

Civil Rights Data Collection (CRDC) Data Elements 20-21

Web Student Management > Federal-State Reporting > Federal Office of Civil Rights

Special Note: Please note that there are several elements not extracted in this collection. These modules are noted in **red** below and must be manually maintained.

- DIND-1: Directional Indicator – Instruction Type
- DIND-2: Directional Indicator – Virtual Instruction
- OFFN-5: Offenses - Number of Incidents Committed by School Staff
- OFFN-6: Offenses - Allegations Against School Staff (Resignation or Retirement)
- OFFN-7: Offenses - Allegations Against School Staff (Determined Responsible)
- OFFN-8: Offenses - Allegations Against School Staff (Determined Not Responsible)
- OFFN-9: Offenses - Allegations Against School Staff (Determination Pending)
- OFFN-10: Offenses - Allegations Against School Staff (Duty Reassignment)
- HSEE-2. High School Equivalency Exam Preparation Program Student Participation
- COUR-13. Single-Sex Academic Classes Detail
- ATHL-2. Single-Sex Interscholastic Athletic Sports, Teams and Participants



Document Contents:

- **Data Elements**
 - **General Category**
 - **LEA Form**
 - **School Form**
- **FAQ**
- **Revision History** - Highlighting changes made to this document

Data Elements

Field	Location in Web	State Required	Data Entry Tools
General Category			
Race/Ethnicity (General explanation of how the Race of a student reported in CRDC data is calculated)	<p>WS\ST\TB\GE\TB\PR\PR</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > General > General Tabs > Profile > Profile Tab</p> <p>If a student selected Hispanic/Latino Ethnicity, they will be counted in the "Hispanic or Latino of Any Race" category for CRDC regardless of additional race/s to which they associated themselves.</p> <p>If a student did not select Hispanic or Latino Ethnicity and associated themselves with more than one Federal Race, they will be counted in the "Two or More Races" category on CRDC.</p> <p>If a student associated themselves with only one of the Federal Race choices in Skyward, they will be counted in that race category for CRDC.</p>		
Students with Disabilities (IDEA)	For modules based on the Snapshot Date, students will be counted as IDEA if they had an active Special Ed record on the Count Date. For users with the		



<p>(General explanation of how Students with Disabilities (IDEA) data reported in CRDC is calculated)</p>	<p>Special Education module, students must have been active in Special Ed within the IEP Start and End Dates on the Count Date.</p> <p>For modules not based on the Snapshot Date, students will be counted as IDEA if they had an active Special Ed record at any point during the school year.</p>		
<p>Students with Disabilities (Section 504 Only)</p> <p>(General explanation of how Students with Disabilities (Section 504 Only) data reported in CRDC is calculated)</p>	<p>WS\ST\TB\SP\TB\SE</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Special Programs Tab > Special Programs Tabs > Section 504</p> <p>For modules based on the Snapshot Date, students will be counted as 504 if they had an active 504 record on the Count Date.</p> <p>The system is looking at the IAP Start Date and the Dismissal Date to determine if the student was 504 on the Count Date.</p> <p>For modules not based on the Snapshot Date, students will be counted as 504 if they had an active 504 record at any point during the school year.</p>		
<p>LEP</p> <p>(General explanation of how LEP data reported in CRDC is calculated)</p>	<p>WS\ST\TB\SP\TB\LE</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Special Programs Tab > Special Programs Tabs > Limited English Proficiency</p> <p>The receiving services flag does not need to be checked in order for a student to count as LEP.</p>		<p>Web Student Management > Student > Product Setup > Utilities > Mass Add Special/Local Programs</p>



LEA Form			
Module SSPR: Students, Schools, & Programs			
<p>SSPR-1. Count of Students</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>This is a count of the total public school membership of the LEA.</p> <p>This total includes all students served in non-LEA facilities such as intermediate units, residential facilities outside the LEA, social service agencies, and homebound/hospital students.</p> <p>This total includes all students who are the responsibility of the LEA, who are served in LEA facilities and non-LEA facilities.</p> <p>This extract will count all students from their default school who are active in the system on the count date.</p> <p>The extract will only count students who are enrolled in schools selected on the Extract range screen and in the LEA.</p> <p>If a user selects to include a school in the LEA counts that are set to be excluded from CRDC, those students will be counted in the LEA totals but will not be counted in any other tables.</p>		
<p>SSPR-2. Count of Students Served in Non-LEA Facilities</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>This is a count of the total public school membership of the LEA.</p> <p>This total includes all students served in non-LEA facilities such as intermediate units, residential facilities outside the LEA, social</p>		



	<p>service agencies, and homebound/hospital students.</p> <p>The extract will count all students from their default school who are active in the system on the count date.</p> <p>The extract will only count students who are enrolled in schools selected on the Extract range screen and in the LEA.</p> <p>If a user selects to include a school in the LEA counts that are set to be excluded from CRDC, those students will be counted in the LEA totals but will not be counted in any other tables.</p>		
SSPR-3. Count of Schools	<p>This is based on the Fall 2020 Snapshot date.</p> <p>This count will look at the schools selected to be included in CRDC in the Setup School Characteristics screen and will report that total as the number of schools in the LEA.</p> <p>If more than one school has the same LEAID entered, those schools with the same LEAID will be counted as one school.</p>		
SSPR-4. Preschool Program Provided by the LEA Indicator	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SL</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Setup > Setup District LEA > Preschool Daily Length and Cost</p>		
SSPR-5. Preschool Children Served	<p>This is based on the Fall 2020 Snapshot date.</p>		



	Counts based on students ages that fall into the different age categories		
Module CRCO: Civil Rights Coordinator/Desegregation Plan			
CRCO-1. Civil Rights Coordinators Indicator	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SL</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Setup > Setup District LEA > Civil Rights Coordinators - Enter the name key of the Civil Rights Coordinator for that area.</p> <p>If entered = Yes value</p> <p>If not entered or blank = No value</p>		
CRCO-2. Civil Rights Coordinators Contact Information	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SL</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Setup > Setup District LEA > Civil Rights Coordinators</p> <p>The name, phone, and email will pull from the Staff Profile of the name key entered for a specific area.</p>		
CRCO-3. Desegregation Order or Plan	<p>This is based on the Fall 2020 Snapshot date.</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC</p>		



	<p>Setup > Setup District LEA > Desegregation Order or Plan</p> <p>Users select whether the LEA is covered by a desegregation order or plan.</p>		
Module HIBD: Harassment & Bullying			
<p>HIBD-1. Harassment or Bullying Policy Indicator</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Setup > Setup District LEA > Harassment or Bullying Policy</p> <p>Users select whether the LEA has a written policy or policies prohibiting discriminatory harassment or bullying.</p>		
<p>HIBD-2. Harassment or Bullying Policy Web Link</p>	<p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Setup > Setup District LEA > Harassment or Bullying Policy</p> <p>Users will hand enter the Web address if the district provides a link. If no link is provided, it is appropriate to not enter any Web link.</p>		
Module DSED: Distance Education			
<p>DSED-1. Distance Education Enrollment Indicator</p>	<p>WS\SR\FR\FO\PF\SL</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Setup > Setup District LEA > Distance Education Enrollment:</p>		



	Does the LEA have any students enrolled in any distance educational courses?		
DSED-2. Distance Education Enrollment	WS\SR\FR\FO\PF\SL Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations > Association Type: DE – Distance Education Course Enrollment		
Module HSEE: High School Equivalency Exam			
HSEE-1. High School Equivalency Exam Preparation Program Provided by the LEA Indicator	WS\SR\FR\FO\PF\SL Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Setup > Setup District LEA > High School Equivalency Exam Preparation Program: Does the LEA provide one or more high school equivalency exam preparation programs for students ages 16 through 19?		
HSEE-2. High School Equivalency Exam Preparation Program Student Participation	Manual entry of counts by customers based on if they have answered Y or N for question HSEE-1 above.		
School Form			
Module DIND: COVID-related Directional Indicators			
DIND-1. Directional	WS\SR\FR\FO\CP\ME Web Student Management > State/Federal Reporting > Federal		



<p>Indicator – Instruction Type</p>	<p>Office of Civil Rights > Maintain Extracted Civil Rights Data</p> <p>Please select the option that best describes the effect of the coronavirus pandemic on instruction during the 2020–21 school year at this school.</p> <p>This field is a manually entered field that must be filled in on the Maintain portion of the CRDC.</p>		
<p>DIND-2. Directional Indicator – Virtual Instruction</p>	<p>WS\SR\FR\FO\CP\ME</p> <p>Web Student Management > State/Federal Reporting > Federal Office of Civil Rights > Maintain Extracted Civil Rights Data</p> <p>Which of the following best describes your virtual instruction setting?</p> <p>This field is a manually entered field that must be filled in on the Maintain portion of the CRDC.</p>		
<p>Module SCHR: School Characteristics</p>			
<p>SCHR-1. Grades with Students Enrolled</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA – Grade Offered</p> <p>The extract will pull the grades offered, based on the grades selected in the Edit School Information area.</p>		



<p>SCHR-2. Ungraded Detail</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA - Ungraded Detail:</p> <p>Choose Yes/No for each of the following three age groups:</p> <p>3 - Ungraded Detail</p> <p>School has mainly elementary school age students?</p> <p>Yes/No</p> <p>School has mainly middle school age students?</p> <p>Yes/No</p> <p>School has mainly high school age students?</p> <p>Yes/No</p> <p>If one or more age groups is selected then Skyward will assign Yes value to one of the following depending on groups selected:</p> <p>School has mainly elementary and middle school age students?</p> <p>School has mainly middle and high school age students?</p> <p>School has elementary, middle, and high school age students?</p>		
<p>SCHR-3. School Characteristics</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup</p>		



	<p>School LEA – School Characteristics</p> <p>Users need to answer all questions (A-D) per school, in order for this information to be pulled.</p>		
SCHR-4. Magnet School Detail	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA – Magnet School Detail</p> <p>Answer this question in order for this information to be pulled.</p>		
SCHR-5. Alternative School Detail	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA – Alternative School Detail</p> <p>Answer these questions in order for this information to be pulled. If both options are checked, the extract will pull "Both."</p>		
Module PSCH: Preschool			
PSCH-1. Preschool Enrollment	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\ST\TB\EW</p> <p>Web Student Management > Students > Student</p>		



	<p>Browse\Profile Tabs > Entry – Withdraw</p> <p>This is a total count of students who were enrolled in grade levels of EC and PK, in the school on the count date entered on the Extract template.</p>		
Module ERNL: Enrollment			
<p>ENRL-1. Overall Student Enrollment</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\ST\TB\EW</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Entry – Withdraw</p> <p>This is looking at the total counts of students who are enrolled in the school on the count date entered on the Extract template.</p>		
<p>ENRL-2a. Enrollment of English Learner Students – All EL Students</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>Students who are LEP:</p> <p>WS\ST\TB\SP\TB\LE</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Special Programs Tab > Special Programs Tabs > Limited English Proficiency</p> <p>Students will be counted in this table, if they had an active LEP record on the Count Date regardless of whether the Receiving Services flag is checked on the record.</p>		<p>Web Student Management > Student > Product Setup > Utilities > Mass Add Special > Local Programs</p>



<p>ENRL-2b. Enrollment of English Learner Students – EL Students in Programs</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>Students Enrolled in LEP Programs:</p> <p>WS\ST\TB\SP\TB\LE</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Special Programs Tab > Special Programs Tabs > Limited English Proficiency</p> <p>Users other than KS or TX: Students will be counted in this table, if they had an active LEP record on the Count Date and the Receiving Services flag is checked on the record.</p> <p>KS Users:</p> <p>Students will be counted in this table, if they have an active LEP record on the Count Date.</p> <p>TX Users:</p> <p>Students will be counted in this table, if they have an active LEP record on the Count Date and the Program Participation option of "Student Participates in a Bilingual Program" OR "Student Participates in an ESL Program" option is checked on the record.</p>		<p>Web Student Management > Student > Product Setup > Utilities > Mass Add Special > Local Programs</p>
<p>ENRL-3a. Enrollment of Students with Disabilities - IDEA Only</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>Students with Disabilities served under IDEA:</p> <p>If your district uses the Special Ed module, the system is looking to see if the student has an active IEP on the count date.</p> <p>If you do not use the Special Ed module, the system is looking to see if the student has an active</p>		



	<p>Special Ed record entered on the Special Ed tab on the count date.</p> <p>If you do not own the Special Ed module, you will need to gather these totals from outside sources and then you can manually enter the totals into the Maintain area, to be extracted on the Verification Report and/or the Export file.</p>		
<p>ENRL-3b. Enrollment of Students with Disabilities – Enrollment of Students with Disabilities – Section 504 Only</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>Student with Disabilities served under Section 504 of the Rehabilitation Act of 1973, but not served under IDEA:</p> <p>WS\ST\TB\SP\TB\SE</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Special Programs Tab > Special Programs Tabs > Section 504</p> <p>Students will be counted as 504, if they have an active 504 record entered that covers the count date.</p>		
<p>Module PENR: Program Enrollment (Gifted & Talented, Dual Enrollment, Credit Recovery)</p>			
<p>PENR-1. Gifted and Talented Programs Indicator</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA> Gifted/Talented Programs:</p>		



	<p>Does this school have students enrolled in gifted/talented programs? Yes/No</p>		
<p>PENR-2. Gifted and Talented Student Enrollment</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>This is pulled based on the state in which your district is located. Each state and how GT is determined is listed below:</p> <p>IN, SD, NJ, IL, UT, WI, MI, MN Users:</p> <p>WS\SS\GT\GT</p> <p>Web Student Management > Student Services > Gifted & Talented > Entry by Student</p> <ul style="list-style-type: none"> • Students will be counted as gifted, if they have an active gifted record on the count date. <p>TN Users:</p> <p>WS\SS\SE\TB\DI</p> <p>Web Student Management > Student Services > Special Ed > Disabilities</p> <ul style="list-style-type: none"> • Students will be counted as gifted if they have an active Special Ed record with a disability code of 3. <p>OTHERWISE...</p> <p>WS\SS\GT\GT</p> <p>Web Student Management > Student Services > Gifted & Talented > Entry by Student</p> <ul style="list-style-type: none"> • Students will be counted as gifted, if they have an active gifted record on the count date. <p>KS, NM Users:</p> <p>WS\SS\SE\TB\EI\EI</p>		



	<p>Web Student Management > Student Services > Special Education > Special Ed Tabs > IEP > Gifted Flag</p> <ul style="list-style-type: none"> • A student is marked as Gifted and Talented if they have an active Special Education Evaluation record with an IEP marked as Gifted and Talented on the count date (students do not need to be marked as Special Ed to pull). <p>TX, IN Users:</p> <p>WS\ST\TB\SP\TB\GI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Special Programs Tab > Special Programs Tabs > Gifted</p> <ul style="list-style-type: none"> • Students will be counted as GT, if they had an active GT record on the count date entered on the NCLB-2/Gifted area. <p>WA Users (two ways):</p> <p>WS\SS\GT\GT -</p> <p>Web Student Management > Student Services > Gifted & Talented > Entry by Student -</p> <p>Students will be counted as GT if they had a record with an active Date Identified and an End Date that is greater than the reporting period start date or blank. Valid program codes are 32-35.</p> <p>WS\ST\TB\SP\TB\OW -</p> <p>Web Student Management > Students > Students > Student Profile > Other WA Programs -</p> <p>Students will be counted as GT if they had an active Program Code</p>		
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	<p>on the Other WA Programs tab with codes 32-35.</p> <p>PA Users:</p> <p>WS\SS\SE\TB\EI\EI</p> <p>Web Student Management > Student Services > Special Education > Special Ed Tabs</p> <ul style="list-style-type: none"> • A student is marked as Gifted and Talented, if they have an active Special Education record that occurs on count data and a Disability record with State Disability Code of 2105 or 2106. <p>ID Users:</p> <p>WS\SS\SE\TB\EI\EI</p> <p>Web Student Management > Student Services > Special Education > Special Ed Tabs</p> <ul style="list-style-type: none"> • IEP overlapping Count Date is flagged as Gifted (not WIP) • Evaluation is not flagged as WIP or Voided • Student Placement exists overlapping the Count Date that is flagged as Gifted. 		
<p>PENR-3. Dual Enrollment Program Indicator</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA> Dual Enrollment Program</p> <p>Does this school have any students enrolled in a dual enrollment/dual credit program? Yes/No</p>		



<p>PENR-4. Student Enrollment in Dual Enrollment Programs</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations > Association Type: DC – Dual Enrollment/Credit Course Enrollment</p>		
<p>Module COUR: Courses & Classes</p>			
<p>COUR-1a. Grade 7/8 Algebra 1 Classes</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal/State Reporting > Federal Office of Civil Rights > Setup Course Associations > Association Type: MS – Math and Science Course Enrollment Association: Algebra I</p>		
<p>COUR-1b. Grade 7/8 Algebra I Classes Taught by Certified Teachers</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal/State Reporting > Federal Office of Civil Rights > Setup Course Associations > Association Type: MS – Math and Science Course Enrollment Association: Algebra I</p> <p>Number of courses in grades 7-8 that do not have teachers listed in the Teachers Not Certified list.</p>		
<p>COUR-2a. Grade 7 Algebra I Enrollment Indicator</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p>		



	<p>Web Student Management > Federal/State Reporting > Federal Office of Civil Rights > Setup Course Associations > Association Type: MS – Math and Science Course Enrollment Association: Algebra I</p> <p>Based on selected Algebra I Courses and if there are students in 7th grade enrolled this field will automatically be filled in as Y or N.</p>		
<p>COUR-2b. Grade 8 Algebra I Enrollment Indicator</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal/State Reporting > Federal Office of Civil Rights > Setup Course Associations > Association Type: MS – Math and Science Course Enrollment Association: Geometry</p> <p>Based on selected Algebra I Courses and if there are students in 8th grade enrolled this field will automatically be filled in as Y or N.</p>		
<p>COUR-3a. Student Enrollment in Algebra I in Grade 7</p>	<p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal/State Reporting > Federal Office of Civil Rights > Setup Course Associations > Association Type: MS – Math and Science Course Enrollment Association: Algebra I</p> <p>Based on selected Algebra I Courses and those students that are in 7th grade.</p>		
<p>COUR 3b. Student</p>	<p>WS\SR\FR\FO\PF\SC</p>		



<p>Enrollment in Algebra I in Grade 8</p>	<p>Web Student Management > Federal/State Reporting > Federal Office of Civil Rights > Setup Course Associations > Association Type: MS – Math and Science Course Enrollment Association: Algebra I</p> <p>Based on selected Algebra I Courses and those students that are in 8th grade.</p>		
<p>COUR-4a. Grade 7 Students who Passed Algebra I</p>	<p>Students who passed Algebra I in grade 7:</p> <p>WS\ST\TB\GR\GR</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Grading > Grading Tab</p> <p>(If in the 20-21 SY, look at the Class History to find the grade.)</p> <p>The system is looking at the 7th grade students who are enrolled in the Algebra I course selected in the Course Setup area. The system is checking to see if the students passed the course. If so, the student is counted.</p> <p>The grade earned must be flagged as "Use in Earned" in the Grade Marks setup in the Grading module in order to count as passing.</p> <p>Students are considered passing if they earn 1.0 credits or more in any Algebra I class.</p>		
<p>COUR-4b. Grade 8 Students who Passed Algebra I</p>	<p>Students who passed Algebra I in grade 8:</p> <p>WS\ST\TB\GR\GR</p> <p>Web Student Management > Students > Student</p>		



	<p>Browse\Profile Tabs > Grading > Grading Tab</p> <p>(If in the 20-21 SY, look at the Class History to find the grade.)</p> <p>The system is looking at the 8th grade students who are enrolled in the Algebra I course selected in the Course Setup area. The system is checking to see if the students passed the course. If so, the student is counted.</p> <p>The grade earned must be flagged as "Use in Earned" in the Grade Marks setup in the Grading module in order to count as passing.</p> <p>Students are considered passing if they earn 1.0 credits or more in any Algebra I class.</p>		
<p>COUR-5a. Grade 8 Geometry Enrollment Indicator</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal/State Reporting > Federal Office of Civil Rights > Setup Course Associations > Association Type: MS – Math and Science Course Enrollment Association: Geometry</p> <p>Based on selected Geometry Courses and if there are students in 8th grade enrolled this field will automatically be filled in as Y or N.</p>		
<p>COUR-5b. Student Enrollment in Geometry in Grade 8</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal/State Reporting > Federal Office of Civil Rights ></p>		



	<p>Setup Course Associations > Association Type: MS – Math and Science Course Enrollment Association: Geometry</p> <p>Based on selected Geometry Courses and those students that are in 8th grade.</p>		
<p>COUR-6a. High School Student Enrollment in Algebra I – Grades 9 & 10</p>	<p>Students who are taking Algebra I in grade 9 or 10</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system is looking at the courses in the MS Course Association table associated as Algebra I and is counting students who were enrolled in the course and were in grades 9 or 10 on the count date or were enrolled in a block course taking place prior to March 1.</p>		
<p>COUR-6b. High School Student Enrollment in Algebra I – Grades 11 & 12</p>	<p>Students who are taking Algebra I in grade 11 or 12 or ungraded:</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system is looking at the courses in the MS Course Association table associated as Algebra I and is counting students who were enrolled in the course and were in grades 11 or 12 on count date or were</p>		



	enrolled in a block course taking place prior to March 1.		
COUR-7a. High School Students who Passed Algebra I – Grades 9 & 10	<p>Students who passed Algebra I in grade 9 or 10:</p> <p>WS\ST\TB\GR\GR</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Grading > Grading Tab</p> <p>(If in the 20-21 SY, look at the Class History to find the grade.)</p> <p>The system is looking at the 9th or 10th grade students who are enrolled in the Algebra I course selected in the Course Setup area. The system is checking to see if the students passed the course. If so, the student is counted.</p> <p>The grade earned must be flagged as “Use in Earned” in the Grade Marks setup in the Grading module in order to count as passing.</p> <p>Students are considered passing if they earn 1.0 credits or more in any Algebra I class.</p>		
COUR-7b. High School Students who Passed Algebra I – Grades 11 & 12	<p>Students who passed Algebra I in grade 11 or 12 or ungraded:</p> <p>WS\ST\TB\GR\GR</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Grading > Grading Tab</p> <p>(If in the 20-21 SY, look at the Class History to find the grade.)</p> <p>The system is looking at the 11, 12 or HS UG grade students who</p>		



	<p>are enrolled in the Algebra I course selected in the Course Setup area. The system is checking to see if the students passed the course. If so, the student is counted.</p> <p>The grade earned must be flagged as "Use in Earned" in the Grade Marks setup in the Grading module in order to count as passing.</p> <p>Students are considered passing if they earn 1.0 credits or more in any Algebra I class.</p>		
<p>COUR-8. Classes in Mathematics Courses in High School</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system will count the number of courses that were added to the MS Course Associations for the school and report that number selected per course category.</p> <p>Only schools that have students in grades 9-12 or are set up as ungraded high school students will be counted.</p> <p>Students must be enrolled in a course in order for the system to count the course.</p> <p>The individual sections of a course count as one class.</p>		
<p>COUR-9. Classes in Mathematics Courses in High School Taught by</p>	<p>This is based on the Fall 2020 Snapshot date.</p>		



<p>Teachers with a Mathematics Certification</p>	<p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>Number of courses broken down by each of the Course Associations. Only those courses with teachers not included in the Teachers Not Certified list.</p>		
<p>COUR-9a. Student Enrollment in Mathematics Courses in High School – Algebra II</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>Students enrolled in Algebra II:</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system is looking at the courses in the MS Course Association table associated as Algebra II and is counting students who were enrolled in an Algebra II course on the count date or were enrolled in a block course taking place prior to March 1.</p>		
<p>COUR-9b. Student Enrollment in Mathematics Courses in High School – Advanced Mathematic</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>Students enrolled in Advanced Mathematics:</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal</p>		



	<p>Office of Civil Rights > Setup Course Associations</p> <p>The system is looking at the courses in the MS Course Association table associated as Advanced Mathematics and is counting students who were enrolled in the course on the count date or were enrolled in a block course taking place prior to March 1.</p>		
<p>COUR-9c. Student Enrollment in Mathematics Courses in High School – Calculus</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>Students Enrolled in Calculus:</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights Setup Course Associations</p> <p>The system is looking at the courses in the MS Course Association table associated as Calculus and is counting students who were enrolled in those courses on the count date or were enrolled in a block course taking place prior to March 1.</p>		
<p>COUR-9d. Student Enrollment in Mathematics Courses in High School – Geometry</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>Students Enrolled in Geometry:</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights Setup Course Associations</p> <p>The system is looking at the courses in the MS Course</p>		



	<p>Association table associated as Geometry and is counting students who were enrolled in those courses on the count date or were enrolled in a block course taking place prior to March 1.</p>		
<p>COUR-10. Classes in Science Courses</p>	<p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system will count the number of courses that were added to the MS Course Associations for the school and report that number selected per course category.</p> <p>Only schools that have students in grades 9-12 or are set up as ungraded high school students will be counted.</p> <p>Students must be enrolled in a course in order for the system to count the course.</p> <p>The individual sections of a course count as one class.</p>		
<p>COUR-11a. Student Enrollment in Science Courses - Biology</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>Students Enrolled in Biology:</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system is looking at the courses in the MS Course</p>		



	<p>Association table associated as Biology and is counting students who were enrolled in a Biology course on count date or were enrolled in a block course taking place prior to March 1.</p>		
<p>COUR-11b. Student Enrollment in Science Courses - Chemistry</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>Students Enrolled in Chemistry:</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system is looking at the courses in the MS Course Association table associated as Chemistry and is counting students who were enrolled in a Chemistry course on the count date or were enrolled in a block course taking place prior to March 1.</p>		
<p>COUR-11c. Student Enrollment in Science Courses - Physics</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>Students Enrolled in Physics:</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system is looking at the courses in the MS Course Association table associated as Physics and is counting students who were enrolled in a Physics course on count date or were</p>		



	enrolled in a block course taking place prior to March 1.		
COUR-12. Single-Sex Academic Classes Indicator	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA > Single-Sex Academic Classes</p> <p>Does this school have any students enrolled in one or more single sex academic classes? Yes/No</p>		
COUR-13. Single-Sex Academic Classes Detail	<p>This data is not collected within Skyward. Users will need to find the totals for this table from outside sources. Once the totals have been found, users can manually enter in the totals into the COUR-12 Maintain area for the school. These totals are then printed on the Verification Report and/or included on the Export file.</p>		
COUR-14. Classes in Science Courses in High School Taught by Teachers with a Science Certification	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>Number of courses broken down by each of the Course Associations. Only those courses with teachers not included in the Teachers Not Certified list.</p>		



<p>COUR-15. Classes in Computer Science Courses</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system will count the number of courses that were added to the MS Course Associations for the school and report that number selected per course category.</p> <p>Only schools that have students in grades 9-12 or are set up as ungraded high school students will be counted.</p> <p>Students must be enrolled in a course in order for the system to count the course.</p> <p>The individual sections of a course count as one class.</p>		
<p>COUR-16. Classes in Computer Science Courses in High School Taught by Teachers with a Computer Science Certification</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>Number of courses broken down by the Course Associations. Only those courses with teachers not included in the Teachers Not Certified list.</p>		
<p>COUR-17. Student Enrollment in</p>	<p>This is based on the Fall 2020 Snapshot date.</p>		



<p>Computer Science Courses</p>	<p>Students Enrolled in Computer Science:</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system is looking at the courses in the MS Course Association table associated as Computer Science and is counting students who were enrolled in a Computer Science course on count date or were enrolled in a block course taking place prior to March 1.</p>		
<p>Module APIB: Advanced Placement (AP) & International Baccalaureate Diploma Programme (IB) Enrollment</p>			
<p>APIB-1. International Baccalaureate (IB) Diploma Programme</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\IB</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA > International Baccalaureate Diploma Programme</p> <p>Does this school have any students enrolled in the International Baccalaureate Diploma Programme?</p> <p>Yes/No</p>		
<p>APIB-2. Student Enrollment in the International Baccalaureate (IB) Diploma Programme</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\IB</p>		



	<p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > International Baccalaureate Diploma Programme Student Selection</p> <p>The system will count the students who have been added to the International Programme table.</p>		
<p>APIB-3. Advanced Placement Program Indicator</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA > Advanced Placement (AP Courses)</p> <p>Select whether the school has students enrolled in Advanced Placement (AP) courses.</p> <p>This must be set to yes in order for the AP courses to extract.</p>		
<p>APIB-4. Different Advanced Placement (AP) Courses</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system will count each AP course listed in the Selected AP Course Associations for 2020-2021 table per school and report that number.</p>		



	<p>Only courses will be counted, not sections. The count is of different AP courses, not classes.</p>		
<p>APIB-5. Advanced Placement (AP) Course Self-Selection</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\IB</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA > Advanced Placement (AP) Course Self-Selection</p> <p>Is enrollment via self-selection by students permitted for all AP courses offered by the school? Yes/No</p>		
<p>APIB-6. Advanced Placement (AP) Student Enrollment</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system is looking at the selected AP Course Associations for 2020-2021 table for AP courses. Then the system is looking at the students who were enrolled in each course and will count the student on this table if they were enrolled in at least one of the courses on the count date or in a block course that occurred prior to March 1. This will also look at student’s Section 504 record if any, to establish the Section 504 disaggregate.</p>		



<p>APIB-7. Advanced Placement (AP) Mathematics Enrollment Indicator</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system is looking at the courses in the AP Course Association table associated as AP Mathematics and will send a Yes value if at least one student is found to be enrolled in an AP Math class on the count date or if block scheduling a single count date prior to March 1.</p>		
<p>APIB-8. Student Enrollment in Advanced Placement (AP) Mathematics</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system is looking at the selected AP Course Associations for 2020-2021 table for Mathematics courses. Then the system is looking at the students who were enrolled in those courses and will count the student on this table if they were enrolled on the count date or in a block course that occurred prior to March 1.</p>		
<p>APIB-9. Advanced Placement (AP) Science Enrollment Indicator</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting ></p>		



	<p>Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system is looking at the courses in the AP Course Association table associated as AP Science and will send a Yes value if at least one student is found to be enrolled in an AP science class on the count date or if block scheduling a single count date prior to March 1.</p>		
<p>APIB-10. Student Enrollment in Advanced Placement (AP) Science</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system is looking at the selected AP Course Associations for 2020-21 table for science courses. Then the system is looking at the students who were enrolled in those courses and will count the student on this table if they were enrolled in the course on the count date or in a block course that occurred prior to March 1.</p>		
<p>APIB-11. Advanced Placement (AP) Computer Science Enrollment Indicatorex</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system is looking at the courses in the AP Course</p>		



	<p>Association table associated as AP Computer Science and will send a Yes value if at least one student is found to be enrolled in an AP Computer Science class on the count date or if block scheduling a single count date prior to March 1.</p>		
<p>APIB-12. Student Enrollment in Advanced Placement (AP) Computer Science</p>	<p>This is based on the Fall 2020 Snapshot date.</p> <p>WS\SR\FR\FO\PF\SC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup Course Associations</p> <p>The system is looking at the Selected AP Course Associations for 2020-21 table for Computer Science AP subject courses. Then the system is looking at the students who were enrolled in those courses and will count the student on this table if they were enrolled on the count date or in a block course that occurred prior to March 1.</p>		
<p>Module EXAM: SAT/ACT & Advanced Placement (AP) Exams</p>			
<p>EXAM-1. Student Participation in the SAT Reasoning Test or ACT</p>	<p>Student Participation in the SAT Reasoning Test or ACT</p> <p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data</p> <p>WS\ST\TB\TT</p>		



	<p>Web Student Management > Students > Student Browse\Profile Tabs > Test Scores</p> <p>The system will look at what the test code is that was selected in the Extract Options area for SCH: SAT/ATC & AP Exams (EXAM).</p> <p>Then the system will look to the student Test Score tab to see if the test code that was assigned is attached to the student for the school year. If so, the student will be counted in the totals.</p> <p>The system is looking at the Test Date to determine if the student took the test during the school year.</p>		
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Module STAF: School & School Support Staff

<p>STAF-1. Teachers – FTE Count and Certification</p>	<p>WS\SR\FR\FO\CP\HR</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Import HR Data</p> <p>This data is not able to be extracted out of the Skyward Student Management system. If your district utilizes the Skyward Human Resources software, you can create a file of this information on the Human Resources side and then import that information into the Student side via the above menu path.</p> <p>If you do not own the Human Resources software, you will need to find the totals for this table from outside sources. Once the totals have been found, users can manually enter the totals into the Maintain area for the school.</p>		
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	<p>These totals are then printed on the Verification Report and/or included on the FFS file.</p>		
<p>STAF-2. School Counselors Number FTE</p>	<p>WS\SR\FR\FO\CP\HR</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Import HR Data</p> <p>This data is not able to be extracted out of the Skyward Student Management system. If your district utilizes the Skyward Human Resources software, you can create a file of this information on the Human Resources side and then import that information into the Student side via the above menu path.</p> <p>If you do not own the Human Recourses software, you will need to find the totals for this table from outside sources. Once the totals have been found, users can manually enter the totals into the Maintain area for the school. These totals are then printed on the Verification Report and/or included on the FFS file.</p>		
<p>STAF-3. Support Services Staff Number FTE</p>	<p>WS\SR\FR\FO\CP\HR</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Import HR Data</p> <p>This data is not able to be extracted out of the Skyward Student Management system. If your district utilizes the Skyward Human Resources software, you can create a file of this information on the Human Resources side and then import</p>		



	<p>that information into the Student side via the above menu path.</p> <p>If you do not own the Human Recourses software, you will need to find the totals for this table from outside sources. Once the totals have been found, users can manually enter the totals into the Maintain area for the school. These totals are then printed on the Verification Report and/or included on the FFS file.</p>		
<p>SECR: School Security Staff</p>			
<p>SECR-1. Security Staff</p>	<p>WS\SR\FR\FO\CP\HR</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Import HR Data</p> <p>This data is not able to be extracted out of the Skyward Student Management system. If your district utilizes the Skyward Human Resources software, you can create a file of this information on the Human Resources side and then import that information into the Student side via the above menu path.</p> <p>If you do not own the Human Recourses software, you will need to find the totals for this table from outside sources. Once the totals have been found, users can manually enter the totals into the Maintain area for the school. These totals are then printed on the Verification Report and/or included on the FFS file.</p>		
<p>RETN: Retention</p>			



<p>RETN-1. Student Retention Indicator</p>	<p>Indicate whether any students were retained in any of the grades specified K-12; (only for the applicable grades within the school).</p> <p>The system will determine the Yes/No values to send per grade level based upon determining if any students were retained in the 20-21 SY.</p> <p>Retentions are determined the following ways:</p> <p>1. WS\ST\TB\EW\EW</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Entry - Withdrw > Entry - Withdrw Tab</p> <p>The system is looking at the 2021 withdrawal records for students that were in grades K-12. If the Retained flag is set to Yes, the student will be counted in this table.</p> <p>OR if selected to use this method on the extract screen. (For High School students grades 9-12)</p> <p>2. WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights CRDC Processing > Extract Civil Rights Data</p> <p>If data is entered in the SCH: Retention of Students (RETN) option area for Minimum Credits in Grades 9-12 area in the Extract template, then the system will also check student's credits to determine if they were retained.</p>		
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<p>RETN-2 GRK. Retention of Students in Kindergarten</p>	<p>Enter the number of students who were retained in a grade, as specified.</p> <p>Students will be counted as retained in the appropriate grade level for the 20-21 school year if one of the following criteria is met:</p> <p>1. WS\ST\TB\EW\EW</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Entry - Withdrw > Entry - Withdrw Tab</p> <p>The system is looking at the 2021 withdrawal records for students that were in grades K-12. If the Retained flag is set to Yes, the student will be counted in this table.</p>		
<p>RETN-2 GR1. Retention of Students in Grade 1</p>	<p>Enter the number of students who were retained in a grade, as specified.</p> <p>Students will be counted as retained in the appropriate grade level for the 20-21 school year if one of the following criteria is met:</p> <p>1. WS\ST\TB\EW\EW</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Entry - Withdrw > Entry - Withdrw Tab</p> <p>The system is looking at the 2021 withdrawal records for students that were in grades K-12. If the Retained flag is set to Yes, the student will be counted in this table.</p>		



<p>RETN-2 GR2. Retention of Students in Grade 2</p>	<p>Enter the number of students who were retained in a grade, as specified.</p> <p>Students will be counted as retained in the appropriate grade level for the 20-21 school year if one of the following criteria is met:</p> <p>1. WS\ST\TB\EW\EW</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Entry - Withdrw > Entry - Withdrw Tab</p> <p>The system is looking at the 2021 withdrawal records for students that were in grades K-12. If the Retained flag is set to Yes, the student will be counted in this table.</p>		
<p>RETN-2 GR3. Retention of Students in Grade 3</p>	<p>Enter the number of students who were retained in a grade, as specified.</p> <p>Students will be counted as retained in the appropriate grade level for the 20-21 school year if one of the following criteria is met:</p> <p>1. WS\ST\TB\EW\EW</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Entry - Withdrw > Entry - Withdrw Tab</p> <p>The system is looking at the 2021 withdrawal records for students that were in grades K-12. If the Retained flag is set to Yes, the student will be counted in this table.</p>		



<p>RETN-2 GR4. Retention of Students in Grade 4</p>	<p>Enter the number of students who were retained in a grade, as specified.</p> <p>Students will be counted as retained in the appropriate grade level for the 20-21 school year if one of the following criteria is met:</p> <p>1. WS\ST\TB\EW\EW</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Entry - Withdrw > Entry - Withdrw Tab</p> <p>The system is looking at the 2021 withdrawal records for students that were in grades K-12. If the Retained flag is set to Yes, the student will be counted in this table.</p>		
<p>RETN-2 GR5. Retention of Students in Grade 5</p>	<p>Enter the number of students who were retained in a grade, as specified.</p> <p>Students will be counted as retained in the appropriate grade level for the 20-21 school year if one of the following criteria is met:</p> <p>1. WS\ST\TB\EW\EW</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Entry - Withdrw > Entry - Withdrw Tab</p> <p>The system is looking at the 2021 withdrawal records for students that were in grades K-12. If the Retained flag is set to Yes, the student will be counted in this table.</p>		



<p>RETN-2 GR6. Retention of Students in Grade 6</p>	<p>Enter the number of students who were retained in a grade, as specified.</p> <p>Students will be counted as retained in the appropriate grade level for the 20-21 school year if one of the following criteria is met:</p> <p>1. WS\ST\TB\EW\EW</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Entry - Withdrw > Entry - Withdrw Tab</p> <p>The system is looking at the 2021 withdrawal records for students that were in grades K-12. If the Retained flag is set to Yes, the student will be counted in this table.</p>		
<p>RETN-2 GR7. Retention of Students in Grade 7</p>	<p>Enter the number of students who were retained in a grade, as specified.</p> <p>Students will be counted as retained in the appropriate grade level for the 20-21 school year if one of the following criteria is met:</p> <p>1. WS\ST\TB\EW\EW</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Entry - Withdrw > Entry - Withdrw Tab</p> <p>The system is looking at the 2021 withdrawal records for students that were in grades K-12. If the Retained flag is set to Yes, the student will be counted in this table.</p>		



<p>RETN-2 GR8. Retention of Students in Grade 8</p>	<p>Enter the number of students who were retained in a grade, as specified.</p> <p>Students will be counted as retained in the appropriate grade level for the 20-21 school year if one of the following criteria is met:</p> <p>1. WS\ST\TB\EW\EW</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Entry - Withdrw > Entry - Withdrw Tab</p> <p>The system is looking at the 2021 withdrawal records for students that were in grades K-12. If the Retained flag is set to Yes, the student will be counted in this table.</p>		
<p>RETN-2 GR9. Retention of Students in Grade 9</p>	<p>Enter the number of students who were retained in a grade, as specified.</p> <p>Students will be counted as retained in the appropriate grade level for the 20-21 school year if one of the following criteria is met:</p> <p>1. WS\ST\TB\EW\EW</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Entry - Withdrw > Entry - Withdrw Tab</p> <p>The system is looking at the 2021 withdrawal records for students that were in grades K-12. If the Retained flag is set to Yes, the student will be counted in this table.</p> <p>OR if selected to use this method on the extract screen. (For High School students grades 9-12)</p>		



	<p>2. WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights CRDC Processing > Extract Civil Rights Data</p> <p>If data is entered in the SCH: Retention of Students (RETN) option area for Minimum Credits in Grades 9-12 area in the Extract template, then the system will also check student's credits to determine if they were retained.</p>		
<p>RETN-2 GR10. Retention of Students in Grade 10</p>	<p>Enter the number of students who were retained in a grade, as specified.</p> <p>Students will be counted as retained in the appropriate grade level for the 20-21 school year if one of the following criteria is met:</p> <p>1. WS\ST\TB\EW\EW</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Entry - Withdrw > Entry - Withdrw Tab</p> <p>The system is looking at the 2021 withdrawal records for students that were in grades K-12. If the Retained flag is set to Yes, the student will be counted in this table.</p> <p>OR if selected to use this method on the extract screen. (For High School students grades 9-12)</p> <p>2. WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights CRDC</p>		



	<p>Processing > Extract Civil Rights Data</p> <p>If data is entered in the SCH: Retention of Students (RETN) option area for Minimum Credits in Grades 9-12 area in the Extract template, then the system will also check student's credits to determine if they were retained.</p>		
<p>RETN-2 GR11. Retention of Students in Grade 11</p>	<p>Enter the number of students who were retained in a grade, as specified.</p> <p>Students will be counted as retained in the appropriate grade level for the 20-21 school year if one of the following criteria is met:</p> <p>1. WS\ST\TB\EW\EW</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Entry - Withdrw > Entry - Withdrw Tab</p> <p>The system is looking at the 2021 withdrawal records for students that were in grades K-12. If the Retained flag is set to Yes, the student will be counted in this table.</p> <p>OR if selected to use this method on the extract screen. (For High School students grades 9-12)</p> <p>2. WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights CRDC Processing > Extract Civil Rights Data</p> <p>If data is entered in the SCH: Retention of Students (RETN) option area for Minimum Credits</p>		



	<p>in Grades 9-12 area in the Extract template, then the system will also check student's credits to determine if they were retained.</p>		
<p>RETN-2 GR12. Retention of Students in Grade 12</p>	<p>Enter the number of students who were retained in a grade, as specified.</p> <p>Students will be counted as retained in the appropriate grade level for the 20-21 school year if one of the following criteria is met:</p> <p>1. WS\ST\TB\EW\EW</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Entry - Withdrw > Entry - Withdrw Tab</p> <p>The system is looking at the 2021 withdrawal records for students that were in grades K-12. If the Retained flag is set to Yes, the student will be counted in this table.</p> <p>OR if selected to use this method on the extract screen. (For High School students grades 9-12)</p> <p>2. WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights CRDC Processing > Extract Civil Rights Data</p> <p>If data is entered in the SCH: Retention of Students (RETN) option area for Minimum Credits in Grades 9-12 area in the Extract template, then the system will also check student's credits to determine if they were retained.</p>		



Module ATHL: Single-Sex Interscholastic Athletics			
ATHL-1. Single-Sex Interscholastic Athletics Indicator	WS\SR\FR\FO\PF\SS Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Setup > Setup School LEA Does this school have any students who participate in single-sex interscholastic athletics? Yes/No		
ATHL-2. Single-Sex Interscholastic Athletics Sports, Teams and Participants	This data is not collected within Skyward. Users will need to find the totals for this table from outside sources. Once the totals have been found, users can manually enter the totals into the Maintain area for the school. These totals are then printed on the Verification Report and/or included on the FFS file.		
Module DISC: Student Discipline (Suspension, Expulsion, Corporal Punishment)			
DISC-1a. Preschool Suspensions and Expulsions - One or More Out-Of-School Suspension(s)	Number of preschool students who received one or more out-of-school suspension (disaggregated by race, sex, disability-IDEA, EL): WS\SR\FR\FO\CP\EC Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: PK Discipline of Students (DISC) > A and B. Out of School Suspension Action Codes selected		



	<p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p>		
<p>DISC-1b: Preschool Suspensions and Expulsions - Expulsions</p>	<p>Number of Preschool students who received at least one expulsion (disaggregated by race, sex, disability-IDEA, EL):</p> <p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: PK Discipline of Students (DISC) > Expulsion Action Codes</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p>		
<p>DISC-2. Preschool Instances of Suspension</p>	<p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data</p> <p>Number of instances of Suspension based on the selected Pre-K Suspension Action codes with associated Pre-K students.</p>		
<p>DISC-3. Corporal Punishment Indicator</p>	<p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal</p>		



	<p>Office of Civil Rights > CRDC Setup > Setup School LEA > Corporal Punishment</p> <p>Does this school use corporal punishment to discipline students? Yes/No</p>		
<p>DISC-4. Preschool Corporal Punishment</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: PK Discipline of Students (DISC) > D. Corporal Punishment Codes selected</p> <p>Number of Preschool students with one of the selected Pre-K Corporal Punishment Action codes.</p>		
<p>DISC-5. Preschool Instances of Corporal Punishment</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: PK Discipline of Students (DISC) > D. Corporal Punishment Codes selected</p> <p>Number of instances of Corporal Punishment based on the selected Pre-K Corporal Punishment codes with associated Pre-K students.</p>		
<p>DISC-6. Instances of Corporal Punishment</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC</p>		



	<p>Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > A. Corporal Punishment Codes selected</p> <p>Number of instances of students in grades KG-12 and UG that have the selected Corporal Punishment code attached.</p>		
<p>DISC-7a. Discipline of Students without Disabilities – Corporal Punishment</p>	<p>Students without disabilities who received corporal punishment:</p> <p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > A. Corporal Punishment Codes selected</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the Corporal Punishment Action Codes selected in the extract setup and then look at the student’s Discipline tab.</p> <p>If the student has a Corporal Punishment action code assigned at any point during the school year, then they will be counted in this table.</p>		
<p>DISC-7b. Discipline of Students without Disabilities – In-</p>	<p>Students without disabilities who received one or more in-school suspensions:</p>		



<p>School Suspensions</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > B. In School Suspension Count Option codes selected or Suspension Type on Action Record</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the option to count In-School-Suspensions selected in the extract setup and then look at the student’s Discipline tab.</p> <p>If the student has at least one In-School-Suspension assigned via the method chosen to count, then the student will count in this table.</p>		
<p>DISC-7c. Discipline of Students without Disabilities – Only One Out-of-School Suspension</p>	<p>Students without disabilities who received only one out-of-school suspension:</p> <p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > C. Out of School Suspension Count Option codes selected or Suspension Type on Action Record</p>		



	<p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the option to count In-School-Suspensions selected in the extract setup and then look at the student’s Discipline tab.</p> <p>If the student has only one Out-of-School-Suspension assigned via the method chosen to count, then the student will count in this table.</p>		
<p>DISC-7d. Discipline of Students without Disabilities – More than One Out-of-School Suspension</p>	<p>Students without disabilities who received more than one out-of-school suspension:</p> <p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > C. Out of School Suspension Count Option codes selected or Suspension Type on Action Record</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the option to count In-School-Suspensions selected in the extract setup and then look at the student’s Discipline tab.</p> <p>If the student has more than one Out-of-School-Suspension</p>		



	<p>assigned via the method chosen to count, the student will count in this table.</p>		
<p>DISC-7e. Discipline of Students without Disabilities – Expulsions with Educational Services</p>	<p>Students without disabilities who received an expulsion with educational services:</p> <p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > D. Expulsions with Educational Services or Suspension Type on Action Record</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the option to count expulsions selected in the extract setup and then look at the student’s Discipline tab.</p> <p>If the student has an expulsion with educational services assigned via the method chosen to count, the student will count in this table.</p>		
<p>DISC-7f. Discipline of Students without Disabilities – Expulsions without Educational Services</p>	<p>Students without disabilities who received an expulsion without educational services:</p> <p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights</p>		



	<p>Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > E. Expulsions without Educational Services or Suspension Type on Action record</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the option to count expulsions selected in the extract setup and then look at the student’s Discipline tab.</p> <p>If the student has an expulsion without educational services assigned via the method chosen to count, then the student will count in this table.</p>		
<p>DISC-7g. Discipline of Students without Disabilities – Expulsions Under Zero-Tolerance Policies</p>	<p>Students without disabilities who received an expulsion under zero tolerance policies:</p> <p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > F. Expulsions Under Zero-Tolerance Polices Action Codes</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the action code selected to count expulsions under zero tolerance and then</p>		



	<p>look at the student’s Discipline tab.</p> <p>If the student has an expulsion under zero tolerance action code assigned at any point during the school year, the student will count in this table.</p> <p>If users do not specifically track action codes that represent Expulsion under zero tolerance, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area, where it will be included in the Verification Report and on the Export file.</p>		
<p>DISC-8a. Transfer to Alternative School for Students without Disabilities</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > I. Transfer to Alt School due to OSS or Suspension Type on Action Record.</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the selected Transfer to Alt. School due to OSS Action Code to Code Type selected in the extract setup and then look at the student’s Discipline tab.</p> <p>If the student has the selected value assigned at any point during the school year, they will be counted in this table.</p>		



	<p>If the student does not have an active IEP or Special Ed record at any time during the school year, they will be counted.</p>		
<p>DISC-9a. Discipline of Students with Disabilities – Corporal Punishment</p>	<p>Students with disabilities who received corporal punishment:</p> <p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > A. Corporal Punishment Action Codes selected</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the Corporal Punishment Action Codes selected in the extract setup and then look at the student’s Discipline tab.</p> <p>If the student has a Corporal Punishment action code assigned at any point during the school year and if the student has an active IEP or Special Ed record at any time during the school year, they will be counted.</p>		
<p>DISC-9b. Discipline of Students with Disabilities – One or More In-School Suspension</p>	<p>Students with disabilities who received one or more in-school suspensions:</p> <p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting ></p>		



	<p>Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > B. In School Suspension Count Option codes selected or Suspension Type on Action Record</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the option to count In-School-Suspensions selected in the extract setup and then look at the student’s Discipline tab.</p> <p>If the student has at least one In-School-Suspension assigned via the method chosen to count and the student has an active IEP or Special Ed record at any time during the school year, they will be counted.</p>		
<p>DISC-9c. Discipline of Students with Disabilities – Only One Out-of-School Suspension</p>	<p>Students with disabilities who received only one out-of-school suspension:</p> <p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > C. Out of School Suspension Count Option codes selected or Suspension Type on Action Record</p> <p>WS\ST\TB\DI</p>		



	<p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the option to count In-School-Suspensions selected in the extract setup and then look at the student’s Discipline tab.</p> <p>If the student has only one Out-of-School-Suspension assigned via the method chosen to count and if the student has an active IEP or Special Ed record at any time during the school year, they will be counted in table 21.</p>		
<p>DISC-9d. Discipline of Students with Disabilities – More than One Out-of-School Suspension</p>	<p>Students with disabilities who received more than one out-of-school suspension:</p> <p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > C. Out of School Suspension Count Option codes selected or Suspension Type on Action Record</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the option to count In-School-Suspensions selected in the extract setup and then look at the student’s discipline tab.</p> <p>If the student has more than one Out-of-School-Suspension</p>		



	<p>assigned via the method chosen to count and the student has an active IEP or Special Ed record at any time during the school year, they will be counted.</p>		
<p>DISC-9e: Discipline of Students with Disabilities – Expulsions with Educational Services</p>	<p>Students with disabilities who received an expulsion with educational services:</p> <p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > D. Expulsions with Educational Services Action Codes selected or Suspension Type on Action Record</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the option to count expulsions selected in the extract setup and then look at the student’s Discipline tab.</p> <p>If the student has an expulsion with educational services assigned via the method chosen to count and if the student has an active IEP or Special Ed record at any time during the school year, they will be counted.</p>		
<p>DISC-9f. Discipline of Students with Disabilities – Expulsions without</p>	<p>Students with disabilities who received an expulsion without educational services:</p> <p>WS\SR\FR\FO\CP\EC</p>		



<p>Educational Services</p>	<p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > E. Expulsions without Educational Services Action Codes selected or Suspension Type on Action Record</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the option to count expulsions selected in the extract setup and then look at the student’s Discipline tab.</p> <p>If the student has an expulsion without educational services assigned via the method chosen to count and if the student has an active IEP or Special Ed record at any time during the school year, they will be counted.</p>		
<p>DISC-9g. Discipline of Students with Disabilities – Expulsions Under Zero-Tolerance Policies</p>	<p>Students with disabilities who received an expulsion under zero tolerance policies:</p> <p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > E. Expulsions Under Zero-Tolerance Policies Action Codes selected</p> <p>WS\ST\TB\DI</p>		



	<p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the action code selected to count expulsions under zero tolerance and then look at the student’s Discipline tab.</p> <p>If the student has an expulsion under zero tolerance action code assigned at any point during the school year and if the student has an active IEP or Special Ed record at any time during the school year, they will be counted.</p> <p>If users do not specifically track action codes that represent Expulsion under zero tolerance, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area, where it will be included in the Verification Report and on the Export file.</p>		
<p>DISC-10. Transfer to Alternative School for Students with Disabilities</p>	<p>WS\SR\FR\FQ\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > I. Transfer to Alt School due to OSS or Suspension Type on Action Record.</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the selected Transfer to Alt. School</p>		



	<p>due to OSS Action Code to Code Type selected in the extract setup and then look at the student's Discipline tab.</p> <p>If the student has the selected value assigned at any point during the school year and if the student has an active IEP or Special Ed record at any time during the school year, they will be counted.</p>		
<p>DISC-11: Instances of Suspension</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > C. Out of School Suspension Count Option Action Codes selected or Suspension Type on Action Record</p> <p>Number of instances of students in grades KG-12 and UG that have the selected Suspension code attached.</p>		
<p>DISC-12. School Days Missed Due to Out-of-School Suspension</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > C. Out of School Suspension Count Option Action Codes selected or Suspension Type on Action Record</p> <p>Number of instances with students in grades KG-12 and UG that have the selected Out-Of-School Suspension code</p>		



	attached. This is the number of days that each instance is set for.		
Module ARRS: Student Discipline (Referrals to Law Enforcement & School-Related Arrests)			
AARS-1a. Discipline of Students Without Disabilities – Referred to Law Enforcement Agency	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > G. Referral to Law Enforcement Action Codes</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the action code selected to count referral to law enforcement agency and then look at the student’s Discipline tab.</p> <p>If the student has an action code assigned at any point during the school year, the student will count in this table.</p> <p>If users do not specifically track action codes that represent referral to a law enforcement agency, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area, where they will be included in the Verification Report and on the Export file.</p>		
AARS-1b. Discipline of	WS\SR\FR\FO\CP\EC		



<p>Students Without Disabilities – School-Related Arrest</p>	<p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > H. School Related Arrest Action Codes</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look the action code selected to count school related arrests and then look at the student’s Discipline tab.</p> <p>If the student has a school related arrest code assigned at any point during the school year, the student will count in this table.</p> <p>If users do not specifically track action codes that represent school related arrests, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area, where it will be included in the Verification Report and on the Export file.</p>		
<p>AARS-2a. Discipline of Students With Disabilities – Referred to Law Enforcement Agency</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > G. Referral to Law Enforcement Action Codes</p> <p>WS\ST\TB\DI</p>		



	<p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the action code selected to count referral to law enforcement agency and then look at the student’s Discipline tab.</p> <p>If the student has an action code assigned at any point during the school year and if the student has an active IEP or Special Ed record at any time during the school year, they will be counted.</p> <p>If users do not specifically track action codes that represent referral to a law enforcement agency, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area, where they will be included in the Verification Report and on the Export file.</p>		
<p>AARS-2a. Discipline of Students With Disabilities – School-Related Arrest</p>	<p>WS\SR\FR\FQ\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: K-12 Discipline of Students (DISC, ARRS) > H. School Related Arrest Action Codes</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Actions</p> <p>The system will look at the action code selected to count referral to law enforcement agency and</p>		



	<p>then look at the student’s Discipline tab.</p> <p>If the student has an action code assigned at any point during the school year and if the student has an active IEP or Special Ed record at any time during the school year, they will be counted.</p> <p>If users do not specifically track action codes that represent referral to a law enforcement agency, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area, where they will be included in the Verification Report and on the Export file.</p>		
<p>Module OFFN: Offenses</p>			
<p>OFFN-1. Offenses – Number of Incidents</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Offenses – Number of Incidents (OFFN) > Offense Codes</p> <p>Number of Incidents for each category option listed. Users need to know what offense types should be used to indicate each of these types of incidents.</p>		
<p>OFFN-2. Offenses - Firearm Use</p>	<p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > State/Federal Reporting > Federal Office of Civil Rights > Setup School LEA > Firearm Use</p> <p>Has there been at least one incident at your school that</p>		



	<p>involved a shooting (regardless of whether anyone was hurt)?</p> <p>Answer Y/N</p>		
<p>OFFN-3. Offenses - Homicide</p>	<p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > State/Federal Reporting > Federal Office of Civil Rights > Setup School LEA > Homicide</p> <p>Have any of your school’s students, faculty, or staff died as a result of a homicide committed at your school?</p> <p>Answer Y/N</p>		
<p>OFFN-4: Offenses - Number of Incidents Committed by Student</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > State/Federal Reporting > Federal Office of Civil Rights > Extract Civil Rights Data > DISC > Rape or Attempted Rape, Sexual Assault (other than rape) Offenses</p> <p>Rape or attempted rape number of incidents/Sexual Assault other than rape number of incidents.</p>		
<p>OFFN-5: Offenses - Number of Incidents Committed by School Staff</p>	<p>WS\SR\FR\FO\CP\ME</p> <p>Web Student Management > State/Federal Reporting > Federal Office of Civil Rights > Maintain Extracted Civil Rights Data</p> <p>Rape or attempted rape number of incidents/Sexual Assault other than rape number of incidents.</p>		
<p>OFFN-6: Offenses - Allegations Against School</p>	<p>WS\SR\FR\FO\CP\ME</p> <p>Web Student Management > State/Federal Reporting ></p>		



<p>Staff (Resignation or Retirement)</p>	<p>Federal Office of Civil Rights > Maintain Extracted Civil Rights Data</p> <p>Rape or attempted rape number of allegations/Sexual Assault other than rape number of allegations.</p>		
<p>OFFN-7: Offenses - Allegations Against School Staff (Determined Responsible)</p>	<p>WS\SR\FR\FO\CP\ME</p> <p>Web Student Management > State/Federal Reporting > Federal Office of Civil Rights > Maintain Extracted Civil Rights Data</p> <p>Rape or attempted rape number of allegations/Sexual Assault other than rape number of allegations.</p>		
<p>OFFN-8: Offenses - Allegations Against School Staff (Determined Not Responsible)</p>	<p>WS\SR\FR\FO\CP\ME</p> <p>Web Student Management > State/Federal Reporting > Federal Office of Civil Rights > Maintain Extracted Civil Rights Data</p> <p>Rape or attempted rape number of allegations/Sexual Assault other than rape number of allegations.</p>		
<p>OFFN-9: Offenses - Allegations Against School Staff (Determination Pending)</p>	<p>WS\SR\FR\FO\CP\ME</p> <p>Web Student Management > State/Federal Reporting > Federal Office of Civil Rights > Maintain Extracted Civil Rights Data</p> <p>Rape or attempted rape number of allegations/Sexual Assault other than rape number of allegations.</p>		



<p>OFFN-10: Offenses - Allegations Against School Staff (Duty Reassignment)</p>	<p>WS\SR\FR\FO\CP\ME</p> <p>Web Student Management > State/Federal Reporting > Federal Office of Civil Rights > Maintain Extracted Civil Rights Data</p> <p>Rape or attempted rape number of allegations/Sexual Assault other than rape number of allegations</p>		
<p>Module HIBS: Harassment or Bullying</p>			
<p>HIBS-1a. Allegations of Harassment or Bullying – Sex, Race, Color, National Origin, and Disability</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Harassment or Bullying (HIBS) > Offense Codes of Harassment or Bullying on the Basis of Sex, Harassment or Bullying on the Basis of Race, Harassment or Bullying on the Basis of Disability</p> <p>&</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Offenses</p> <p>The system will look at the student Offense's to find the selected offense code.</p> <p>If a code is found at any point during the school year, it will count as an allegation.</p> <p>The record can be an Offense or a Referral.</p>		



	<p>The system will treat Multiple Offenses with the same incident number as a single allegation.</p> <p>If users do not specifically track action codes that represent bullying on the basis of Sex, Race and Disability, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area, where it will be included in the Verification Report and on the FFS Export file.</p>		
<p>HIBS-1b. Allegations of Harassment or Bullying – Sexual Orientation and Relation</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Harassment or Bullying (HIBS) > Offense Codes of Harassment or Bullying on the Basis of Sexual Orientation, Harassment or Bullying on the Basis of Religion</p> <p>&</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Offenses</p> <p>The system will look at the student Offense's to find the selected offense code.</p> <p>If a code is found at any point during the school year, it will count as an allegation.</p> <p>The record can be an Offense or a Referral.</p>		



	<p>The system will treat Multiple Offenses with the same incident number as a single allegation.</p> <p>If users do not specifically track action codes that represent bullying on the basis of Sex, Race and Disability, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area, where it will be included in the Verification Report and on the FFS Export file.</p>		
<p>HIBS-1c. Allegations of Harassment or Bullying - By Religion Type</p>	<p>WS\SR\TB\DI\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Offenses</p> <p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Harassment or Bullying (HIBS) > Offense Codes of Harassment or Bullying on the Basis of Religion</p> <p>Pulls first off the action and offense code crosswalks, but there is an override to make this incident specific.</p> <p>Discipline>Incident>Override for Basis of Harassment/Bullying and Federal Religion Type override.</p> <p>Fields also exist on action and offense code.</p>		
<p>HIBS-2a. Students Reported as Harassed or Bullied - Sex</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC</p>		



	<p>Processing > Extract Civil Rights Data > Extract Options for SCH: Harassment or Bullying (HIBS) > Offense Codes of Harassment or Bullying on the Basis of Sexual Orientation Offense codes selected</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Offenses</p> <p>The system will look at the student’s Offenses to find the selected offense code.</p> <p>Then the system looks to see if the record is tied to a Discipline Victim record, and if so, the victim is counted in the totals.</p> <p>If users do not specifically track action codes that represent bullying on the basis of Sex, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area, where they will be included in the Verification Report and on the Export file.</p>		
<p>HIBS-2b. Students Reported as Harassed or Bullied – Race, Color, or National Origin</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Harassment or Bullying (HIBS) > Offense Codes of Harassment or Bullying on the Basis of Race Offense codes selected</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student</p>		



	<p>Browse\Profile Tabs > Discipline Tab > Offenses</p> <p>The system will look at the student's Offenses to find the selected offense code.</p> <p>Then the system looks to see if the record is tied to a Discipline Victim record, and if so, the victim is counted in the totals.</p> <p>If users do not specifically track action codes that represent bullying on the basis of Race, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area, where they will be included in the Verification Report and on the Export file.</p>		
<p>HIBS-2c. Students Reported as Harassed or Bullied – Disability</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Harassment or Bullying (HIBS) > Offense Codes of Harassment or Bullying on the Basis of Disability Offense codes selected</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Offenses</p> <p>The system will look at the student's Offenses to find the selected offense code.</p> <p>Then the system looks to see if the record is tied to a Discipline Victim record, and if so, the victim is counted in the totals.</p>		



	<p>If users do not specifically track action codes that represent bullying on the basis of Disability, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area, where they will be included in the Verification Report and on the Export file.</p>		
<p>HIBS-3a. Students Disciplined for Harassment or Bullying - Sex</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Harassment or Bullying (HIBS) > Offense Codes of Harassment or Bullying on the Basis of Sex Offense codes selected</p> <p>The Checkbox Option to Only Include Offenses with Actions (Only for Students Disciplined sections) should be selected.</p> <p>&</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Offenses</p> <p>The system will look at the student's Offenses to find the selected offense code.</p> <p>Then the system looks to see if the option to only include offenses with actions was selected, and if so, will only count the student in this table if an action has been imposed.</p> <p>If users do not specifically track offense codes that represent bullying on the basis of Sex,</p>		



	<p>users will need to gather that data using other resources. Those totals can then be entered into the Maintain area, where they will be included in the Verification Report and on the FFS Export file.</p>		
<p>HIBS-3b. Students Disciplined for Harassment or Bullying – Race, Color, or National Origin</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Harassment or Bullying (HIBS) > Offense Codes of Harassment or Bullying on the Basis of Race Offense codes selected</p> <p>The Checkbox Option to Only Include Offenses with Actions (Only for Students Disciplined sections) should be selected.</p> <p>&</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Offenses</p> <p>The system will look at the student’s Offenses to find the selected offense code.</p> <p>Then the system looks to see if the option to only include offenses with actions was selected, and if so, will only count the student in this table if an action has been imposed.</p> <p>If users do not specifically track offense codes that represent bullying on the basis of Race, users will need to gather that data using other resources. Those totals can then be entered</p>		



	<p>into the Maintain area, where they will be included in the Verification Report and on the FFS Export file.</p>		
<p>HIBS-3c. Students Disciplined for Harassment or Bullying – Disability</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Harassment or Bullying (HIBS) > Offense Codes of Harassment or Bullying on the Basis of Disability Offense codes selected</p> <p>The Checkbox Option to Only Include Offenses with Actions (Only for Students Disciplined sections) should be selected.</p> <p>&</p> <p>WS\ST\TB\DI</p> <p>Web Student Management > Students > Student Browse\Profile Tabs > Discipline Tab > Offenses</p> <p>The system will look at the student’s Offenses to find the selected offense code.</p> <p>Then the system looks to see if the option to only include offenses with actions was selected, and if so, will only count the student in this table if an action has been imposed.</p> <p>If users do not specifically track offense codes that represent bullying on the basis of Disability, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area, where they will be included in the</p>		



	Verification Report and on the FFS Export file.		
Module RSTR: Restraint and Seclusion			
RSTR-1a. Non-IDEA Students Subjected to Restraint or Seclusion – Mechanical Restraint	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Restraint & Seclusion (RSTR) > Subjected to Mechanical Restraint Action codes selected</p> <p>The system will look at the Student Action codes to find the selected actions.</p> <p>If the action code is attached to the student at any point in the school year, the student will be counted in this.</p> <p>This is a count of the number of students and not instances.</p> <p>If users do not specifically track action codes that represent Mechanical Restraint, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area where they will be included in the Verification Report and on the FFS Export file.</p>		
RSTR-1b. Non-IDEA Students Subjected to Restraint or Seclusion – Physical Restraint	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Restraint & Seclusion (RSTR) ></p>		



	<p>Subjected to Physical Restraint Action codes selected</p> <p>The system will look at the Student Action codes to find the selected actions.</p> <p>If the action code is attached to the student at any point in the school year, the student will be counted in this.</p> <p>This is a count of the number of students and not instances.</p> <p>If users do not specifically track action codes that represent Physical Restraint, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area where they will be included in the Verification Report and on the FFS Export file.</p>		
<p>RSTR-1c. Non-IDEA Students Subjected to Restraint or Seclusion – Seclusion</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Restraint & Seclusion (RSTR) > Subjected to Seclusion Action codes selected</p> <p>The system will look at the Student Action codes to find the selected actions.</p> <p>If the action code is attached to the student at any point in the school year, the student will be counted in this.</p> <p>This is a count of the number of students and not instances.</p> <p>If users do not specifically track action codes that represent Seclusion, users will need to</p>		



	<p>gather that data using other resources. Those totals can then be entered into the Maintain area where they will be included in the Verification Report and on the FFS Export file.</p>		
<p>RSTR-2a. IDEA Students Subjected to Restraint or Seclusion – Mechanical Restraint</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Restraint & Seclusion (RSTR) > Subjected to Mechanical Restraint Action codes selected</p> <p>The system will look at the Student Action codes to find the selected actions.</p> <p>If the action code is attached to the student at any point in the school year, the student will be counted in this.</p> <p>This is a count of the number of students and not instances.</p> <p>If users do not specifically track action codes that represent Mechanical Restraint, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area where they will be included in the Verification Report and on the FFS Export file.</p> <p>If the student has an active IEP or Special Ed record at any time during the school year, they will be counted in this table.</p>		
<p>RSTR-2b. IDEA Students Subjected to Restraint or Seclusion –</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting ></p>		



<p>Physical Restraint</p>	<p>Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Restraint & Seclusion (RSTR) > Subjected to Physical Restraint Action codes selected</p> <p>The system will look at the Student Action codes to find the selected actions.</p> <p>If the action code is attached to the student at any point in the school year, the student will be counted in this.</p> <p>This is a count of the number of students and not instances.</p> <p>If users do not specifically track action codes that represent Physical Restraint, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area where they will be included in the Verification Report and on the FFS Export file.</p> <p>If the student has an active IEP or Special Ed record at any time during the school year, they will be counted in this table.</p>		
<p>RSTR-2c. IDEA Students Subjected to Restraint or Seclusion – Seclusion</p>	<p>WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Restraint & Seclusion (RSTR) > Subjected to Seclusion Action codes selected</p> <p>The system will look at the Student Action codes to find the selected actions.</p>		



	<p>If the action code is attached to the student at any point in the school year, the student will be counted in this.</p> <p>This is a count of the number of students and not instances.</p> <p>If users do not specifically track action codes that represent Seclusion, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area where they will be included in the Verification Report and on the FFS Export file.</p> <p>If the student has an active IEP or Special Ed record at any time during the school year, they will be counted in this table.</p>		
<p>RSTR-3. Instances of Restraint or Seclusion</p>	<p>Number of instances of mechanical restraint & Number of instances of physical restraint: WS\SR\FR\FO\CP\EC</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > CRDC Processing > Extract Civil Rights Data > Extract Options for SCH: Restraint & Seclusion (RSTR) > Subjected to Mechanical Restraint, Physical Restraint, and Seclusion Action codes selected</p> <p>The system will look at the Student Action codes to find the selected actions.</p> <p>If the action code is attached to the student at any point in the school year, the student will be counted in this table.</p> <p>Each Action of Restraint or Seclusion is counted.</p>		



	<p>If the student has an active IEP or Special Ed record at any time during the school year, they will be counted.</p> <p>If users do not specifically track action codes that represent Mechanical Restraint, Physical Restraint, or Seclusion, users will need to gather that data using other resources. Those totals can then be entered into the Maintain area where they will be included in the Verification Report and on the FFS Export file.</p>		
Module JUST: Justice Facilities			
<p>JUST-1. Justice Facility Type</p>	<p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA > Justice Facility Type</p> <p>Indicate the type of Justice Facility:</p> <p>Pre-adjudication/Pre-conviction facility</p> <p>Post-adjudication/Post-conviction facility</p> <p>Pre- and post-adjudication/conviction facility</p>		
<p>JUST-2. Days in Regular School Year at Justice Facility</p>	<p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA > Justice Facility Type</p>		



	Enter the number of Days in Regular School Year.		
JUST-3. Justice Facility Educational Program Hours Per Week	<p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA > Justice Facility Type</p> <p>Enter the number of Educational Program Hours/Week.</p>		
47. Justice Facility Educational Program Participants	<p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA > Justice Facility Type</p> <p>Students who are enrolled in the Educational Programs and review the number of days that they are enrolled. Identify school/entity that would be a justice facility and based on EW records figure out the length for which area to count under.</p>		
Module INET: Internet Access and Devices			
INET-1. Internet Access and Devices	<p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA > Internet Access and Devices</p> <p>Is this school connected to the Internet through a fiber-optic connection?</p>		



	<p>Yes/No</p> <p>Does this school have Wi-Fi access in every classroom?</p> <p>Yes/No</p> <p>Does this school allow students to take home school-issued devices?</p> <p>Yes/No</p> <p>Does this school allow students to bring to school student-owned devices?</p> <p>Yes/No</p>		
<p>INET-2. Wi-Fi Enabled Devices</p>	<p>WS\SR\FR\FO\PF\SS</p> <p>Web Student Management > Federal > State Reporting > Federal Reporting > Federal Office of Civil Rights > Setup School LEA > Internet Access and Devices</p> <p>Enter the number of Wi-Fi enabled devices provided by the school to students in preschool and grades K-12</p>		

FAQ

1. I would like to be put on the email list when information for CRDC is sent out.

How do I do this?

1. Go to Skyward's website, www.skyward.com.
2. Click on "Support Center" at the far right of the dark blue bar.
3. On the next screen, on the right side, is a "Contact Login" area.
 - a. Underneath that area is a line that states, "Not a Skyward contact? Register Here!"
 - b. The Register Here is highlighted in blue, so click on "Register Here."
 - c. This will take you to another screen, or screens, which will prompt you for the information necessary to become a registered user and to be able to receive these notifications.

2. Is this something that the state requires the districts complete?

No, the Civil Rights Data Collection is put out by the Federal Office of Civil Rights and is a federally mandated report. Your district should have received a certified letter from the Federal Government indicating that your local education agency has been selected for inclusion in the U.S. Department of Education (ED) 2020-21 collection.

For more general information see the federal website:

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

3. What is the Civil Rights Data Collection and what do I need to do?

The CRDC is a report that collects student level information on key education and civil rights issues in public schools. This information includes student enrollment and educational programs and services totals that are disaggregated by race/ethnicity, sex, limited English proficiency and disability.

If you are unsure of whether your district or LEA is required to submit CRDC, you can contact your Superintendent to find out whether he or she was notified via letter to submit. If the Superintendent was notified, you will want to find out who will be in charge of submitting CRDC at your district to ensure they have completed the preliminary steps outlined in the letter.

If you will be designated as the CRDC contact for your district, you will want to be sure you are signed up to receive the Skyward mailings for CRDC (See FAQ 1). You will then want to review the steps that Skyward is taking to help users prepare for CRDC (See FAQ 5) and also complete the Checklist on preparing your data (See FAQ 6). You will also want to familiarize yourself with the types of data that will be collected. You can view the table layouts here:

<https://www2.ed.gov/about/offices/list/ocr/docs/2020-21-crdc-lea-form.pdf>

<https://www2.ed.gov/about/offices/list/ocr/docs/2020-21-crdc-school-form.pdf>

General information on the 2020-2021 Collection can be found here:

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

4. I read the mailing that was sent that contained the link to the checklist for preparing our data for the 2020-2021 CRDC, but it doesn't explain "what" data is going to be asked for?

The actual data that will ultimately be reported on the CRDC can be found in the table layouts document posted on the CRDC site:

2020-2021 CRDC LEA Form:

<https://www2.ed.gov/about/offices/list/ocr/docs/2020-21-crdc-lea-form.pdf>

2020-2021 CRDC School Form:

<https://www2.ed.gov/about/offices/list/ocr/docs/2020-21-crdc-school-form.pdf>

5. What steps is Skyward taking to help users prepare for the 2020-2021 CRDC Collection?

Step 1: Checklist - Preparing for CRDC:

Below you will find a checklist that will help you verify the student data needed for the CRDC. While this is not an inclusive list of all data elements that will be collected, it will help to ensure that the larger collection items are verified in the database. For a list of all the LEA and School Form Tables and to find other useful information for the upcoming collection, users are encouraged to visit the CRDC website:

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

The checklist for data entry to pre-process can be found in SkyDoc at WS\SR\FR\FO.

Outcome: This checklist is a guide to analyze what student data is needed and how the data should be entered.

Step 2: Programming Updates Completed in Skyward

Outcome: Users will be able to begin running the CRDC extracts and verifying the extracted data for accuracy and completeness. Users can continue to make necessary updates to the student data in the system until they are ready to submit to the federal government.

Step 3: Documentation Updated and Posted for All Customers (Early - Mid November):

Outcome: As soon as the programming updates are completed, all documentation from report setup through creating the final export file will be posted to SkyDoc. We will send a mailing to all customers announcing that the documentation has been posted.

Step 4: Free CRDC Training Webinar and Open Hours

Outcome: We will schedule and announce several webinars for CRDC training. The webinar session will be an in-depth training on how the Skyward software will pull the data and how to set up and extract the CRDC report. Open Hour sessions will contain demonstrations of any updates or changes with time for questions. We will send mailings to users with instructions for registering to attend these free webinars, and mailings will be sent out following the Webinar and Open Hours with all questions and answers.

*The webinar will be recorded and posted to the SkyDoc website for those unable to attend.

Step 5: Ongoing Communication on Tips, Tools and Troubleshooting

Methods:

Outcome: We want users to be able to troubleshoot problems quickly and get their questions answered in a timely manner. To support this, we will be sending updates and Frequently Asked Questions documents to all our users prior to and during the submission. Users will also be able to find answers to many of their questions through our SkyDoc website, as well as by sharing questions and answers via the Skyward Federal Forum: <http://forum.skyward.com/>. As always, any unanswered questions can be submitted via Service Calls where our specially trained Customer Service Staff will be waiting to assist you.

6. Where do I find the CRDC Data entry Checklist:

The checklist is posted in SkyDoc at the following menu path: WS\SR\FR\FO

7. One of the questions that I have to answer for verification of information for the CRDC is file submission type. Do I choose "web" or "flat file submission?"

Skyward is able to produce the data needed for completing your CRDC report on the Web as well as produce a flat file for submission. Users will be able to print out a complete CRDC report of all the table totals and use that as the source of information when entering in data on the CRDC Website. The CRDC Extract in Skyward will also allow users to select if they want to create the Flat File for LEA's who wish to submit via the Flat File Submission. The flat file submission is just another way of saying "export file."

8. Can we extract the Civil Rights data after we do the roll over to the 2021-2022 school year?

Yes, users will be able to run the CRDC extract processes for the prior 2020-2021 school year. Users do not need to run any extracts prior to year-end roll over.

9. What level of security do I need to get everything required to run CRDC for the district?

You should have assigned Security Access and Lookup Levels of at least a 3.

10. Are there any reports we need to run before we do year-end rollover?

It is not necessary to run any reports prior to doing year-end rollover.

11. So, what if our data from last year isn't in Skyward yet. Do the report like we normally do?

Typically, if this is your first year on Skyward then you will need to submit data from last year (2020-2021) through your former SIS package.

12. When are the data files due?

The 20-21 collection timeframe is 12/13/21-2/28/22.

13. (Wisconsin) Do you recommend using the "opt in" option to pull 60% of data from DPI and if so what would the 40% be?

Users can choose to take advantage of the state's option to pre-populate some CRDC values from the state. However, Skyward is not encouraging this because of the chance that the data will be overwritten when creating the export files from Skyward and Skyward is pulling the same data that DPI is submitting on your behalf. If districts choose to have the 60% submitted from DPI then it is up to the districts to understand what data is being submitted so that you do not pull those tables from Skyward. Should you submit data from Skyward after submitting from the state the Skyward data will overwrite the values submitted by the state. Do to the potential for overwriting data submitted by the state, Skyward recommends that users do not select to use data provided by the state.

14. Why is it listing 17 schools when I only selected 9 to be included?

The system will count the number of schools that you have selected to include in the CRDC in the School Setup area.

15. (Wisconsin) Why are some AP Classes not appearing on our selection list?

The PI-1215 field, located in the Course Master under Wisconsin State Specific area needs to start with 200 to make sure it's an AP designated course.

16. Does CRDC only collect HS level courses?

No, both middle school and high school courses and students are pulled. The CRDC LEA and School forms found here explain what grades are to be included in the course participation tables: <https://crdc.communities.ed.gov/#program>

- For 7 -8, Middle School Ungraded users must select course association for both Algebra and Geometry courses.
- For 9-12, High School Ungraded users must select course associations for all subject areas including AP courses.

17. What if I am not seeing any Course Associations?

1. 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.

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 > 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 > 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.

18. Should we also include summer school?

No, Summer school is not counted.

19. Would developmental retention kindergarten (Young Fives) be Kindergarten?

You will need to determine how your district and/or state define developmental retention kindergarten (Young Fives). Please consult with your State Reporting

Specialist to see if they can be of assistance. You can also review the CRDC website's table layouts and FAQ postings to see if they can help.

2020-2021 CRDC LEA Form:

<https://www2.ed.gov/about/offices/list/ocr/docs/2020-21-crdc-lea-form.pdf>

2020-2021 CRDC School Form:

<https://www2.ed.gov/about/offices/list/ocr/docs/2020-21-crdc-school-form.pdf>

If you still are unsure, contact Partner Support -

Collection Partner Support Center: (855) 255-6901 or crdc@aemcorp.com

20. Setup School – Is this area for home schools or home and serving?

This area should include all schools that were listed for your district when you confirmed the schools within your district on the Advanced Website.

21. Should all setup be done in 000 Entity?

Yes, it is recommended to do all setup and extracting from entity 000.

22. Is gifted = honors?

Not necessarily. The following definition of the Gifted Talented program is found on page 18 of the CRDC School form documentation – Gifted/Talented Programs are programs during regular school hours that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum for students who are endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent.

23. Out of building students do not have local course assignments, how do we handle that?

The school that is the student's attendance school is to be reporting the student. If the student is attending one of the schools that you are to be including in CRDC for your district, then this student needs to have a schedule in the system in order to be included. If the students do not have a schedule with courses, you will need to manually add this information to the Maintain area. If your district is not responsible for submitting the student, then you do not have to include them in CRDC.

24. Do we have to add an association for every course we have or is it just math/science and AP? (so just regular math and science and then all AP, no regular English, art...)

It is not every course that needs an association, see the School Form Table Layout for exact course types that are collected.

25. I am trying to select courses for course associations and there is no save button, only select or back. How are we supposed to save?

Once you have your courses at the bottom of the first screen, you just need to click BACK and your selections will save automatically.

26. (Wisconsin) How do I answer High School Equivalency Exam Preparation Program?

DPI has stated that all Wisconsin districts should be answering “No” to this question. This is because no high school age student in Wisconsin earns a GED. No school district in Wisconsin prepares a student for the GED official certificate.

27. Is our LEA ID the same as it was the last time we participated in the CRDC?

Yes, this should remain the same as the last collection. However, it may have changed, so we recommend that you verify the information at the NCES LEA ID Finder website: <https://nces.ed.gov/ccd/districtsearch/>

28. What is considered Early Childhood and PK?

Early childhood refers to early childhood education programs and services for children birth through age 2. Preschool refers to preschool programs and services for children ages 3 through 5.

29. Can we choose to exclude a certain entity? We have Parents as Children entered in a specific entity but don't have to report these children?

Yes, you can either choose to select to not include students in that school or you can set your entity ranges to not include a specific entity.

30. I'm in the 000 entity, why am I only seeing certain grad year?

In the LEA Setup for Xref Grade Setup button, you will see any grade level that has a student with a GLO value assigned to one of the students. You will also see grade levels that Skyward calculates out have a certain grad year higher. These grade levels would represent students in Early Childhood, Prekindergarten and Kindergarten. You only need to set up grade levels if that grade level or GLO represents a student(s) in Early Childhood, Prekindergarten, and Kindergarten.

31. Should we set School 000 to EXCLUDE?

Yes, districts normally do not enroll students into school 000. You should only be including school that you have verified on the CRDC website as schools within your district.

32. I ran the Mass Assign Info from the Mass Assign Info button and it cleared out all the answers, why?

If you are planning to run the Mass Assign you must do it prior to completing any School Setup in the School Form Setup area.

33. Do we collect the Early Childhood data for CRDC? Such as GSRP?

Early Childhood data is collected in the LEA form. Review the LEA form for additional information on exactly who needs to be included and what data is being collected.

34. Is there a clone to clone course associations from 20-21 to 20-21?

Yes, you will be able to see this option in the Course Associations screen. Select the “Clone Course Associations from a Prior School Year” button then select the year you

want to use to clone information from and select the "Run" button. Remember that there are new associations to be reported in 20-21 for Computer Science courses that will still need to be associated if you clone from a prior year, because those were not available to be associated in the 20-21 data collection.

35. How do I report middle school student in a high school math course?

If you are not using Cross Entity Course Enrollment, then you would simply select the courses at the high school that have the middle school students enrolled. This would only pertain to Algebra 1 and Geometry classes since these are the courses that require classes and counts of students in 7 and 8th grades. When you extract CRDC, the system will figure out that there are 7 and 8th graders enrolled in the high school class and count that class as a course that is offered at the middle school and then count the students as being enrolled in a math course at the middle school.

If you are using Cross Entity Course Enrollment, then in the Setup Course Association Area you will see the math course as an available course to select in the middle school. The system will then count that course and the students enrolled at the middle school.

36. Do we have to switch entities if we are setting up Algebra for 7-8th and then we get ready to associate 9-12th grade courses?

If you are selecting the courses from entity 000 then you will not need to switch entities, however you may want to narrow your ranges to see the courses for only one entity at a time. If you are selecting your courses from within the entity itself then you will need to switch entities to associate courses for other entities.

37. Required Grade Levels are not correct. We are a High School only. How do I change/correct this area?

You do not need to complete any setup in the Grade Level X-Ref setup button if you do not have students in grade levels EC - Early Childhood, PK - Prekindergarten, KG - Kindergarten, UGM - Ungraded Middle School, UGH - Ungraded High School.

38. Are you able to add 2 AP tests? I have an AP test assigned for Seniors and one for Juniors?

Yes, you can add more than one AP test per AP course.

39. Our district does not use the Special Education module or track Special Education data in Skyward at all. Will we even be able to run CRDC accurately?

In order to report the number of students with disabilities, student's Special Education information must be entered into Skyward. However, even if Special Education data on students is not entered, users may still want to run the CRDC extract out of Skyward because you can manually enter in the number of Students with Disabilities (IDEA) totals in the CRDC Maintain area within Skyward.

40. How are students being counted for Race/Ethnicity?

For the upcoming collection, all data will be pulled using the 7-Category Race Method.

The Race/Ethnicity pulls as follows:

Skyward will look at the Federal Ethnicity and Race fields located on the General Profile to determine which Race/Ethnicity category to count the student in for CRDC. We will not be looking in the Local Race field to pull this information.

If a student selected Hispanic/Latino Ethnicity they will be counted in the "Hispanic or Latino of Any Race" category for CRDC regardless of which additional races they associated themselves with.

If a student did not select Hispanic or Latino Ethnicity and associated themselves with more than one Federal Race, they will be counted in the "Two or More Races" category on CRDC.

If a student associated themselves with only one of the Federal Race choices in Skyward, they will be counted in that race category for CRDC.

41. For the IDEA area, are we pulling all students who resided in our District or just students we educate? (Ex. Student we send to APS or Other Placements out of district)

Students who reside in your district but are placed in a school or other facility that is out of district are not to be included in School Form Module ENRL, Students with Disabilities Served Under IDEA totals.

However, these students WILL need to be included in LEA Form Module SSPR total for the Total public School Membership of this LEA (include students served in non-LEA facilities) count.

42. On WS\SR\FR\FO\PF, what is the International Baccalaureate Programme Student? Is that just an exchange student?

IBP students are not exchange students.

Definition provided on the CRDC Table Layouts is as follows:

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

The International Baccalaureate (IB) Diploma Programme, sponsored by the International Baccalaureate Organization, is designed as an academically challenging and balanced program of education with final examinations that prepares students, usually aged 16 to 19, for success at university and life beyond. The Programme is typically taught over two years. IB Diploma Programme students study six courses at higher level or standard level. Students must choose one subject from each of groups 1 to 5, thus ensuring breadth of experience in languages, social studies, the experimental sciences and mathematics. The sixth subject may be an arts subject chosen from group 6, or the student may choose another subject from groups 1 to 5.

43. If we run from 000 we will see our sister school that houses our 5th, 6th, and 7th grade students. They are reporting on their own, so do we exclude them in our upload?

Yes, if you are not reporting specific groups of students then you will need to exclude them from reporting either by selecting to run for only specific grade levels or schools etc.

44. How do I report middle school students in a high school math course?

If you are not using Cross Entity Course Enrollment, then you would simply select the courses at the high school that have the middle school students enrolled. This would only pertain to Algebra 1 and Geometry classes since these are the courses that require classes and counts of students in 7 and 8th grades. When you extract CRDC the system will figure out that there are 7 and 8th graders enrolled in the high school class and count that class as a course that is offered at the middle school and then count the students as being enrolled in a math course at the middle school.

If you are using Cross Entity Course Enrollment then in the Setup Course Association Area, you will see the math course as an available course to select in the middle school. The system will then count that course and the students enrolled at the middle school.

45. Why is the Report Students Enrolled as of date start at 10/01/2020?

The count date for this collection has been set to a specific date (10/01/2020). However, you can use the next closest school day to that date if you do not meet or another date if approved by CRDC.

46. How is the system going to pull "Reported Allegations of Harassment or Bullying in the HIBS module?"

Allegations of Bullying are based on student Offense's with an offense code that matches the selected codes. The record can be either an Offense or a Referral. This table will treat multiple offenses with the same incident number as a single allegation. Each Referral will be counted on this table regardless of matching incident numbers.

Rules:

- Each Offense entered must have a unique Incident # in order to count as separate allegations.
- Each Referral entered, regardless of incident #, will be counted separately.

47. How is the system going to pull "Students Reported to Have Been Harassed or Bullied in the HIBS module?"

In order to pull Students Reported to Have Been Harassed or Bullied, it is necessary to have a Discipline Victim record tied to an offense with a code that matches one of the selected offense codes on the CRDC Extract screen. The Discipline record can be either an Offense or a Referral. All victims listed will be counted towards the totals.

Students will not be counted in the same category twice but can be counted more than once in separate categories. Students who were active at any point during the school year and are listed as a victim will be counted towards the totals.

Example: Ben is listed as a victim on two separate offense records for being bullied on the basis of gender. Therefore, he will count only one time toward the number of students to have been Harassed or Bullied on basis of gender. Additionally, if Ben is listed as a victim on an offense record for being bullying on the basis of race, then he will also be counted in the totals for being bullied on the basis of race.

48. We do not keep track of Victims due to confidentiality concerns. How are we supposed to pull HIBS module questions for Students Reported To have Been Harassed or Bullied?

Since the program is set to look specifically at the Victim records tied to the selected Harassment or Bullying Offense codes, this table will pull as 0 (zero) if no victim records are entered. However, you may use the other Harassment or Bullying tables that did pull numbers as a starting point to figuring out how many students were reported to have been harassed or bullied.

49. How is the system going to pull HIBS module questions for “Student Disciplined for Harassment or Bullying?”

Students Disciplined for Harassment or Bullying is based on an Action being assigned to the selected offense. If an offense is entered with no associated action, the student will not be counted towards these totals. Users must indicate on the Extract screen to only pull students with Actions assigned.

50. What if our school didn’t import SAT or ACT scores?

Two options:

1. You still have time to add the ACT and SAT Tests into Skyward through the Test Scores module. Then you can attach the ACT and SAT tests to the students. Be sure that the Test Date is within the 2020-2021 School Year.
2. Gather the ACT and SAT totals from outside sources (Counselors, etc.) and then enter those in the EXAM module Maintain area.

51. What happens if we don't track or do not have a zero tolerance or law enforcement referral?

You will need to talk with the people at your district who enter student discipline records to find out how they entered data to see if there is a way for you to narrow down which students to count.

You can also consult with the State Reporting Specialist at your district to find out if they have to report Zero Tolerance Offenses to the State and, if so, find out how they are reported. You can then use that information to help gather your totals.

Hint:

Take a look at the Offense Codes that you have set up and see if any of them can count as Zero Tolerance even if they are not labeled zero tolerance. The definition of zero tolerance, based on CRDC table layouts, is as follows:

A zero-tolerance policy is a policy that results in mandatory expulsion of any student who commits one or more specified offenses (for example, offenses involving guns, or other weapon, or violence, or similar factors, or combinations of these factors). A policy is considered "zero tolerance" even if there are some exceptions to the mandatory aspect of the expulsion, such as allowing the chief administering officer of an LEA to modify the expulsion on a case-by-case basis.

52. Where are the AP Course grades pulled from? Will they need to be imported into the same area as a TAKS test would be? If so, do I contact Skyward to help me set that up?

The AP Course Grades are not pulled from the system nor are they reported on CRDC. The CRDC extract pull a count of students taking an AP Course and then want a count of the number of AP exams taken by the students. See documentation for more specific information on what is collected.

The AP Tests are pulled from the student Test Scores tab. The Test in the Test Scores tab must be associated with an AP course. This is set up in the Setup Course Association area.

53. Are the AP test grades pulled from the student's grade file or from a test score area such as SAT, ACT, TAKS, etc.?

The AP module questions do not collect grades. They only collect the number of students taking an AP course in a specified subject and then they collect whether they took the associated AP exam, not the grade in the course.

54. Is restraint also in-school suspension?

[CRDC School Form Layout](#)

In-School Suspension is defined on page 72 of the CRDC School Form as:

An instance in which a child is temporarily removed from his or her regular classroom(s) for at least half a day for disciplinary purposes, but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.

The definition of **physical restraint** found on page 103 of CRDC School Form: Physical restraint refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.

Definition of **Mechanical Restraint** found on page 103 of the CRDC School Form: Refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as: Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; Restraints for medical immobilization; or Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

55. I have two SAT tests in the Test table, can I select both?

No, you will be unable to select more than one SAT test. What you will need to do if both SAT tests were assigned to students last year, is run CRDC once, copy the results, then run it again with the second SAT test and then add those totals to the totals that were pulled for the first test. Lastly, update the totals in the Maintain.

56. We are merging Student and Financial DB's this summer. Will we be able to pull teacher information on the HR side?

If teacher data is entered for the 2020-2021 School Year, you will be able to pull HR information.

57. Is there any setup needed for HR?

If you are merging Student and Financial DB's, you will need to ensure that the data needed to be pulled for these fields is entered into Skyward.

58. In our district, I submit the report and have to work with HR to get the information. If we are working on the HR portion at HR, once we import the data can we send that to my computer to export?

Yes, you will import the files from the Human Resource side into the Maintain area. The easiest way to do this is to have the Human Resource people send you the files that they create. Then you save those files to your computer and then import them into the Maintain area on the Student side.

59. How do I populate the HR tables on the Student side?

Depending on your specific setup and what version you are running, this will determine the format in which you will get the Human Resources data to populate on the Student side:

- If you have separate Human Resource and Student Databases you will always need to extract from the Human Resources side and create an export file on the Human Resources side which you will use to populate the HR modules on the Student side.
- If you have a combined Human Resource and Student Database and have NOT loaded the October release you will need to extract from the Human Resource side but DO NOT need to import a file to the Student side. Once you have extracted your Human Resource data from the Human Resource side the totals will automatically populate on the Student side without having to import a file.
- If you have a combined Human Resource and Student Database and have loaded the October release you will be able to extract the Human Resource portion of CRDC directly from the Student side. This means you will not need to extract the information separately on the Human Resource side.
- If you do not have Skyward Human Resource software then you will need to gather the information from the Human Resource software that you do have and then manually enter in the totals, per school, into the Maintain areas for CRDC. Once entered in the Maintain, then these totals will be included on your Verification Report and also on the FFS files should you choose to create them.

63. Is Skyward able to import OTHER software data?

Yes, if the file is in the same format as the federal CRDC file because the import file specifications follows the CRDC format.



Revision History

Version	Date	Changes
05.18.10.00.04	11/8/2021	Updates for 17/18 School Year Collection
05.21.10.00.05	11/12/2021	Updates for 20/21 School Year Collection