day kindergarten (free; no charge to parent(s)/guardian) <input type="checkbox"/> Part-day kindergarten (partial or full charge to parent(s)/guardian) <input type="checkbox"/> The LEA does not provide any kindergarten programs	
<b>Distance Education Enrollment</b> Does the LEA have any students enrolled in any distance educational courses?: <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>High School Equivalency Exam Preparation Program</b> Does the LEA provide one or more high school equivalency exam preparation programs for students ages 16 - 19?: <input type="radio"/> Yes <input checked="" type="radio"/> No	

Please answer the above questionnaire for each district within your database.

\*Other District LEA module information will be extracted with Extract Processing.

When complete, click the Save button on the right-hand side of the screen.

Save

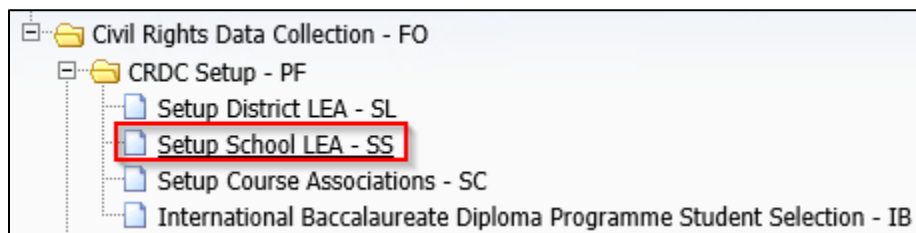
## Setup School LEA

In the Setup School LEA area, you will be able to do the following:

1. Mass Assign Grades Offered per school.
2. Select which schools are to be included in your CRDC submission.
3. Set up School LEAID's.
4. Set up your system for answering the following questions for the School Form:
  - Grades with Students Enrolled
  - Preschool Detail
  - Ungraded Detail
  - School Characteristics
  - Magnet School Detail
  - Alternative School Detail
  - Gifted/Talented Programs
  - International Baccalaureate Diploma Programme
  - Advanced Placement (AP) Courses
  - Advanced Placement (AP) Course Self-Selection
  - Dual Enrollment/Dual Credit Program
  - Single-Sex Academic Classes
  - Nonbinary Student Indication
  - Block Scheduling
  - Student Enrollment in Algebra 1
  - Credit Recovery Program
  - Interscholastic Athletics (Only for schools with any grade 9-12 and UG)
  - Corporal Punishment
  - Firearm Use
  - Homicide
  - Justice Facility Type
  - Internet Access and Devices
  - Covid-Related Directional Indicators



### Step 1: Click Setup School LEA



A table of all schools in your district will appear.

Views: General Filters: *All Schools				
School	LEAID	School Name	Exclude	
▶ 000	1807140	School (000)	Yes	
▶ 100	180714001208	School (100)	No	
▶ 110	180714001209	School (110)	No	
▶ 120	180714001210	School (120)	No	
▶ 130	180714001211	School (130)	No	
▶ 140	180714001213	School (140)	No	
▶ 300	180714001212	School (300)	No	
▶ 400	180714001207	School (400)	No	
▶ 500		School (500)	Yes	

- If you do not see all of the schools that you need to submit, please review the following areas for correct setup:
  - ✓ 1. Check to be sure that you have a default school selected on the Entity School Cross Reference list. Verify this by selecting Product Setup > Student Management > Entity > Configuration > Entity Year Setup. Expand the entity and expand the Entity-School Cross Reference. If there is no default school, click the "No" under Default, and it will change to Yes.
  - ✓ 2. Check to be sure that the district code attached to the school matches the district code in the District Configuration. Verify this on the Web by selecting Student Management > Office > Setup > Product Setup > Codes > School Codes. Highlight the school and click the Edit button.
  - ✓ 3. Check to be sure that, within the School Code, there is a Default School selected. Verify this on the Web by selecting Student Management > Office > Setup > Product Setup > Codes > School Codes. Expand the school and expand the entity-school cross-reference. Make sure a school is set to "Yes" as the Default.

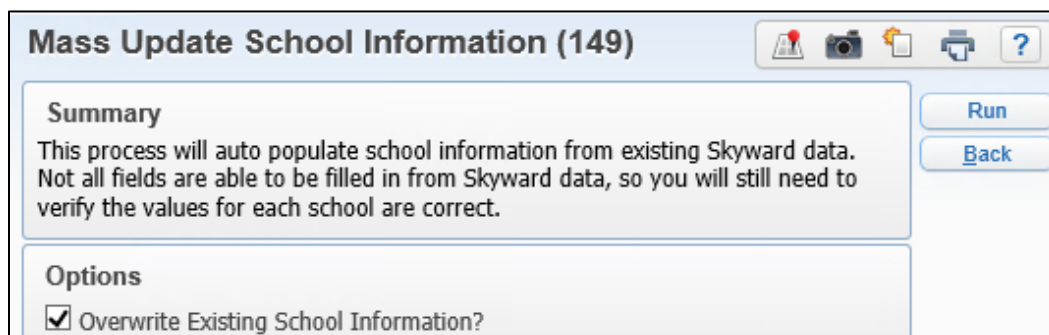
### Step 2: Mass Assign Grades Offered per school

Select the "Mass Assign Info" button on the right-hand side of the screen.

Users can choose to click the Run button, which will mass assign the Grades Offered per school shown on the School Setup screen. Users can also manually select the grades offered.

- The process will assign the grades based on the grade levels entered on the School Code Maintenance Screen located at WS\OF\PS\CO\SC.
- Users can select to Overwrite Existing School Information if the setup was started and not complete. This process only assigns the grade levels per school.

- This should be completed before setting up and/or answering any of the other questions in the Setup School LEA screens. If this process is run after information has been setup or answered, the answers will be cleared out.



**Mass Update School Information (149)**

**Summary**  
This process will auto populate school information from existing Skyward data. Not all fields are able to be filled in from Skyward data, so you will still need to verify the values for each school are correct.

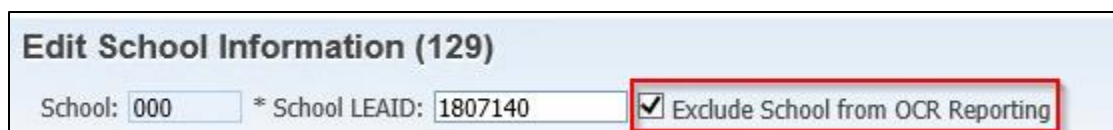
**Options**  
☒ Overwrite Existing School Information?

**Buttons:** Run, Back

**Step 3: Select which schools are to be included in your CRDC submission**

- The system automatically defaults to include each school in the CRDC submission.
- If you want to "Exclude" a school from being included in your submission, highlight the school and click Edit.

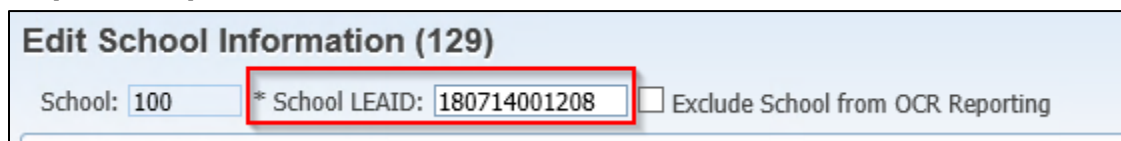
Select the box to Exclude School from OCR Reporting.



**Edit School Information (129)**

School: 000 \* School LEAID: 1807140 ☒ Exclude School from OCR Reporting

**Step 4: Setup School LEAID's**



**Edit School Information (129)**

School: 100 \* School LEAID: 180714001208 ☐ Exclude School from OCR Reporting

This is a twelve-digit school identification code assigned per school.

- The School IDs can be found using the district search tool found on the following website: <https://nces.ed.gov/ccd/districtsearch/>
- If you have multiple schools set up in Skyward that are to be reported on the CRDC as one school, enter the same LEAID for each school. The CRDC Extract process will report schools with the same LEAID under one school. Please note that you need to ensure that questions for all schools with the same LEAID are answered the same, to ensure proper reporting when combining the schools' information.
- If you have incorrectly entered the School LEAID, we recommend that you make any changes and corrections before extracting any data in the system. This is because if you have extracted any data and then change an LEAID, the data will be lost and the data will need to be re-extracted or re-entered into the CRDC maintain area. The Edit School Information screen will give a warning prior to saving a changed School LEAID.

## Step 5: Answer the Questions for Each School

<b>Grades with Students Enrolled</b> <input checked="" type="checkbox"/> PK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Ungraded	
<b>Preschool Detail</b> Indicate whether the school's preschool program has non-IDEA students enrolled for specified ages: Children age 3 years: <input checked="" type="radio"/> Yes <input type="radio"/> No    4 years: <input checked="" type="radio"/> Yes <input type="radio"/> No    5 years: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Did this school assess/evaluate preschool students to determine if they were English Learners for the Fall Snapshot Date? <input type="checkbox"/> Did this school assess/evaluate preschool students to determine if they were English Learners at any point during the school year, excluding intersession or summer? <input type="checkbox"/> Did this school have any preschool students who were already identified as English learners for the Fall Snapshot Date? <input type="checkbox"/> Did this school have any preschool students who were already identified as English learners at any point during school year, excluding intersession or summer? <input type="checkbox"/> Did this school assess/evaluate preschool children to determine if they were disabled and eligible for services under Section 504 of the Rehabilitation Act of 1973 for the Fall Snapshot Date? <input type="checkbox"/> Did this school assess/evaluate preschool children to determine if they were disabled and eligible for services under Section 504 of the Rehabilitation Act of 1973 at any point during the school year, excluding intersession or summer? <input type="checkbox"/> Did this school have any preschool students who were already identified as disabled and eligible for services under Section 504 of the Rehabilitation Act of 1973 for the Fall Snapshot Date? <input type="checkbox"/> Did this school have any preschool students who were already identified as disabled and eligible for services under Section 504 of the Rehabilitation Act of 1973 at any point during the school year, excluding intersession or summer?	
<b>Ungraded Detail</b> School has mainly elementary school age students? <input type="radio"/> Yes <input checked="" type="radio"/> No School has mainly middle school age students? <input type="radio"/> Yes <input checked="" type="radio"/> No School has mainly high school age students? <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>School Characteristics</b> A) Is this school a special education school? <input type="radio"/> Yes <input checked="" type="radio"/> No B) Is this school either a magnet school or a school operating a magnet program within the school? <input type="radio"/> Yes <input checked="" type="radio"/> No C) Is this a charter school? <input type="radio"/> Yes <input checked="" type="radio"/> No D) Is this an alternative school? <input checked="" type="radio"/> Yes <input type="radio"/> No E) Is this a virtual only school? <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>Magnet School Detail</b> Does the entire school population participate in the magnet school program? <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>Alternative School Detail</b> This alternative school is designed to meet the needs of the following. (Check all that apply.) <input type="checkbox"/> Students with academic difficulties <input type="checkbox"/> Students with discipline problems	
<b>Gifted/Talented Programs</b> Does this school have students enrolled in gifted/talented programs? <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>International Baccalaureate Diploma Programme</b> Does this school have any students enrolled in the International Baccalaureate Diploma Programme? <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>Advanced Placement (AP) Courses</b> Does this school have students enrolled in Advanced Placement(AP) courses? <input checked="" type="radio"/> Yes <input type="radio"/> No	

<p><b>Advanced Placement (AP) Course Self-Selection</b></p> <p>Is enrollment via self-selection by students permitted for all AP courses offered by the school? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Dual Enrollment/Dual Credit Program</b></p> <p>Does this school have any students enrolled in a dual enrollment/dual credit program? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Single-Sex Academic Classes</b></p> <p>Does this school have any students enrolled in one or more single sex academic classes? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p><b>Nonbinary Student Indicator (NBIN)</b></p> <p>Does the school have any nonbinary students in its enrollment records? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p><b>Block Scheduling</b></p> <p><input type="checkbox"/> Does school use Block Term, Semester, or Trimester classes? Calendar Days: <input type="text"/> ?</p>
<p><b>Student Enrollment in Algebra 1</b></p> <p>Use a single day at end of class that is X number of days prior to end of class. X: <input type="text"/> 0 Days ?</p>
<p><b>Credit Recovery Program</b></p> <p>Does this school have any students who participate in at least one credit recovery program? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Interscholastic Athletics (Only for schools with any grade 9-12 &amp; UG)</b></p> <p>Did the school have any students who participated in interscholastic athletics? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Corporal Punishment</b></p> <p>Does this school use corporal punishment to discipline students? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Firearm Use</b></p> <p>Has there been at least one incident at your school that involved a shooting (regardless of whether anyone was hurt)? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p><b>Homicide</b></p> <p>Have any of your school's students, faculty, or staff died as a result of a homicide committed at your school? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p><b>Justice Facility Type</b></p> <p>Justice Facility Type: <input type="radio"/> Pre <input checked="" type="radio"/> Post <input type="radio"/> Both <input type="radio"/> None-Not a Justice Facility</p> <p>Days in Regular School Year: <input type="text"/> 0</p> <p>Educational Program Hours/Week: <input type="text"/> 0.0</p>

### Internet Access and Devices

- Is this school connected to the Internet through a fiber-optic connection? ☐ Yes ☒ No
- Does this school have Wi-Fi access in every classroom? ☐ Yes ☒ No
- Does this school allow students to take home school-issued devices? ☐ Yes ☒ No
- Does this school allow students to bring to school student-owned devices? ☐ Yes ☒ No
- Wi-Fi enabled devices provided by the school to students:
- Number of students in this school who needed Wi-Fi enabled devices:
- Number of students in this school who needed a Wi-Fi hotspot:
- Number of students in this school who received Wi-Fi enabled devices:
- Number of students in this school who received a Wi-Fi hotspot:

### Directional Indicators (DIND)

Please select the option that best describes the effect of the coronavirus pandemic on instruction at this school.

- ☐ Not Applicable
- ☐ A - We offered only in-person instruction with additional safety precautions because of the coronavirus pandemic.
- ☒ B - We offered only remote instruction because of the coronavirus pandemic.
- ☐ C - We offered a hybrid of in-person and remote instruction because of the coronavirus pandemic.
- ☐ D - There was no effect on the instruction we offered because of the coronavirus pandemic.

Which of the following best describes your remote instruction setting?

- ☒ Not Applicable
- ☐ A - Students were physically in the school setting while teachers were in a remote location.
- ☐ B - Students were not physically in the school setting.
- ☐ C - Both A and B.

Which of the following best describes the amount of remote instruction provided by teachers?

- ☒ Not Applicable
- ☐ A - Students were taught by teachers who provided 5 or more hours of remote instruction on average each day.
- ☐ B - Students were taught by teachers who provided 3-4 hours of remote instruction on average each day.
- ☐ C - Students were taught by teachers who provided 1-2 hours of remote instruction on average each day.
- ☐ D - Students were taught by teachers who provided less than 1 hour of remote instruction on average each day.

What percentage of students received remote instruction from teachers at any point during the regular school year, not including summer?

- ☒ Not Applicable
- ☐ A - 1-25%
- ☐ B - 26-50%
- ☐ C - 51-75%
- ☐ D - over 75%

### Questionnaire insight: Set up Block Scheduling Count Date

If your school has Block Scheduling, indicate the number of days into each block where you want a count of courses and students enrolled.

- This setup pertains to schools with block scheduling that allows a full-year course to be taken in one semester. In this case, report data based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and before March 1 in the second block.

### Block Scheduling

☒ Does school use Block Term, Semester, or Trimester classes? Calendar Days:  ?

### Questionnaire insight: Student Enrollment in Algebra 1

For counting student enrollment in Algebra 1, the system calculates the number of students enrolled on the final day of the class control set associated with the Algebra 1 course. If a



school has students who may not be present on that date but should still be counted, enter in a date prior to the final day of the class control set associated with the Algebra 1 course for the system to count student enrollment in Algebra 1.

- For example, if 12<sup>th</sup> graders are graduating 3 days prior to the final date of the class control set associated with the Algebra 1 course but are still enrolled in Algebra 1 and should still be counted, enter in a date into the X: Days field that is more than 3 days prior to the final day of the class control set.

#### Student Enrollment in Algebra 1

Use a single day at end of class that is X number of days prior to end of class. X:  Days

## Setup Course Associations

In the Setup Course Associations area, you will be able to do the following:

1. Select Courses which are to count for the following LEA and School Form modules:

LEA Form:

DSED: Distance Education

School Form:

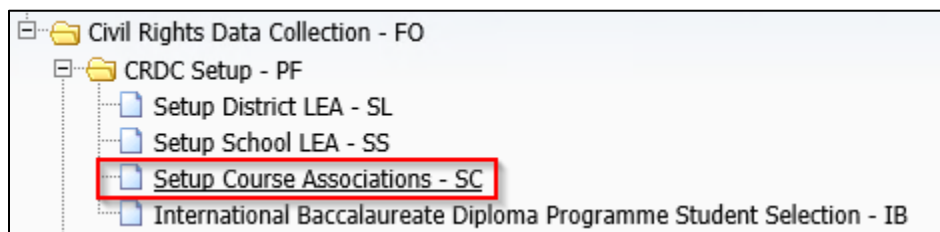
PENR: Program Enrollment (Gifted & Talented, Dual Enrollment/Dual Credit, Credit Recovery course enrollment)

COUR: Courses & Classes

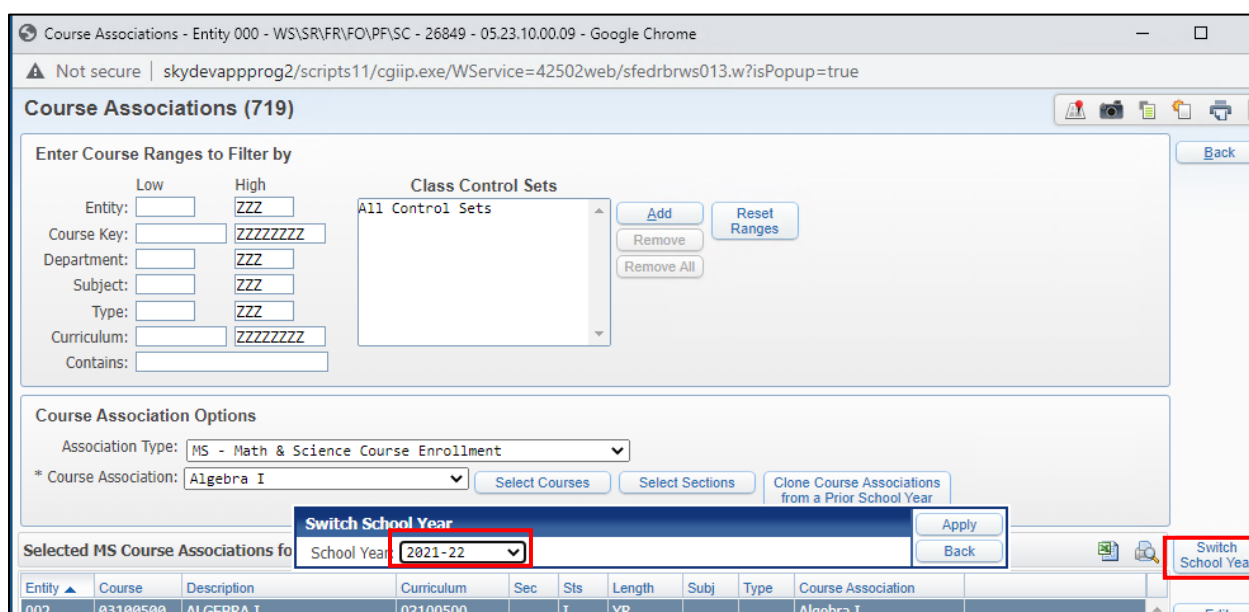
APIB: Advanced Placement (AP) & International Baccalaureate Diploma Programme (IB) Enrollment

## Step 1: Click Setup Course Associations

Select Setup Course Associations.



1. Select the "Switch School Year" button on the right-hand side of the screen.



Adjust to the reporting year.



2. At the top of the screen, Enter Course Ranges to Filter by.
  - ✓ You can set this area up from the entity level or from 000.
  - ✓ The ranges entered will bring up courses from the Course Master.
  - ✓ Utilize the ranges to narrow your selection of courses.

### Enter Course Ranges to Filter by

	Low	High
Entity:	<input type="text" value="435"/>	<input type="text" value="435"/>
Course Key:	<input type="text"/>	<input type="text" value="ZZZZZZ"/>
Department:	<input type="text"/>	<input type="text" value="ZZZ"/>
Subject:	<input type="text"/>	<input type="text" value="ZZZ"/>
Type:	<input type="text"/>	<input type="text" value="ZZZ"/>
Curriculum:	<input type="text"/>	<input type="text" value="ZZZZZZ"/>
Contains:	<input type="text"/>	

### Class Control Sets

All Control Sets

3. In the middle of the screen, select the Course Association Options to associate courses in Skyward to the course subject required for CRDC.

- The Association Type drop-down has multiple Course Associations to select from.
  - Select MS – to associate the Math & Science Courses in your Course Master.
- The Course Association drop-down has each of the course associations required for Math & Science Enrollment data. Select a Course Association Type.
- Click the button to “Select Courses” (4a).
- Click the button to “Clone Course Associations from a Prior School Year” (4b).

### Course Association Options

Association Type:

\* Course Association:

4a. This will bring up the Course Master, showing the courses within the ranges you have set up.

- Select the course that represents the course association type to count for CRDC.
- Once complete, click Select.
- If no courses show, please see the following three troubleshooting steps:
  - Check to be sure that you have a default school selected on the Entity School Cross Reference list. Verify this by selecting Student Management > Product Setup > Entity > Configuration > Entity Year Configuration. Expand the entity and expand the Entity-School Cross Reference. If there is no default school, click the “No” under Default, and it will change to Yes.
  - Check to be sure that the district code attached to the school matches the district code in the District Configuration. Verify this on the Web by selecting Student Management > Product Setup > Codes > School Codes. Highlight the school and click the Edit button.
  - Check to be sure that, within the School Code, there is a Default School selected. Verify this on the Web by selecting Student Management > Office > Product Setup > Codes > School Codes. Expand the school and expand the entity-school cross-reference. Make sure a school is set to “Yes” as the Default.



Select Courses (2310)

Views: General Filters: \*Skyward Default

Select	Ent	Course	Description	Curriculum	Sts	Length	Dept	Subj	Type	Control Sets	Credits
<input type="checkbox"/>	435	250995	Men's Chorus	250995	A	YE	MUS	O	ELE	YRE	1.000
<input type="checkbox"/>	435	260995	Women's Chorus	260995	A	YE	MUS	O	ELE	YRE	1.000
<input type="checkbox"/>	435	273530	Orchestra 9	273530	A	YN	MUS	MUS		YRN	1.000
<input type="checkbox"/>	435	283530	Orchestra 10-12	283530	A	YN	MUS	MUS		YRN	1.000
<input type="checkbox"/>	435	293530	Orchestra10-12,Honor	293530	A	YN	MUS	MUS		YRN	1.000
<input type="checkbox"/>	435	303081	Math Content Reading	303081	A	YN	MX	M	ELE	YRN	1.000
<input type="checkbox"/>	435	309456	BAS Math	309456	A	YR	SE	SE		YR	1.000
<input checked="" type="checkbox"/>	435	313102	Algebra 1	313102	A	YE	MX	M	COR	YRE	1.000
<input type="checkbox"/>	435	313103	Algebra 2	313103	A	YE	MX	M		YRE	1.000
<input type="checkbox"/>	435	313108	Geometry, [Informal]	313108	A	YE	MX	M		YRE	1.000
<input type="checkbox"/>	435	313124	Algebra3/Trig	313124	A	YE	MX	M		YRE	1.000
<input type="checkbox"/>	435	313126	Precalculus Survey	313126	A	YE	MX	M		YRE	1.000
<input type="checkbox"/>	435	313199	Pre-Thesis Math Science	313199	A	YN	MX		COR	YRN	1.000
<input type="checkbox"/>	435	313296	Experimental Sci Research	313296	A	YE	S	S	ELE	YRE	1.000
<input type="checkbox"/>	435	313620	Intro Comp Prg	313620	A	SE	MX	M	ELE	S1 S2	1.000
<input type="checkbox"/>	435	313625	Computer Program 1	313625	A	SM	MX	M		S1 S2	0.500
<input type="checkbox"/>	435	313631	Object Computer Program	313631	A	SE	MX	M	ELE	S1 S2	1.000
<input type="checkbox"/>	435	313632	Computer Program 2	313632	A	SM	MX	M		S1 S2	0.500
<input type="checkbox"/>	435	313635	AP Computer Science	313635	A	YE	MX	M		YRE	1.000

500 412 records displayed Ent, Course: ABC

4b. This will bring up the Clone Course Associations parameters screen.

- Select the school year you wish to clone from.
- Select if you want to overwrite any current Course associations.
- Once complete, click Run.
- After the process is finished running in the print queue, the Course Associations screen will refresh and you will see your Selected Course Associations displayed.

Clone Course Associations

This utility will clone all Course Associations for AP, CR, DC, DE, MS, and SS from the selected school year to the 2024 school year. Only valid courses in 2024 will be cloned.

From School Year: 2021-22 To School Year: 2024

☐ Overwrite Existing Course Associations

Run Back

5. The selected courses are then added to the "Selected MS Course Associations for 2024" table.

- Students enrolled in these courses, on the count date, will be included in CRDC counts for the appropriate tables.
- Districts will need to select courses for Algebra I and Geometry for students in any grades 7 – 12 and MUG & HUG.
- Districts will need to select courses for Algebra II, Advanced Math, Calculus, Biology, Chemistry, Physics, and Computer Science for students in any grades 9-12 and HUG.

**Course Association Options**

Association Type: MS - Math & Science Course Enrollment

\* Course Association: Algebra I Select Courses Select Sections Clone Course Associations from a Prior School Year

**Selected MS Course Associations for 2022**

Entity	Course	Description	Curriculum	Sec	Sts	Length	Subj	Type	Course Association
002	03100500	ALGEBRA I	03100500		I	YR			Algebra I

6. Repeat these steps for each of the Math and Science Course Association Types offered at your school.

- This table will become quite large depending on your district and the courses offered.

## Step 2: Select Advanced Placement Courses to Include

- At the top of the screen, Enter Course Ranges to Filter by.
  - ✓ You can set this area up from the entity level or from 000.
  - ✓ The ranges entered will bring up courses from the Course Master.
  - ✓ Utilize the ranges to narrow your selection of courses.

**Enter Course Ranges to Filter by**

Low High

Entity: 435 435

Course Key:  ZZZZZZ

Department:  ZZZ

Subject:  ZZZ

Type:  ZZZ

Curriculum:  ZZZZZZ

Contains:

**Class Control Sets**

All Control Sets

Add

Remove

Remove All

2. In the middle of the screen, select the Course Association Options to associate courses in Skyward to the Advanced Placement Course Enrollment information required for CRDC.

- The Association Type drop-down has multiple Course Associations to select from.
  - Select AP to associate the Advanced Placement (AP) Courses in your Course Master.
- The Course Association drop-down has each of the course associations required for Advanced Placement (AP) Reporting. Select a Course Association Type.
- Click the button to "Select Courses."
- Districts will need to select AP Courses for AP Math, AP Science, AP Other Subjects, and AP Computer Science for students in any grades 9 – 12 & HUG.

**Course Association Options**

Association Type: AP - Advanced Placement (AP) Course Enrollment

\* Course Association: Mathematics Select Courses Clone Course Associations from a Prior School Year

**Selected AP Course Associations for 2021**

Entity	Course	Description	Curriculum	Sts	Length	Subj	Type	Course Association	Has AP Test
There are no records to display; check your filter settings.									

Switch School Year Edit

3. This will bring up the Course Master showing the courses within the ranges you have set up.

- Select the course that represents the course association type to count for CRDC.
- Once complete, click Select.

Select Courses (2310)

Views: General Filters: \*Skyward Default

Select	Ent	Course	Description	Curriculum	Sts	Length	Dept	Subj	Type	Control Sets	Credits
<input type="checkbox"/>	435	413255	Ecology	413255	A	YR	S	S	COR	YR	1.000
<input type="checkbox"/>	435	413260	Environmental Scienc	413260	A	YE	S	S		YRE	1.000
<input type="checkbox"/>	435	413295	Experimental Science Research	413295	A	YE	S	S	COR	YRE	1.000
<input type="checkbox"/>	435	423202	Materials Science 2	423202	I	YR	S	S		YR	1.000
<input type="checkbox"/>	435	423204	Global Science 2	423204	I	YR	S	S		YR	1.000
<input type="checkbox"/>	435	423208	Life Science	423208	I	YR	S	S		YR	1.000
<input type="checkbox"/>	435	423210	Biology/Enviromental Science	423210	A	SE	S	S	COR	S1 S2	1.000
<input checked="" type="checkbox"/>	435	423217	AP Biology	423217	A	YE	S	S		YRE	1.000
<input type="checkbox"/>	435	423220	Principles of Technology	423220	I	YR	S	S		YR	1.000
<input type="checkbox"/>	435	423221	Chemistry Honors	423221	I	YR	S	S		YR	1.000
<input type="checkbox"/>	435	423225	AP Chemistry	423225	A	YE	S	S		YRE	1.000
<input type="checkbox"/>	435	423231	Physics, General	423231	A	YE	S	S	COR	YRE	1.000
<input type="checkbox"/>	435	423233	AP Physics B	423233	A	YE	S	S		YRE	1.000
<input type="checkbox"/>	435	423234	AP Physics C	423234	A	YE	S	S	COR	YRE	1.000
<input type="checkbox"/>	435	423236	AP Environmental Sci	423236	A	YE	S	S		YRE	1.000
<input type="checkbox"/>	435	423251	Anatomy/Phys Honors	423251	A	YE	S	S		YRE	1.000
<input type="checkbox"/>	435	423260	Enviromental Science/ Biology	423260	A	SE	S	S	COR	S1 S2	1.000
<input type="checkbox"/>	435	433251	Genetics	433251	A	SE	S	S		S1 S2	0.500
<input type="checkbox"/>	435	443251	Microbiology	443251	A	SE	S	S		S1 S2	0.500

4. The courses selected are then added to the Selected AP - Advanced Placement Course Associations for 2024 table.

- Students enrolled in these courses on the count date, will be included in CRDC counts for the appropriate tables.

5. Repeat these steps for each of the Advanced Placement Course Association Types offered at your school.

- This table could become quite large depending on your district and the courses offered.

Course Association Options

Association Type: AP - Advanced Placement (AP) Course Enrollment

\* Course Association:

Selected AP Course Associations for 2022

Entity	Course	Description	Curriculum	Sts	Length	Subj	Type	Course
--------	--------	-------------	------------	-----	--------	------	------	--------

### Step 3a: Select Dual Enrollment/Credit Courses to Include

### Step 3b: Select Credit Recovery Course Enrollment Courses to Include

1. At the top of the screen, enter Course Ranges to Filter by.

- ✓ You can set this up for the entity level or from 000.
- ✓ The ranges entered will bring up courses from the Course Master.
- ✓ Utilize the ranges to narrow your selection of courses.

Enter Course Ranges to Filter by

	Low	High
Entity:	435	435
Course Key:		ZZZZZZ
Department:		ZZZ
Subject:		ZZZ
Type:		ZZZ
Curriculum:		ZZZZZZ
Contains:		

Class Control Sets

All Control Sets

Add  
Remove  
Remove All

2. In the middle of the screen, select the Course Association Options to associate courses in Skyward to the Dual Enrollment/Credit information required for CRDC. Then, select Credit Recovery Course Enrollment.

- The Association Type drop-down has multiple Course Associations to select from.
  - Select DC to associate the Dual Enrollment/Credit Courses in your Course Master.
- The Course Association drop-down has a single course association of "All Subjects."
- Click the button to "Select Courses to Associate with Selected Course Association" type.
- Districts will need to select Dual Enrollment/Credit Courses for students in any grades 9 – 12 & UG.

Course Association Options

Association Type: DC - Dual Enrollment/Credit Course Enrollment

\* Course Association: All Subjects

Select Courses Select Sections Clone Course Associations from a Prior School Year

Course Association Options

Association Type: CR - Credit Recovery Course Enrollment

\* Course Association: All Subjects

Select Courses Select Sections Clone Course Associations from a Prior School Year

3. This will bring up the Course Master showing the courses within the ranges you have set up.

- Select the course that represents the course association type to count for CRDC.
- Once complete, click Select.

Select Courses (286)

Views: General **Plans** \*Skyward Default

Select	Ent	Course	Description	Curriculum	Sta	Length	Dept	Subj	Type	Control Sets	Credits
<input checked="" type="checkbox"/>	001	008000	GRAPHIC ARTS		I	YR	10	10		Y	1.000
<input type="checkbox"/>	001	011400	BUS INFO MGMT I		I	YR	12	12	D	Y	1.000
<input type="checkbox"/>	001	011401	BUS INFO MGMT I		I	YR	12	12		Y	1.000
<input type="checkbox"/>	001	020000	ENVIRONMENTAL SCIENCE		I	YR	04	04		Y	1.000
<input type="checkbox"/>	001	030001	DRIVER ED		I	SM	14	14		S1 S2	0.500
<input type="checkbox"/>	001	031204	ENGLISH IIR	031203	I	YR	01	01	R	Y	1.000
<input type="checkbox"/>	001	032214	ENG 4-H		I	YR	01	01	H	Y	1.000
<input type="checkbox"/>	001	032412	INDEPENDENT STUDY SPEED		I	YR	10	10		Y	1.000
<input type="checkbox"/>	001	033500	SPEC TOPICS IN SOC SKILLS		I	YR	05	05		Y	1.000
<input type="checkbox"/>	001	034700	WORK PROGRAM		I	YR	12	12		Y	2.000
<input type="checkbox"/>	001	050001	ESL-1	050001	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	050002	ESL-2	050002	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	050003	ESL-3	050003	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	051104	ENG I-CIEP	051104	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	051204	ENG II-CIEP	051204	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	051304	ENG III-CIEP	051304	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	051404	ENG IV-CIEP	051404	I	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	053203	NEWSPAPER 1	053203	I	YR	01	01		Y	1.000
<input type="checkbox"/>	001	053213	NEWSPAPER 2	053213	I	YR	01	01		Y	1.000

20 records displayed

Ent, Course:

4. The courses selected are then added to the Selected DC and CR Course Associations for the 2024 table.

- Students enrolled in these courses on the count date, will be included in CRDC counts for the appropriate tables.

## Step 4: Select Distance Education Courses to Include

- At the top of the screen, enter Course Ranges to Filter by.
  - ✓ You can set this up for the entity level or from 000.
  - ✓ The ranges entered will bring up courses from the Course Master.
  - ✓ Utilize the ranges to narrow your selection of courses.

Enter Course Ranges to Filter by

	Low	High
Entity:	435	435
Course Key:		ZZZZZZ
Department:		ZZZ
Subject:		ZZZ
Type:		ZZZ
Curriculum:		ZZZZZZ
Contains:		

Class Control Sets

All Control Sets

Add  
Remove  
Remove All

- In the middle of the screen, select the Course Association Options to associate courses in Skyward to the Distance Education information required for CRDC.
  - The Association Type drop-down has multiple Course Associations to select from.
    - Select DE to associate the Distance Education Courses in your Course Master.
  - The Course Association drop-down has a single course association of "All Subjects."
  - Click the button to "Select Courses to Associate with Selected Course Association" type.
  - Districts will need to select Distance Education Courses for students in any grades K – 12 & UG.

Course Association Options

Association Type: DE - Distance Education Course Enrollment

\* Course Association: All Subjects

Select Courses  
Select Sections  
Clone Course Associations from a Prior School Year

3. This will bring up the Course Master showing the courses within the ranges you have set up.

- Select the course that represents the course association type to count for CRDC.
- Once complete, click Select.

Select Courses (286)

Views: General ▾ Filters: \*Skyward Default ▾

Select	Ent #	Course	Description	Curriculum	Sets	Length	Dept	Subj	Type	Control Sets	Credits
<input type="checkbox"/>	001	008800	GRAPHIC ARTS		1	YR	10	10		Y	1.000
<input type="checkbox"/>	001	011400	BUS INFO MGMT I		1	YR	12	12	D	Y	1.000
<input type="checkbox"/>	001	011401	BUS INFO MGMT I		1	YR	12	12		Y	1.000
<input type="checkbox"/>	001	020000	ENVIRONMENTAL SCIENCE		1	YR	04	04		Y	1.000
<input type="checkbox"/>	001	030001	DRIVER ED		1	SM	14	14		S1 S2	0.500
<input type="checkbox"/>	001	031204	ENGLISH IIR	031203	1	YR	01	01	R	Y	1.000
<input type="checkbox"/>	001	032214	ENG 4-H		1	YR	01	01	H	Y	1.000
<input type="checkbox"/>	001	032412	INDEPENDENT STUDY SPEED		1	YR	10	10		Y	1.000
<input type="checkbox"/>	001	033800	SPEC TOPICS IN SOC SKILLS		1	YR	05	05		Y	1.000
<input checked="" type="checkbox"/>	001	034700	WORK PROGRAM		1	YR	12	12		Y	2.000
<input type="checkbox"/>	001	050001	ESL-1	050001	1	YR	01	01		Y	1.000
<input type="checkbox"/>	001	050002	ESL-2	050002	1	YR	01	01		Y	1.000
<input type="checkbox"/>	001	050003	ESL-3	050003	1	YR	01	01		Y	1.000
<input type="checkbox"/>	001	051104	ENGL-CIEP	051104	1	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	051204	ENGL-CIEP	051204	1	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	051304	ENGL-CIEP	051304	1	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	051404	ENGL-CIEP	051404	1	YR	01	01	V	Y	1.000
<input type="checkbox"/>	001	053203	NEWSPAPER 1	053203	1	YR	01	01		Y	1.000
<input type="checkbox"/>	001	053213	NEWSPAPER 2	053213	1	YR	01	01		Y	1.000

20 ▾ 20 records displayed Ent\_Course:

4. The courses selected are then added to the Selected DE Course Associations for the 2024 table.

- Students enrolled in these courses during the school year, will be included in CRDC counts for the appropriate tables.

### Step 5: Select Single-Sex Academic Courses to Include

1. Filter courses if needed.
2. Choose your single-sex academic courses for the following subjects: Mathematics, Science, English/Reading/Language Arts, Other Academic Subjects (history, social studies, foreign languages, and computer science).
3. Choose the Gender that applies to each course.
4. Choose sections if necessary.

**Course Association Options**

Association Type: SS - Single-Sex Academic Classes Gender: Female

\* Course Association: Mathematics Select Sections Clone Course Associations from a Prior School Year

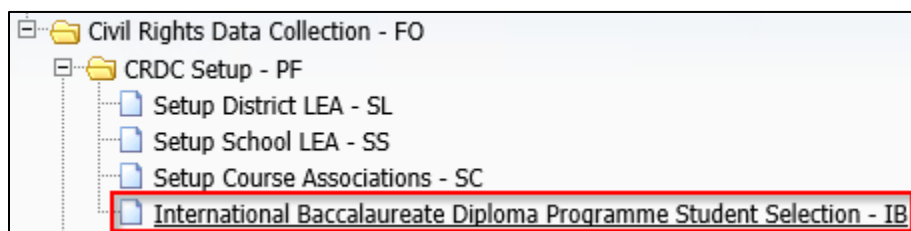


## International Baccalaureate Programme Student Selection

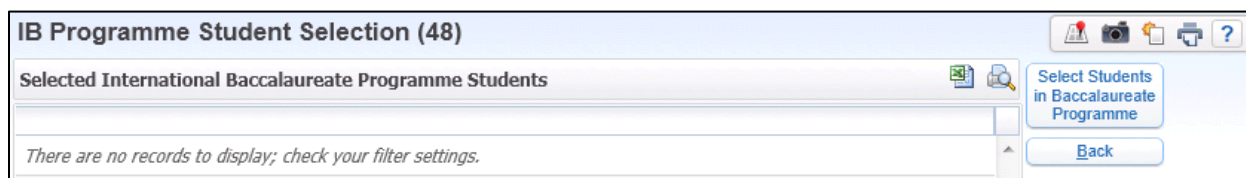
In this area, you will be able to select individual students to count as being enrolled in the International Baccalaureate (IB) Diploma Program.

- This information is extracted in the APIB module in the School Form.

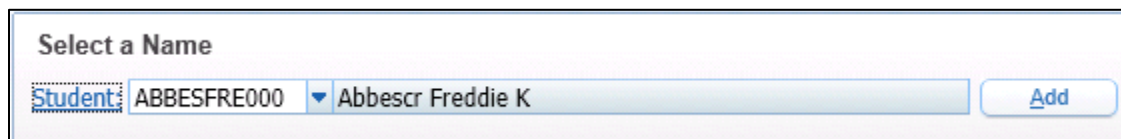
Click International Baccalaureate Programme Student Selection.



Next, you will select the students to include by clicking the Select Students in Baccalaureate Programme button.

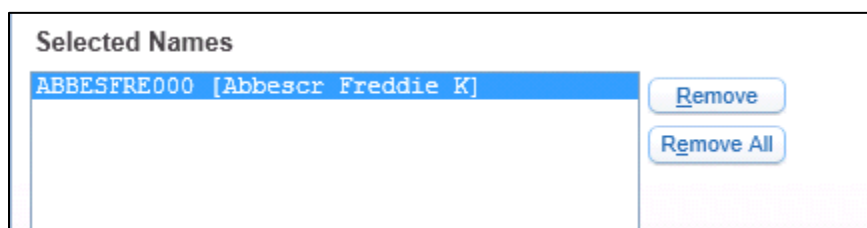


Add students by clicking the Student link and searching by name for the students to add.



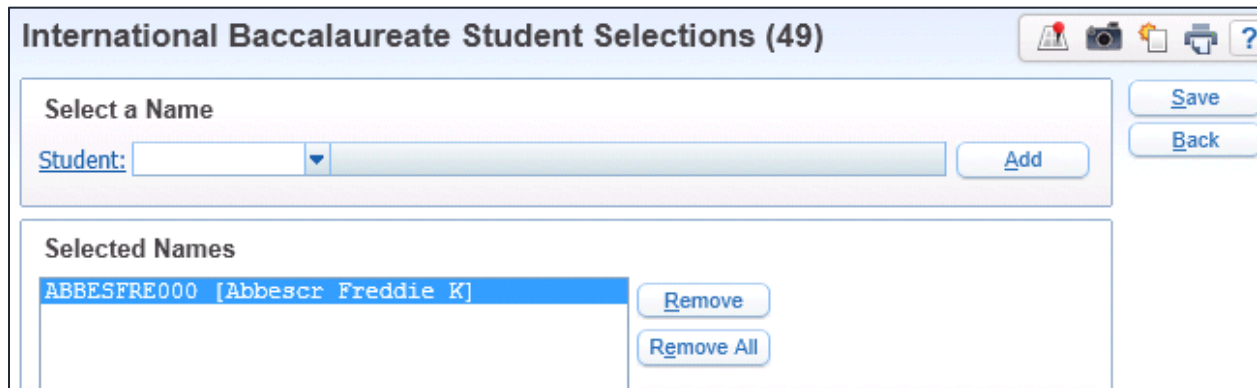
Once a student is found, then click the Add button, which will add the student to the table.

- To maintain this list, you can highlight a selected name, and click Remove or use the Remove All button to remove all names in the table.

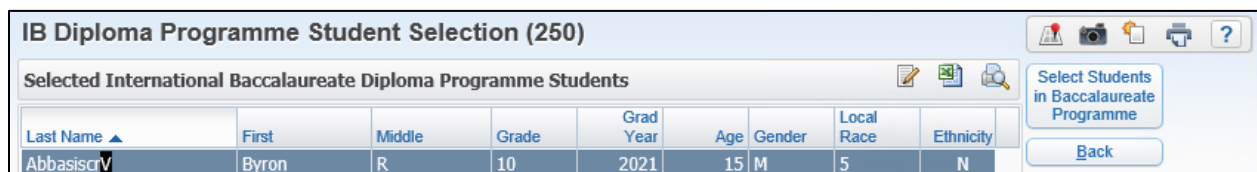




Once all the students have been added, click the Save button.



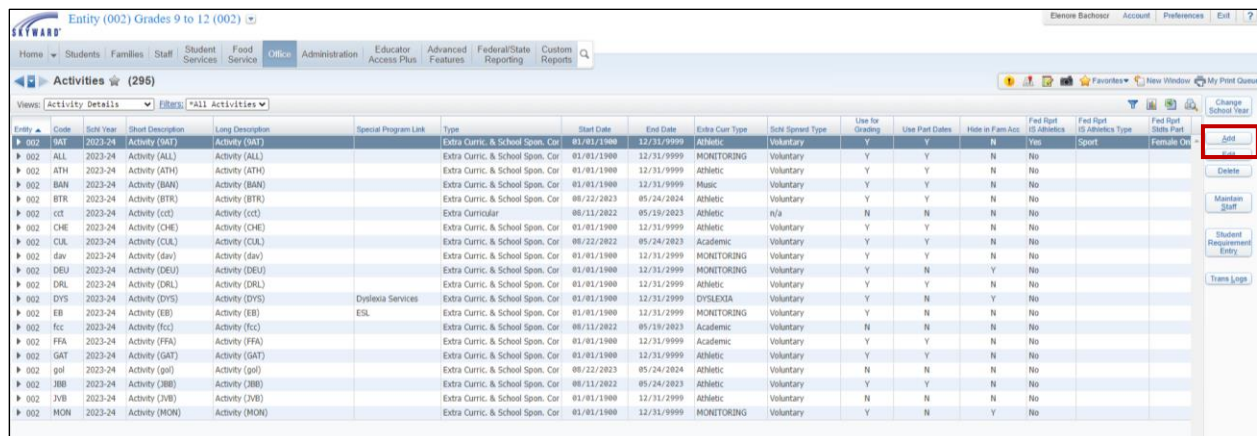
All students to be included will be displayed on the main screen. Click Back.



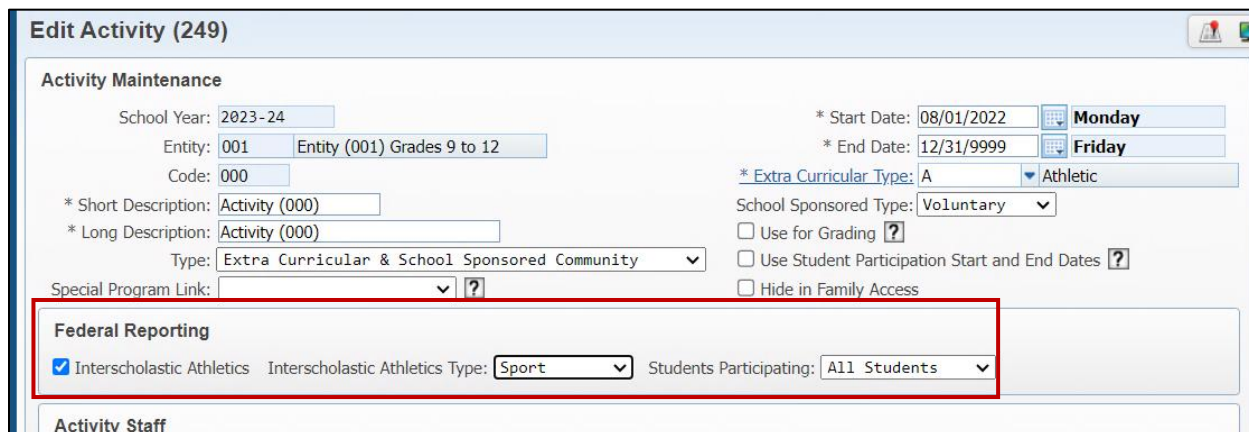
### Interscholastic Athletics/Single-Sex Athletics Setup

To ensure your interscholastic athletic teams and sports extract for the ATHL module within the School form, be sure to crosswalk activities within WS\OF\AC\AM.

Change school year to 2023-2024.



Edit each activity that is considered an interscholastic athletics sport or team.



**Edit Activity (249)**

**Activity Maintenance**

School Year: 2023-24

Entity: 001 Entity (001) Grades 9 to 12

Code: 000

\* Start Date: 08/01/2022 Monday

\* End Date: 12/31/9999 Friday

\* Extra Curricular Type: A Athletic

\* Short Description: Activity (000)

\* Long Description: Activity (000)

Type: Extra Curricular & School Sponsored Community

School Sponsored Type: Voluntary

Special Program Link: ?

☐ Use for Grading ?

☐ Use Student Participation Start and End Dates ?

☐ Hide in Family Access

**Federal Reporting**

☒ Interscholastic Athletics Interscholastic Athletics Type: Sport Students Participating: All Students

Activity Staff

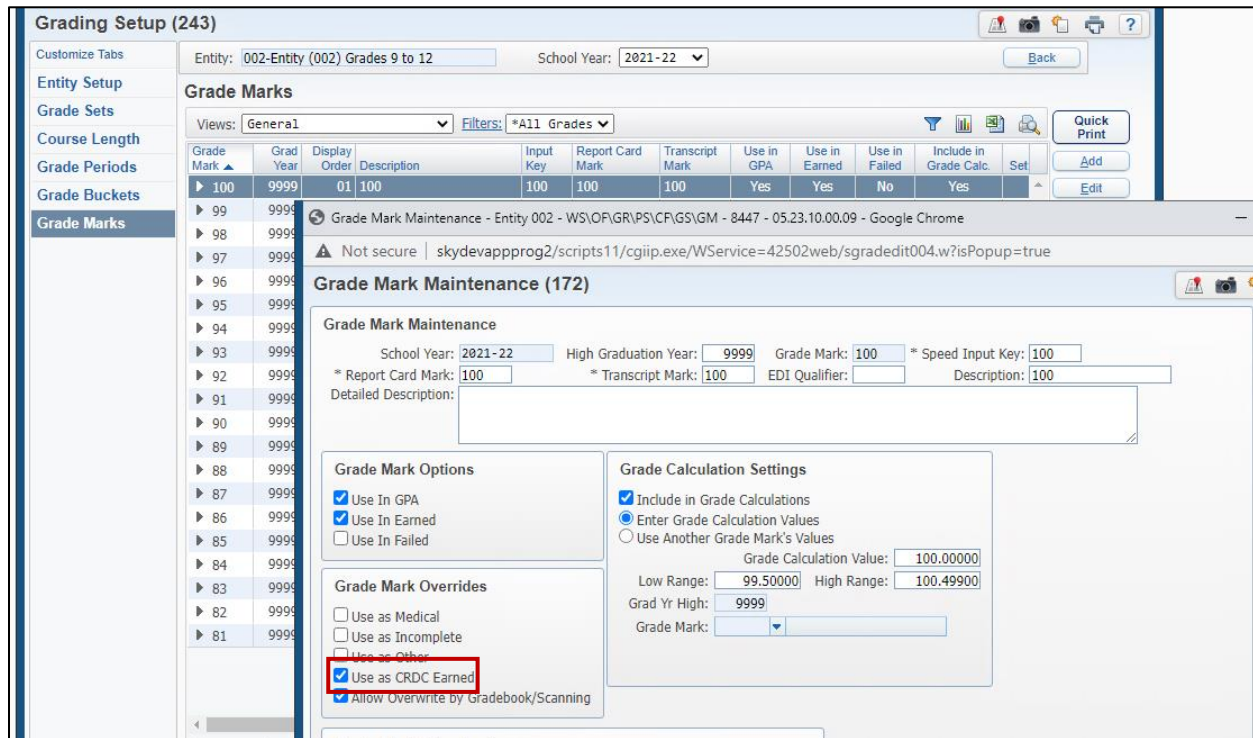
If an activity is considered within the definition for interscholastic athletics, you can flag it as such on the activity record. You can then choose whether it is a sport or a team, and if it is for a single-sex. Students in the roster of the activity will report to ATHL-3 for participant counts. We recommend you have an activity record for each sport, i.e., Basketball, and then a separate activity record for each team, i.e., Varsity Girls Basketball.

An additional point: If a sport has male-only teams, and has female-only teams, that sport is considered a male-only sport, and a female-only sport (counted twice). The only time a sport is counted as an all-student sport, is if the sport has no teams that are male-only or female-only.

Once activities are federal crosswalked using the above fields, students who participated in the interscholastic athletics during the 23-24 school year will extract in totals for ATHL-1-3. Participants pull from the activity student roster, from the start of the 2023-24 school year, including summer, up to one day prior to the 2024-25 school year for ATHL-3.

## "Earned/Passed" Setup for COUR

To extract earned and passed grades for the COUR module, a checkbox was added to the Grade Mark maintenance allowing users to choose which grade marks should calculate as "CRDC earned." Navigate to WS\OF\GR\PS\CF\GS\GM, edit your grade marks that should calculate as an earned grade mark, and utilize the Use as CRDC Earned checkbox.



**Grading Setup (243)**

Entity: 002-Entity (002) Grades 9 to 12 School Year: 2021-22

**Grade Marks**

Views: General Filters: \*All Grades

Grade Mark	Grad Year	Display Order	Description	Input Key	Report Card Mark	Transcript Mark	Use in GPA	Use in Earned	Use in Failed	Include in Grade Calc.	Set
▶ 100	9999	01	100	100	100	100	Yes	Yes	No	Yes	

**Grade Mark Maintenance (172)**

School Year: 2021-22 High Graduation Year: 9999 Grade Mark: 100 \* Speed Input Key: 100

\* Report Card Mark: 100 \* Transcript Mark: 100 EDI Qualifier: Description: 100

Detailed Description:

**Grade Mark Options**

- ☒ Use In GPA
- ☒ Use In Earned
- ☐ Use In Failed

**Grade Calculation Settings**

- ☒ Include in Grade Calculations
- ☒ Enter Grade Calculation Values
- ☐ Use Another Grade Mark's Values

Grade Calculation Value: 100.00000

Low Range: 99.50000 High Range: 100.49900

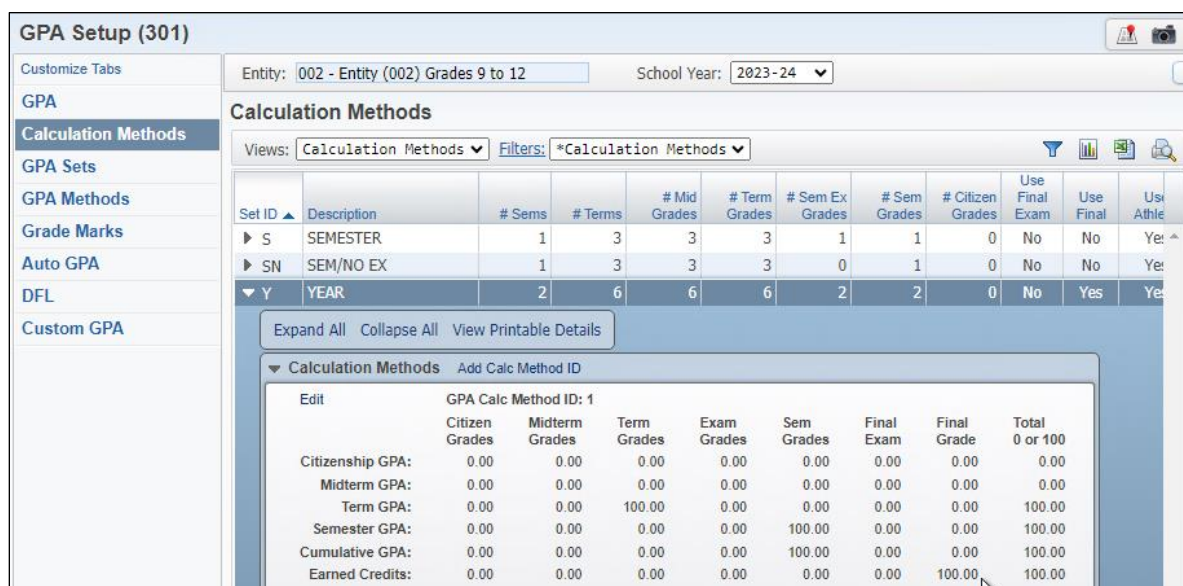
Grad Yr High: 9999

Grade Mark:

**Grade Mark Overrides**

- ☐ Use as Medical
- ☐ Use as Incomplete
- ☐ Use as Other
- ☒ Use as CRDC Earned
- ☒ Allow Overwrite by Gradebook/Scanning

In order for this grade mark override to work, there is one additional step. The GPA Calculation Method for the specified course length must have an earned credit value for the Final bucket, shown below with the cursor on the column/row in question.



**GPA Setup (301)**

Entity: 002 - Entity (002) Grades 9 to 12 School Year: 2023-24

**Calculation Methods**

Views: Calculation Methods Filters: \*Calculation Methods

Set ID	Description	# Sems	# Terms	# Mid Grades	# Term Grades	# Sem Ex Grades	# Sem Grades	# Citizen Grades	Use Final Exam	Use Final	Use Athletic
▶ S	SEMESTER	1	3	3	3	1	1	0	No	No	Yes
▶ SN	SEM/NO EX	1	3	3	3	0	1	0	No	No	Yes
▼ Y	YEAR	2	6	6	6	2	2	0	No	Yes	Yes

Expand All Collapse All View Printable Details

**Calculation Methods** Add Calc Method ID

Edit GPA Calc Method ID: 1

	Citizen Grades	Midterm Grades	Term Grades	Exam Grades	Sem Grades	Final Exam	Final Grade	Total 0 or 100
Citizenship GPA:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Midterm GPA:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term GPA:	0.00	0.00	100.00	0.00	0.00	0.00	0.00	100.00
Semester GPA:	0.00	0.00	0.00	0.00	100.00	0.00	0.00	100.00
Cumulative GPA:	0.00	0.00	0.00	0.00	100.00	0.00	0.00	100.00
Earned Credits:	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00

## Allegations in Discipline

Add Offense  
for Any  
Individual

### Add Offense (230)

**Individual**

\* Individual: ☐ Student ☒ Non-Student

\* Non-Student: PENNILEW000 Pennistonscr Lewis H, MR

Entity: 001 Entity (001) Grades 9 to 12

Was the offense committed by a Student or Non-Student?

### Add Offense (230)

**Individual**

\* Individual: ☐ Student ☒ Non-Student

\* Non-Student: PENNILEW000 Pennistonscr Lewis H, MR

Entity: 001 Entity (001) Grades 9 to 12

**Offense**

Offense/Referral: Offense

\* Offense:

\* School: 001 School (001)

Location:

Bus:

Incident: New Incident

Incident #: 4

\* School Year: 2024-25

Cost (\$): 0.00

☒ Allegation ☒ Determination Pending ☐ Determined Not Responsible ☐ Determined Responsible

☐ Resulted in Resignation or Retirement ☐ Resulted in Duty Reassignment

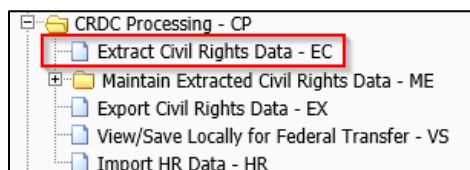
To add an offense to a non-student, such as a staff member, you must go to Discipline > Entry by Officer. Here, you can utilize the “Add Offense for Any Individual” button to add a record for a non-student individual. Allegations can be entered within any discipline entry screen using the “Allegation” checkbox. This will report to the above elements, contingent that the offense code/offender also match the element definition. For example, in order for the incident to extract for OFFN-8 (OFFN-8: Offenses – Allegations Against School Staff (Determined Not Responsible)), a staff member must be chosen in the non-student field, the offense code must be crosswalked on the extract screen to rape or sexual assault, as well as the Allegation must have the radio button for “Determined Not Responsible” selected.

## Extract

### Extract Civil Rights Data

Within this area, users will be extracting data for modules in both LEA and School forms.

- All CRDC Setup areas must be completed prior to Extracting data.



1. Click to Add a new template.
  - In the Template Settings, enter a Template Description.
2. In the Selection Ranges, select the School Year of 2024.
  - You may run this extract from 000 or from a specific entity.
    - For districts that have multiple schools in separate entities using the same LEAID you will need to extract from the 000 entity only to be sure to pull all schools.
  - "Report Students Enrolled as of" field – Use this field to enter your Count Date.
    - The count date needs to be October 1 (or the closest school day to October 1).
  - "Report Students as IDEA if Special Ed as of" field – Enter your IDEA child count date.
  - Select "Report Only (No data will be updated) to run the extract process to receive a report only. No data will be updated in the Maintain if this option is selected.



## Extract Civil Rights Data (257)

### Template Settings

\* Template Description:

☐ Share with other users in entity 001

☐ Print Greenbar

Save

Save and Print

Back

### Selection Ranges

School Year:

	Low	High
Entity:	<input type="text" value="001"/>	<input type="text" value="001"/>
Student Key:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Grade/Grad Yr:	<input type="text" value="9999"/>	<input type="text" value="0000"/>
Report Students Enrolled as of:	<input type="text" value="10/01/2023"/>	<input type="text" value="Sunday"/>
Report Students as IDEA if Special Ed as of:	<input type="text" value="10/01/2023"/>	<input type="text" value="Sunday"/>

☒ Select All Schools  

☒ Select All Calendars

☐ Report Only (No data will be updated)

☒ Only print sections reporting data

☐ Only print questions reporting data

☒ Print Detail

### Extract Options

Select each of the sections that you would like to have extracted.

- ☒ LEA: SSPR, CRCO, HIBD, DSED, HSEE, NBIN
- ☒ SCH: School Characteristics (SCHR, ATHL, INET, DIND, NBIN)
- ☒ SCH: Student/Program Enrollment (PSCH, ENRL, PENR)
- ☒ SCH: Courses & Classes (COUR)
- ☒ SCH: AP & IB Enrollment (APIB)
- ☒ SCH: SAT/ACT (EXAM)
- ☒ SCH: Retention of Students (RETN)
- ☒ SCH: PS Discipline of Students (DISC)
- ☒ SCH: K-12 Discipline of Students (DISC, ARRS)
- ☒ SCH: Offenses - Number of Incidents (OFFN)
- ☒ SCH: Harassment or Bullying (HIBS)
- ☒ SCH: Restraint & Seclusion (RSTR)
- ☒ SCH: Justice Facilities (JUST)

3. In the Extract Options area, select which modules you want to include.

- Each time the extract is run, the data within those modules will be updated in the Maintain.
- If you manually enter data into the CRDC maintain and re-extract for that specific module, the manually-entered data will be overwritten.

Extract Options

Select each of the sections that you would like to have extracted.

☒ LEA: SSPR, CRCO, HIBD, DSED, HSEE, NBIN
 

Options

☒ SCH: School Characteristics (SCHR, ATHL, INET, DIND, NBIN)

☒ SCH: Student/Program Enrollment (PSCH, ENRL, PENR)

☒ SCH: Courses & Classes (COUR)

☒ SCH: AP & IB Enrollment (APIB)

☒ SCH: SAT/ACT (EXAM)
 

Options

☒ SCH: Retention of Students (RETN)
 

Options

☒ SCH: PS Discipline of Students (DISC)
 

Options

☒ SCH: K-12 Discipline of Students (DISC, ARRS)
 

Options

☒ SCH: Offenses - Number of Incidents (OFFN)
 

Options

☒ SCH: Harassment or Bullying (HIBS)
 

Options

☒ SCH: Restraint & Seclusion (RSTR)
 

Options

☒ SCH: Justice Facilities (JUST)

- 4a) The options button for LEA: SSPR, CRCO, HIBD, DSED, HSEE, NBIN will allow you to select any Non-LEA Schools.
- The schools selected in here will be looked at to count students enrolled at the schools for SSPR: Count of Students.

Extract Options

Select each of the sections that

☒ LEA: SSPR, CRCO, HIBD, DS
 

Options

☒ SCH: School Characteristics

☒ SCH: Student/Program Enro

☒ SCH: Courses & Classes (COUR)

☒ SCH: AP & IB Enrollment (APIB)

☒ SCH: SAT/ACT & AP Exams (EXAM)

☒ SCH: Retention of Students (RETN)

☒ SCH: PK Discipline of Students (DISC)

☒ SCH: K-12 Discipline of Students (DISC, A

☒ SCH: Offenses - Number of Incidents (OFF

☒ SCH: Harassment or Bullying (HIBS)

LEA: SSPR, CRCO, HIBD, DSED, HSEE

Options

Print LEA Detail

Non-LEA Schools

School Selection - Entity 000 - WS\SR\FR\FO\CP\EC - 33615 - 05.18.10.0...

School Selection (174)

School Selection

Include	School ▲	Schl Nbr	School Name
<input checked="" type="checkbox"/>	000		School (000)
<input type="checkbox"/>	100	6375	School (100)
<input type="checkbox"/>	110	6381	School (110)
<input type="checkbox"/>	120	6385	School (120)
<input type="checkbox"/>	130	6387	School (130)
<input type="checkbox"/>	140	6393	School (140)
<input checked="" type="checkbox"/>	257	C257	School (257)
<input type="checkbox"/>	300	6373	School (300)

Save

Back

Select All 18 Records

Deselect All 18 Records

- 4b) The Options button for SCH: SAT/ACT (EXAM) will allow the system to count the number of students who took the ACT or SAT test. Users must have the SAT and ACT Test Scores Imported and assigned to Students.

**SCH: SAT/ACT (EXAM)**

Options Back

SAT and ACT Test Selection

SAT Test Name: SAT SAT

ACT Test Name:

4c) Select the SAT and ACT Test Name link.

This is the table of tests that have been set up in your system.

- The CRDC extract will pull students who have the selected test assigned to them at any time through the 2023-2024 school year.

**Test Name Codes (75)**

Views: General Filters: \*Skyward Default

Code	Short Description	Long Description	Disp via EA	Upd via EA	Disp in FA
ACT	ACT	ACT	Y		Y
AYPEA	TN AYPE A1	TN AYPE Algebra I (A1)	Y		Y
AYPEE	TN AYPE E2	TN AYPE English II (E2)	Y		Y
EOC	EOC	EOC	Y		Y
EXPLR	ACT-Explore Tes	ACT-Explore Test	Y		Y
PLAN	ACT-Plan Test	ACT-Plan Test	Y		Y
SAT	SAT	SAT	Y		Y
TCAP	TCAP	TCAP	Y		Y
TNA1	TN EOC Algebra	TN EOC Algebra I (A1)	Y		Y
TNA2	TN EOC A2	TN EOC Algebra II (A2)	Y		Y
TRN	TRAINING	TRAINING	Y		Y

Select  
Add  
Edit  
Delete  
Back

4d) The Options button for SCH: Retention of Students (RETN):

- The system automatically defaults to pull students as retained in the 2023-24 School Year based on the retained flag set to yes on the student's Entry-Withdrawal tab. Retention data is extracted based on the student's entry/withdrawal record as of the end of the Calendar. However, users can also enter a minimum number of credits needed to be earned per grade level (9-12) to determine if a student was retained as of the end of the student's Calendar. If you do not want to use this option, leave the credits set to 0.000.
- If you choose to use the Minimum Credits option for Grades 9-12, you also can enter in a Retention Days value. Entering in a value in this screen is indicating a number of days prior to the end of a student's Calendar to use as the count date. If a student is not enrolled as of the Retention count date, then the student will not report in the retention counts. This count date only applies to students being retained due to not earning the minimum number of credits.



### SCH: Retention of Students (RETN)

Options

Students with a withdrawal record marked retained will be retained. If you also want to base retention on number of earned credits, enter info below.

#### Minimum Credits in Grades 9-12

Minimum Credits for 9th Grade:

Minimum Credits for 10th Grade:

Minimum Credits for 11th Grade:

Minimum Credits for 12th Grade:

Retention Days:

Back

4e) The Options button for SCH: PS Discipline of Students (DISC)

- Select which actions apply to each of the Federal Preschool Discipline categories.

### SCH: PS Discipline of Students (DISC)

Options

#### Category Options

A and B. Out of School Suspension Action Codes


C. Expulsion Action Codes

D. Corporal Punishment Action Codes

Back

4f) The Options button for SCH: K-12 Discipline of Students (DISC, ARRS)

- Select which actions or action types apply to each of the Federal K-12 Discipline Categories.



**SCH: K-12 Discipline of Students (DISC, ARRS)**

Options Back

**Category Options**

A. Corporal Punishment Action Codes Actions

B. In School Suspension Count Option

☐ Use Action Codes Actions

☐ Use Suspension Type on Action Record Types

☐ Use Suspension Type on Susp/Exp Record Types

C. Out of School Suspension Count Option

☐ Use Action Codes Actions

☐ Use Suspension Type on Action Record Types

☐ Use Suspension Type on Susp/Exp Record Types

**Expulsions with or without Educational Services**

D. Expulsions with Educational Services

☐ Use Action Codes Actions

☐ Use Suspension Type on Action Record Types

☐ Use Suspension Type on Susp/Exp Record Types

E. Expulsions without Educational Services

☐ Use Action Codes Actions

☐ Use Suspension Type on Action Record Types

☐ Use Suspension Type on Susp/Exp Record Types

F. Expulsions Under Zero-Tolerance Policies Action Codes Actions

G. Referral to Law Enforcement Action Codes Actions

H. School Related Arrest Action Codes Actions

I. Transfer to Alt. School due to Expulsion

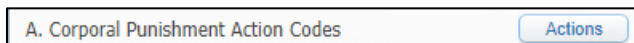
☐ Use Action Codes Actions

☐ Use Suspension Type on Action Record Types

☐ Use Suspension Type on Susp/Exp Record Types

- **A. Corporal Punishment Action Codes**

- Select the Action Codes that represent Corporal Punishment Action Codes.
- If you do not track Corporal Punishment in the system, then you will need to acquire the totals from outside sources and manually enter them into the Maintain area.



A. Corporal Punishment Action Codes Actions

- **B. In School Suspension Count Option**

- Users can choose how to count the totals for In School Suspensions.

B. In School Suspension Count Option

☐ Use Action Codes
 

Actions

☐ Use Suspension Type on Action Record
 

Types

☐ Use Suspension Type on Susp/Exp Record
 

Types

- 1 – Using Action Codes – Click the Action Code button and select the Action codes that represent In School Suspension.
- 2 – Using the Suspension Type of the Action Record – Click the Types button and select the In School Suspension Type Codes that represent In School Suspensions.
- 3 – Using the Suspension Type on Suspension/Expulsion record

- **C. Out of School Suspension Count Options**

- Users can choose how to count the totals for Out of School Suspensions.

C. Out of School Suspension Count Option

☐ Use Action Codes
 

Actions

☐ Use Suspension Type on Action Record
 

Types

☐ Use Suspension Type on Susp/Exp Record
 

Types

- **D/E. Expulsions with/without Educational Services**

- Users can choose how to count the totals for Expulsions.

Expulsions with or without Educational Services

D. Expulsions with Educational Services

☐ Use Action Codes
 

Actions

☐ Use Suspension Type on Action Record
 

Types

☐ Use Suspension Type on Susp/Exp Record
 

Types

E. Expulsions without Educational Services

☐ Use Action Codes
 

Actions

☐ Use Suspension Type on Action Record
 

Types

☐ Use Suspension Type on Susp/Exp Record
 

Types

- 1- Using Action Codes - Click the Actions button and select the Action codes that represent Expulsions with Educational services.
- 2- Using the Suspension Type on the Action Record - Click the Types button and select the Codes that represent Expulsion with Educational Services.
- 3- Using the Suspension Type on Suspension/Expulsion record

- **F. Expulsions Under Zero-Tolerance Policies Action Codes**

- Select the Action Codes that Expulsions Under Zero-Tolerance Policies.

F. Expulsions Under Zero-Tolerance Policies Action Codes

Actions

<input type="checkbox"/>	SPA	Spanking
<input type="checkbox"/>	W	Warning
<input type="checkbox"/>	X	Expelled
<input checked="" type="checkbox"/>	ZT	Zero Tolerance - Expelled

- If you do not specifically have an action code set up in your system that represents Expelled due to Zero-Tolerance you will need to gather this data from outside sources and enter the totals into the Maintain area.
- Note: Data that is entered into the Maintain area manually will be overwritten if that selected module is re-extracted in the extract template.

#### • **G. Referral to Law Enforcement Action Codes**

- Select the Action Codes that represent Referral to law Enforcement.

G. Referral to Law Enforcement Action Codes	Actions
---	---------

<input checked="" type="checkbox"/>	13	JUVINILE JUSTICE COURT ORDER
-------------------------------------	----	------------------------------

- If you do not specifically have an action code set up in your system that represents Referral to Law Enforcement, you will need to gather this data from outside sources and enter the totals into the Maintain area.
- Note: Data that is entered into the Maintain area manually will be overwritten if that selected Module is re-extracted in the extract template.

#### • **H. School Related Arrest Action Codes**

- Select the Action Codes that represent School Related Arrest.

H. School Related Arrest Action Codes	Actions
---------------------------------------	---------

<input type="checkbox"/>	SPA	Spanking
<input checked="" type="checkbox"/>	SR	School Arrest

- If you do not specifically have an action code set up in your system that represents School Related Arrest, you will need to gather this data from outside sources and enter the totals into the Maintain area.
- Note: Data that is entered into the Maintain area manually will be overwritten if that selected Module is re-extracted in the extract template.

#### • **I. Transfer to Alt. School due to Expulsion**

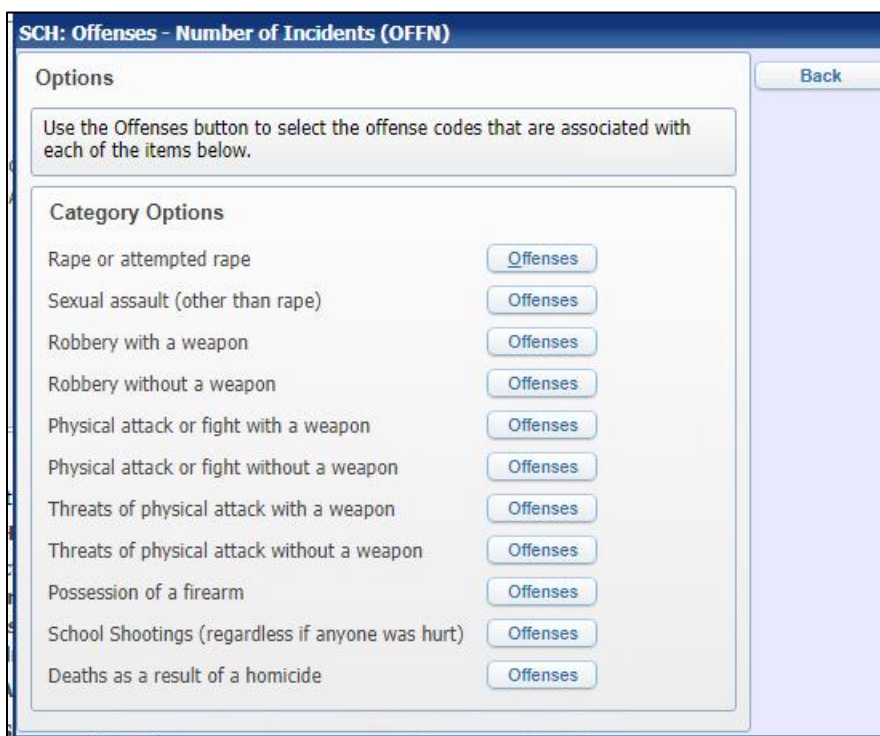
- Users can choose one of 2 options on how to count the totals for Transfer to Alternative School due to Expulsion.

I. Transfer to Alt. School due to Expulsion	
<input type="radio"/> Use Action Codes	Actions
<input type="radio"/> Use Suspension Type on Action Record	Types
<input type="radio"/> Use Suspension Type on Susp/Exp Record	Types

- 1- Using Action Codes - Click the Actions button and select the Action codes that represent Transfer to Alternative School due to Expulsion.
- 2- Using the Suspension Type on the Action Record - Click the Types button and select the Codes that represent Transfer to Alternative School due to Expulsion.
- 3- Using the Suspension Type on Suspension/Expulsion record.

4g) The Options button for SCH: Offenses – Number of Incidents (OFFN):

- Users must setup the corresponding Offense code for each Category Option.



**SCH: Offenses - Number of Incidents (OFFN)**

**Options** [Back](#)

Use the Offenses button to select the offense codes that are associated with each of the items below.

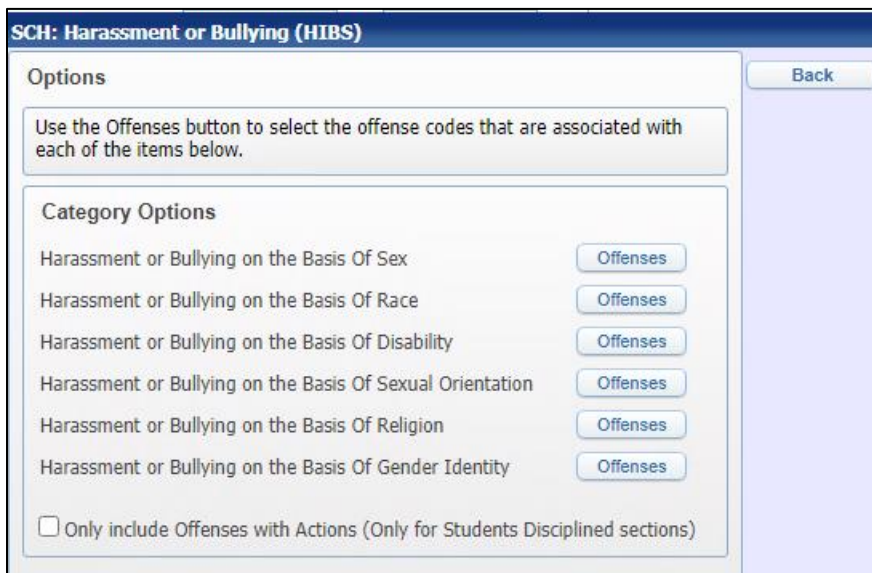
**Category Options**

Rape or attempted rape	<a href="#">Offenses</a>
Sexual assault (other than rape)	<a href="#">Offenses</a>
Robbery with a weapon	<a href="#">Offenses</a>
Robbery without a weapon	<a href="#">Offenses</a>
Physical attack or fight with a weapon	<a href="#">Offenses</a>
Physical attack or fight without a weapon	<a href="#">Offenses</a>
Threats of physical attack with a weapon	<a href="#">Offenses</a>
Threats of physical attack without a weapon	<a href="#">Offenses</a>
Possession of a firearm	<a href="#">Offenses</a>
School Shootings (regardless if anyone was hurt)	<a href="#">Offenses</a>
Deaths as a result of a homicide	<a href="#">Offenses</a>

- If you do not specifically have an Offense code setup in your system that represents any of these Category Options, you will need to gather that data from outside sources and enter the totals into the Maintain area.
  - Note: Data that is entered into the Maintain area manually will be overwritten if that selected Module is re-extracted in the extract template.

4h) The Options button for SCH: Harassment or Bullying (HIBS):

- Users must setup the corresponding Offense code for each Category Option of Harassment or Bullying on the Basis of Sex, Race, Disability, Sexual Orientation, Gender Identity and Religion.



**SCH: Harassment or Bullying (HIBS)**

**Options** Back

Use the Offenses button to select the offense codes that are associated with each of the items below.

**Category Options**

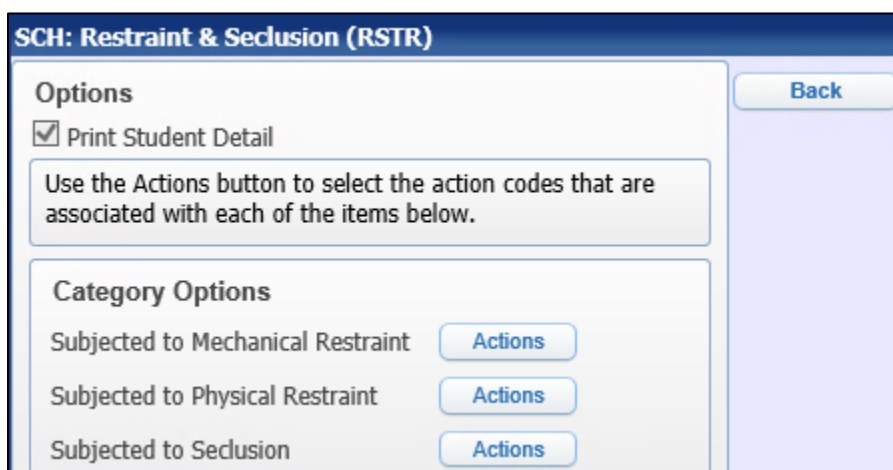
Harassment or Bullying on the Basis Of Sex	<span>Offenses</span>
Harassment or Bullying on the Basis Of Race	<span>Offenses</span>
Harassment or Bullying on the Basis Of Disability	<span>Offenses</span>
Harassment or Bullying on the Basis Of Sexual Orientation	<span>Offenses</span>
Harassment or Bullying on the Basis Of Religion	<span>Offenses</span>
Harassment or Bullying on the Basis Of Gender Identity	<span>Offenses</span>

☐ Only include Offenses with Actions (Only for Students Disciplined sections)

- If you do not specifically have an Offense code setup in your system that represents any of these Category Options, you will need to gather that data from outside sources and enter the totals into the Maintain area.
  - Note: Data that is entered into the Maintain area manually will be overwritten if that selected module is re-extracted in the extract template.
- At the bottom of the screen, select to "Only Include Offenses with Actions (Only for Students Disciplined sections)".
  - If this option is selected, the system will only count students as Students Disciplined for Harassment or Bullying if the student has an offense for bullying based on Gender, Race, Disability, Sexual Orientation, or Religion that has an action assigned.
  - If this option is not selected, any student with an offense assigned for Bullying on the basis of Gender, Race, Disability, Sexual Orientation, or Relation will be counted regardless if there is an Action attached to the Offense.

4i) The Options button for SCH: Restraint & Seclusion (RSTR):

- Users must setup the corresponding Action code for each Category Option Subjected to Mechanical Restraint, Subjected to Physical Restraint, and Subjected to Seclusion.



- If you do not specifically have an Action code setup in your system that represents any of these Category Options, you will need to gather that data from outside sources and enter the totals into the Maintain area.
  - Note: Data that is entered into the Maintain area manually will be overwritten if that selected Module is re-extracted in the extract template.

When you have completed the setup of your template, click Save and Print.



When the process has completed, the Extract Civil Rights Data Report will print.

- Review the report to ensure that the data that printed is accurate and complete.
- The Report is designed to show the Element Name in the right-hand column that corresponds to the Header row in the LEA and School Form FFS.
- For information on how data is extracted for each table, see the Data Elements Document.

### Example Extract Report screen

1stfed23.p 17-4  
05.23.10.00.08 \*TestDB\*

Entity (000)  
EXTRACT CIVIL RIGHTS DATA (LEA#4820700)

01/09/24  
Page:3  
1:54 PM

LEA HIBD: Harassment or Bullying  
District LEAID: 4820700

LEA HIBD-1: Harassment or Bullying Policy Indicator

Question/Total	Answer	Element Name
Did the LEA have a written policy or policies prohibiting discriminatory harassment or bullying of students on the basis of sex, race/color/national origin, and disability?	Yes	LEA_HBPOLICY_IND

LEA HIBD-2: Harassment or Bullying Policy Web Link Indicator

Question/Total	Answer	Element Name
Did the LEA have a web link to its written policy or policies prohibiting discriminatory harassment or bullying of students on the basis of sex, race/color/national origin, and disability?	Yes	LEA_HBPOLICYURL_IND

LEA HIBD-3: Harassment or Bullying Policy Web Link

Question/Total	Answer	Element Name
Enter the web link to the LEA's written policy (or policies) prohibiting discriminatory harassment or bullying of students on the basis of sex, race/color/national origin, and disability.	http://www.gilmerisd.org	LEA_HBPOLICY_URL

LEA HIBD-4: Harassment or Bullying Policy Indicator - Other Categories (Gender Identity)

Question/Total	Answer	Element Name
Did the LEA have a written policy or policies prohibiting harassment or bullying of students on the basis of sexual orientation?	No	LEA_HBPOLICY_SO_IND
Did the LEA have a written policy or policies prohibiting harassment or bullying of students on the basis of gender identity?	No	LEA_HBPOLICY_GI_IND
Did the LEA have a written policy or policies prohibiting harassment or bullying of students on the basis of religion?	No	LEA_HBPOLICY_REL_IND

LEA HIBD-5: Harassment or Bullying Policy Web Link IND - Other Categories (Gender Identity)

Question/Total	Answer	Element Name
Did the LEA have a web link to its written policy or policies prohibiting discriminatory harassment or bullying of students on basis of sexual orientation?	No	LEA_HBPOLICYSO_URL_IND
Did the LEA have a web link to its written policy or policies prohibiting discriminatory harassment or bullying of students on basis of gender identity?	No	LEA_HBPOLICYGI_URL_IND
Did the LEA have a web link to its written policy or policies prohibiting discriminatory harassment or bullying of students on basis of religion?	No	LEA_HBPOLICYREL_URL_IND



## A data element that is not tracked/extracted within Skyward and must be manually entered within the Maintain Extracted Civil Rights Data:

- HSEE-2. High School Equivalency Exam Preparation Program Student Participation

Users will need to manually gather these numbers and then enter them in the Maintain area, which is discussed in the next section.

### Important Note for Human Resources users:

Users who utilize Skyward's HR software can import modules:

STAF: School & School Support Staff

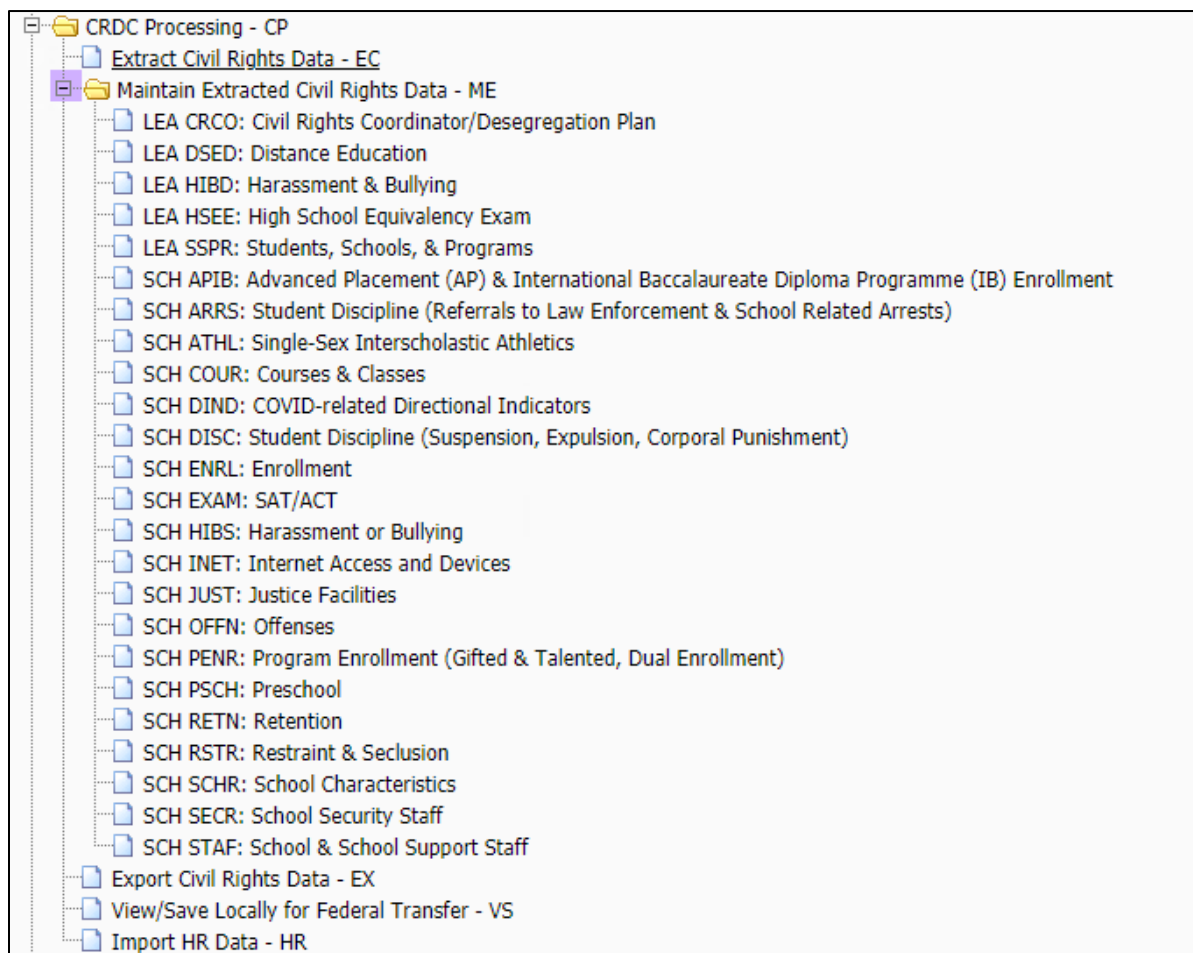
SECR: School Security Staff

### Maintain Extracted Civil Rights Data

Within the Maintain area, users can:

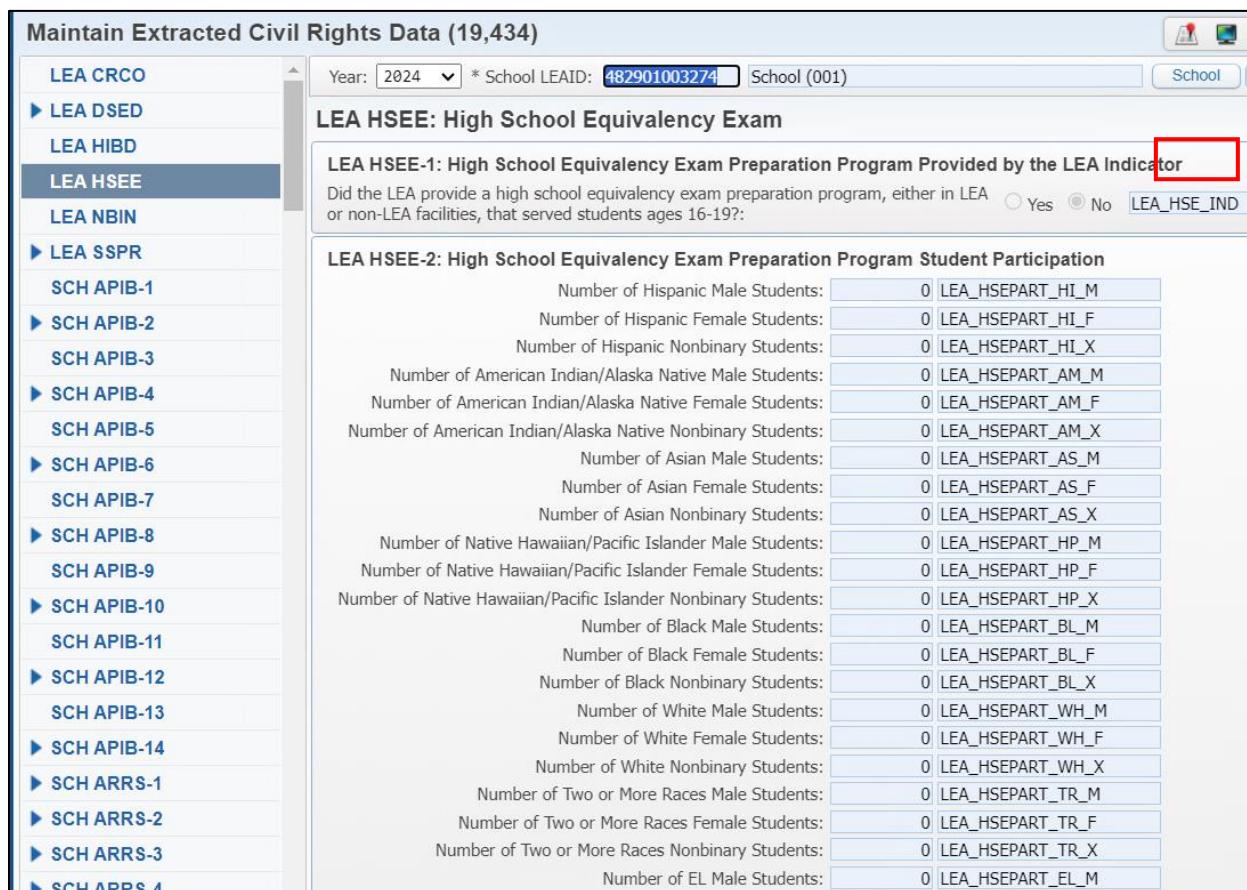
- Verify the totals that were extracted for each school.
- Edit any numbers that need to be updated.
- Add totals for data elements that were not extracted.
- Add totals for data elements that are not tracked within Skyward.

Select Maintain Extracted Civil Rights Data.



When you select and expand the “Maintain Extracted Civil Rights Data” menu, you can then select a specific module within the Maintain to enter.

Use the Switch School button to switch from one school to the next.



**Maintain Extracted Civil Rights Data (19,434)**

Year: 2024 \* School LEAID: 482901003274 School (001) School

**LEA HSEE: High School Equivalency Exam**

**LEA HSEE-1: High School Equivalency Exam Preparation Program Provided by the LEA Indicator**

Did the LEA provide a high school equivalency exam preparation program, either in LEA or non-LEA facilities, that served students ages 16-19?: ☐ Yes ☒ No LEA\_HSE\_IND

**LEA HSEE-2: High School Equivalency Exam Preparation Program Student Participation**

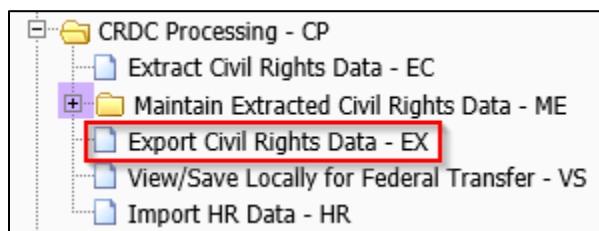
Number of Hispanic Male Students:	0	LEA_HSEPART_HI_M
Number of Hispanic Female Students:	0	LEA_HSEPART_HI_F
Number of Hispanic Nonbinary Students:	0	LEA_HSEPART_HI_X
Number of American Indian/Alaska Native Male Students:	0	LEA_HSEPART_AM_M
Number of American Indian/Alaska Native Female Students:	0	LEA_HSEPART_AM_F
Number of American Indian/Alaska Native Nonbinary Students:	0	LEA_HSEPART_AM_X
Number of Asian Male Students:	0	LEA_HSEPART_AS_M
Number of Asian Female Students:	0	LEA_HSEPART_AS_F
Number of Asian Nonbinary Students:	0	LEA_HSEPART_AS_X
Number of Native Hawaiian/Pacific Islander Male Students:	0	LEA_HSEPART_HP_M
Number of Native Hawaiian/Pacific Islander Female Students:	0	LEA_HSEPART_HP_F
Number of Native Hawaiian/Pacific Islander Nonbinary Students:	0	LEA_HSEPART_HP_X
Number of Black Male Students:	0	LEA_HSEPART_BL_M
Number of Black Female Students:	0	LEA_HSEPART_BL_F
Number of Black Nonbinary Students:	0	LEA_HSEPART_BL_X
Number of White Male Students:	0	LEA_HSEPART_WH_M
Number of White Female Students:	0	LEA_HSEPART_WH_F
Number of White Nonbinary Students:	0	LEA_HSEPART_WH_X
Number of Two or More Races Male Students:	0	LEA_HSEPART_TR_M
Number of Two or More Races Female Students:	0	LEA_HSEPART_TR_F
Number of Two or More Races Nonbinary Students:	0	LEA_HSEPART_TR_X
Number of EL Male Students:	0	LEA_HSEPART_EL_M

- On the left-hand side of the screen, you will see tabs. Each tab represents the associated CRDC module for the LEA and School Forms. Some modules are able to be expanded to display Totals and Details sub tabs.
- Details tab information displayed in the Maintain are not exported and included in the CRDC FFS Export file. This information displays in the Maintain only to assist with data verification.
- The Details tab for many sections is shared between different tabs/sections. Users can use the browse filters to narrow down and display only students that apply to a corresponding section.
- The information that was extracted in the Extract process is housed in the Maintain area.
- Each time another Extract Process is run, the Maintain table is updated with new totals that are within range. This will wipe out any edited or added data that was previously entered.

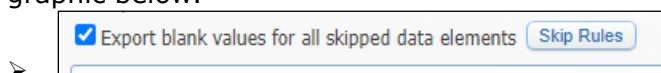
- If you run CRDC from 000 for a specific range of entities, it will not wipe out data that is being pulled from other entities. For example, if you are extracting from 000 for entities 100-122, then it will only pull data that is attached to those entities and it will not override the Maintain for others who may be extracting from 000 for entities 200 - 250.
- Any data that was added or edited in the Maintain will be wiped out and cleared if another extract is run that includes the ranges that were edited.
  - If you want to edit a total, select the Edit button.
- For modules such as HSEE-2, you will need to manually enter values as High School Equivalency Exam Prep Program participants are not stored or collected in Skywards source data.
- If your district uses Skyward's Human Resources software, then for modules STAF: School & School Support Staff, and SECR: School Security Staff:
  - These totals can be imported into the Student side from the HR side. The import will put the totals extracted into the Maintain area for you. See the section on Importing HR Data.
  - If your district does not own the HR software, you will need to gather these numbers from outside sources and manually enter them into the Maintain.
    - Once complete, click Save.
    - Users may also want to edit a total and manually enter information if your district chooses not to track certain data that is reported in the CRDC collection in the system.

## Export Civil Rights Data

Exporting your Civil Rights Data will build the LEA form and School form files in the Federally mandated file format.



- Enter the School Year: **2024**.
  - **Export Options:**
- ❖ **Print Report Only (No file will be created)** – Running the Export CRDC Data template with this option checked will create a report of CRDC data in the Maintain. It is useful to run with this option checked to print an entire CRDC Report for all Schools. Users who are choosing to manually enter their CRDC data on the Advanced website can also use this report as a guide to enter the totals.
  - ❖ **Export blank values for all skipped data elements:** This option is the default option as it essentially uses skip logic implemented by Skyward based on the flat file specifications. For example, if you said “No” to the indicator field in the source asking if you had a Gifted program, this will turn on skip logic in the file to skip any element that pertains to Gifted, pulling blank values for those elements. See skip logic example in graphic below.



- ❖ **Export blank values as NS:** Used to delete any zeros, so you can reupload a value to replace the zero that you uploaded previously.
- ❖ **Export all values as NS:** Used to delete all your values, and then upload a new file to the OCR portal after that to start over. It is only appropriate to check this box if you previously uploaded an export file containing values that were incorrect. If you check this box, the system will send an NS for all values regardless of what is in the maintain. Use CAUTION when selecting this option.
- Select the Export Files you want to create.
  - Selecting any "LEA" CRDC Sections will create an LEA Form File/Report.
  - Selecting any "SCH" CRDC Sections will create a School Form File/Report.
  - When complete, click Save and Print.

Export CRDC Data (9,748)

Template Settings

\* Template Description:

☐ Share with other users in entity 001
 ☐ Print Greenbar

Selection Ranges

School Year:

Export Options

☐ Print Report Only (No file will be created)
 ☐ Only print sections reporting data
 ☐ Only print questions reporting data
 ☐ Print Student Details
 ☐ Export 'NS-Not Submitted' for any blank values
 ☐ Export 'NS-Not Submitted' for all values
 ☐ Export blank values for all skipped data elements

CRDC Sections [Select All](#) | [Deselect All](#)

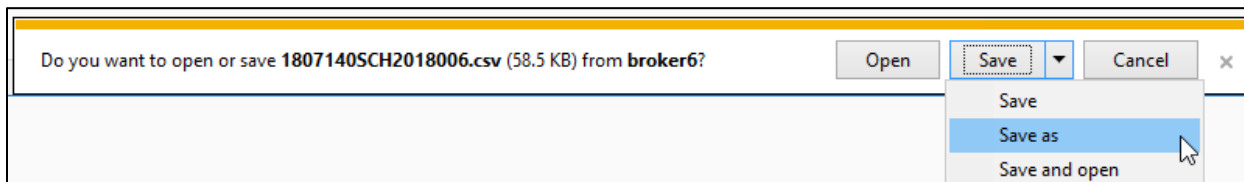
☐ LEA CRCO: Civil Rights Coordinator/Desegregation Plan
 ☐ LEA DSED: Distance Education
 ☐ LEA HIBD: Harassment or Bullying
 ☐ LEA HSEE: High School Equivalency Exam
 ☐ LEA NBIN: Nonbinary
 ☐ LEA SSPR: Students, Schools, & Programs
 ☐ SCH APIB: Advanced Placement (AP) & International Baccalaureate Diploma Programme (IB) Enrollment
 ☐ SCH ARRS: Student Discipline (Referrals to Law Enforcement & School-related Arrests)
 ☐ SCH ATHL: Interscholastic Athletics
 ☐ SCH COUR: Courses & Classes
 ☐ SCH DIND: COVID-related Directional Indicators
 ☐ SCH DISC: Student Discipline (Corporal Punishment, Expulsion, Suspension)
 ☐ SCH ENRL: Enrollment
 ☐ SCH EXAM: SAT/ACT
 ☐ SCH HIBS: Harassment or Bullying (Allegations)
 ☐ SCH INET: Internet Access and Devices
 ☐ SCH JUST: Justice Facilities
 ☐ SCH NBIN: Nonbinary
 ☐ SCH OFFN: Offenses
 ☐ SCH PENR: Program Enrollment (Gifted & Talented, Dual Enrollment, Credit Recovery)
 ☐ SCH PSCH: Preschool
 ☐ SCH RETN: Retention
 ☐ SCH RSTR: Restraint & Seclusion

## View/Save Locally for Federal Transfer

In this area, users save the export files to their computer for submission to the CRDC Website. A file should be created for the LEA Form as well as the School form.

Views: General Filters: *All Files							View	Delete	Back
Date Created	Time Created	Type	Created By	Entity	File Size (KB)	File Name			
▶ 01/09/2024 Tue	1:59 pm	STUDENT FED CRDC	Bachoscr, Elenore K	000	70.37	4820700SCH2022003.csv			
▶ 12/13/2023 Wed	4:34 pm	STUDENT FED CRDC	Bachoscr, Elenore K	002	70.37	4820700SCH2022002.csv			
▶ 12/13/2023 Wed	4:34 pm	STUDENT FED CRDC	Bachoscr, Elenore K	002	2.14	4820700LEA2022002.csv			
▶ 12/06/2023 Wed	10:24 am	STUDENT FED CRDC	Bachoscr, Elenore K	000	70.37	4820700SCH2022001.csv			
▶ 12/06/2023 Wed	10:24 am	STUDENT FED CRDC	Bachoscr, Elenore K	000	2.15	4820700LEA2022001.csv			

- Highlight the file you want to save and click View.
- Select Save or Save As and save the file to a location on your computer.



- This file is created according to the CRDC standards that are posted.
- In total, users will submit two separate files to the CRDC website (LEA Form and School Form).

## Import HR Data

\*This option is only available when in a non-combined database.

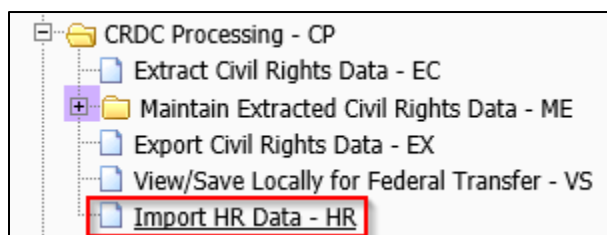
This import option allows districts who use Skyward's Human Resources software to import totals for the following modules in the School Form file:

STAF: School & School Support Staff

SECR: School Security Staff

\*This step should be completed prior to Exporting Civil Rights Data to create the LEA and School Form Files. Without this data imported and/or manually entered, the data will not be included in the files.

For a tutorial on extracting HR Data from your Skyward HR database, please navigate to WS\SR\FR\FO within SkyDoc as a video tutorial will be posted there demonstrating the extract and export process within a business/HR-only database. The below documentation will only explain the Import process once the file is ready to import from your business database to your student database.



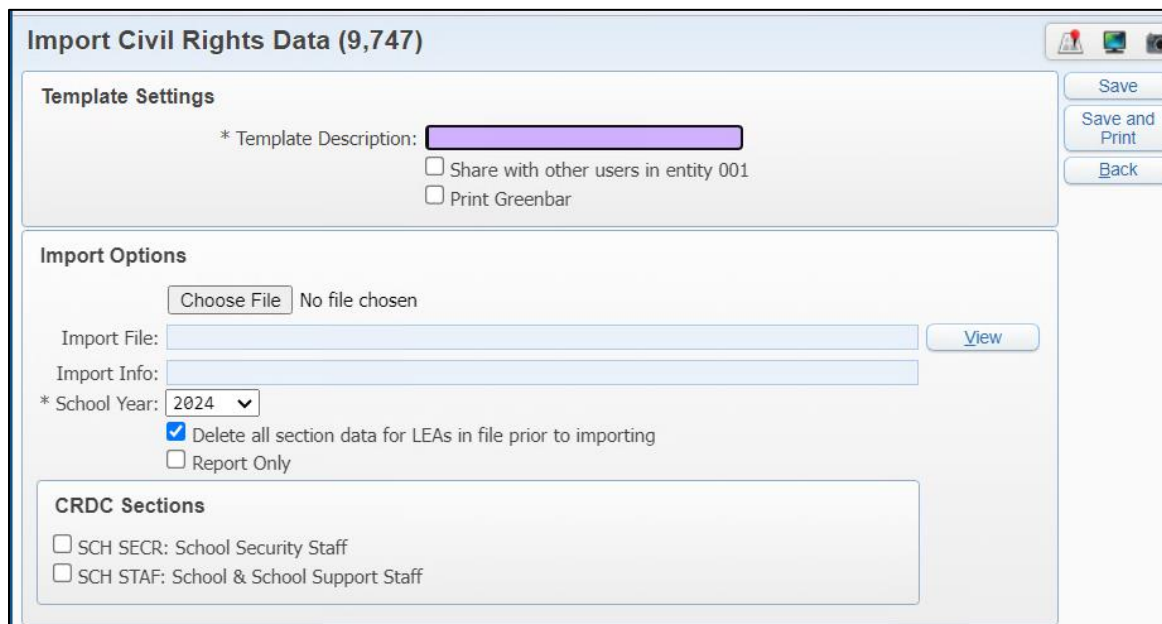
1. Click to Add a new template and enter the Description.
2. Within the Import Options area, select the Browse button and navigate to where the HR import file is stored on your computer.

- Review the following documents on creating the HR file out of the HR side:

[Extract Civil Rights Data](#)  
[Maintain Extracted Civil Rights Data](#)  
[Export Civil Rights Data](#)  
[View/Save Locally for Federal Transfer](#)

3. Select the School Year: 2024





4. Checkbox "Delete all section data for LEAs in file prior to importing"
  - If this checkbox is selected, the import process will delete all data for the selected CRDC sections from the Maintain prior to importing this file.
  - If you have already entered any data manually into the selected CRDC section for the specified School LEAID prior to importing and you do not want to overwrite that information, this should remain unchecked.
4. Checkbox "Report Only"
  - If this checkbox is selected, the process will run to print a report of information that will be updated in the Maintain from the import process without updating any information in the Maintain.
  - You may want to run the process with this checkbox selected for verification purposes.
5. CRDC Sections selections.
  - Select the CRDC modules you want to import.
7. Click Save and Print.
8. Once complete, the screen will update, letting you know that a Federal OCR Civil Rights file has been imported.

Navigate back into the Maintain area to verify that your totals are showing for the imported modules.

These totals will now be included in your FFS/Export file.

## Extract Civil Rights HR Data

\*This option is only available when in a combined database. Users do not have to extract on the student side and can still extract from the HR side. This option allows you to extract data from the student side.

\*This step should be completed prior to Exporting Civil Rights Data to create the LEA and School Form Files. Without this data imported and/or manually entered, the data will not be included in the files.

## Revision History

Version	Date	Changes
05.24.10.00.01	10/29/2024	Updates to document for 23-24 Collection Updates
05.24.02.00.08	05/07/2024	Updates to document to keep document pertinent to recent PR releases for Skip logic and Export screen changes
05.23.10.00.08	01/09/2024	Updates to entire document to reflect 21-22 collection updates
05.21.10.00.05	11/11/2021	Update entire document to reflect 20-21 collection updates
05.19.02.00.05	04/05/2019	Added notes about CRDC Maintain and overwriting data
05.19.02.00.04	03/22/2019	Updates to RETN extract options
05.18.10.00.04	11/08/2018	Updates for 17/18 School year Collection