

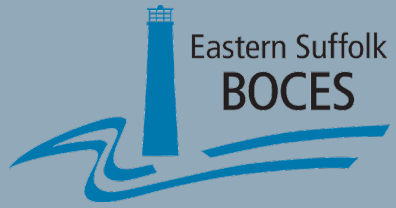
# Civil Rights Data Collection

Eastern Suffolk BOCES  
School Data Bank Services  
Presented by Jennifer Raicovi  
[SDBS@esboces.org](mailto:SDBS@esboces.org)

# Objectives:

- Overview of the process for completing the survey
- Share available resources to assist in completing the survey
- Review changes for the 2021-22 collection





# Civil Rights Data Collection

What is it and resources to help complete it

# What is Civil Rights Data Collection?

- The CRDC collects data on leading civil rights indicators related to access and barriers to educational opportunity at the early childhood through grade 12 levels.
- Biennial Mandatory federal report
- The data is usually collected from the previous school year



# About the CRDC

- Part of OCR's overall strategy for administering and enforcing civil rights statutes that prohibit discrimination based on race, color, national origin, sex, and disability.
- CRDC collects data that includes ~17,000 school districts and ~95,500 schools.
- Public (Preschool–12th grade) schools in all 50 states, D.C., and the Commonwealth of Puerto Rico.
- Measures factor such as course access, programs, resources, instructional and other staff, and school climate.
- Monitors how schools meet their responsibility to provide equal educational opportunities to students regardless of race/ethnicity, EL status, sex, or disability.

The CRDC data are collected pursuant to the **1979 Department of Education Organization Act**, 20 U.S.C. § 3413(c)(1), and the regulations including:

- **Title VI** of the Civil Rights Act of 1964, which prohibits *race, color, and national origin discrimination*, 34 C.F.R. § 100.6(b);
- **Title IX** of the Education Amendments of 1972, which prohibits *sex discrimination*, 34 C.F.R. § 106.81; and
- **Section 504** of the Rehabilitation Act of 1973, which prohibits *disability discrimination*, 34 C.F.R. § 104.61.



**CRDC**  
Civil Rights Data Collection


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


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 INDIVIDUAL SURVEY MODULES

 **CIVIL RIGHTS DATA COLLECTION  
RESOURCE CENTER**


**PARTNER SUPPORT CENTER**  
Contact PSC  
(9am - 5pm ET)  
855 255-6901  
[click to Email PSC](#)

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

[SUBMISSION SYSTEM](#)

[SEARCH RESOURCES](#)

**CRDC**  
Focus Group on  
Restraint and Seclusion  
9/14/2023  
[FOR RECORDING,  
CLICK HERE](#)

**HELPFUL VIDEO RESOURCE**  
  
[Click to access the  
CRDC Resource Center  
Overview video](#)

**ANNOUNCEMENTS** [scroll for additional announcements](#)

As stated in the letter from the Department of Education Office for Civil Rights and distributed to LEAs on October 4, 2023, **your school district may begin submitting their data on Monday, December 11, 2023. The data submission period will end on Monday, February 26, 2024.** The submission system will not open for the LEAs until December 11<sup>th</sup>.



**CRDC**  
Civil Rights Data Collection

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

October 29, 2023

## Releasing 2021-22 TA Resources!

The CRDC Partner Support Center is releasing the 2021-22 TA documents as they are updated. Below are the latest updated documents.

- [COVID-related Directional Indicators \(DIND\)](#)
- [Justice Facilities \(JUST\) Module](#)
- [Preschool \(PSCH\) Module](#)
- [SAT/ACT \(EXAM\) Module](#)
- [School Characteristics \(SCHR\) Module](#)
- [Using the Error Resolution Report](#)
- [Table vs School Navigation](#)
- [Supplemental Information for Justice Facilities](#)
- [Skip Logic](#)
- [Select a Principal Contact Person \(PCP\)](#)
- [Add New Users and Set Permissions](#)
- [Master List of Definitions](#)
- [Add Back SEA Permissions](#)
- [Templates for Adding LEAs or Schools](#)
- [Troubleshooting School or LEA IDs Converted by Excel](#)
- [Ways SEAs Can Support LEAs](#)

### The 2021-22 CRDC Excel Templates are now Available!

Excel Templates are tools used to record LEA- and school-level data in advance of the opening of the CRDC data submission system. The templates facilitate the process for LEAs planning to submit data in a flat file format, by arranging the data in the required format that LEAs can save as a flat file for import into the submission system. The Excel template instructions document contains descriptions of the process for entering the data into the templates and saving the data in the required flat file format.

- [Excel Template LEA Form](#)
- [Excel Template School Form](#)




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Civil Rights Data Collection

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Publication Details

[Return](#)



**COVID-related Directional Indicators (DIND)**

Directional indicators are used to determine whether a data point is applicable to an LDC or in this case a school. Typically using published questions or directional indicators (DI) are used to collect data. The information provided has affected the way many schools provide instruction. To help LDC understand your responses to this survey, and to help guide you to the LDC, here that apply to you, LDC has added new directional indicators to this form.

The following directional indicators are required to be completed for each school:

- DIND-1 Directional Indicator - Instruction Type
- DIND-2 Directional Indicator - Remote Instruction
- DIND-3 COVID-related Item - Remote Instruction Amount
- DIND-4 COVID-related Item - Remote Instruction Percentage

This document also provides a walkthrough of the module along with instructions and illustrations on how to accurately complete each table. This document provides key definitions that are crucial to the module and frequently asked questions to assist data submitters.

**Notes**

The data reported should be based on the entire 2021-22 regular school year, not including intersession or summer.

**Skip Login**

This module contains skip login. Skip login automatically allows the user to the next table to be completed based on previous answers provided. Skip login are not to be populated. The following CRDC table allows skip login:

- DIND-1 Directional Indicator - Instruction Type
- DIND-2 Directional Indicator - Remote Instruction

**for 2021-22 CRDC**

Revised May 2022: The "Virtual Instruction" reference has been changed to "Remote Instruction" reference for DIND-1 and DIND-2.

**Remote Instruction** refers to non face-to-face (i.e., not in person) instruction during which teachers and students are separated by location. Remote instruction may include synchronous (i.e., real time) instruction or asynchronous (i.e., non real time) instruction provided by teachers. Non face-to-face instruction may include broadcast, correspondence, interactive audio/video, and other instruction methods.

Revised 10/15/2022 11/1 Page

**COVID-related Directional Indicators (DIND)**



**Summary:** COVID-related Directional Indicators (DIND)

**Institution:** AEM Corporation - Technical Assistance Provider

**Publication Year:** 2023


**Topics:** Submission System Resources;

**Associated Files and URLs:**

Name	Description	Type	Download
COVID-related Directional Indicators (DIND).pdf	2021-22 COVID-related Directional Indicators (DIND).	 Adobe Acrobat	

[Home Overview](#)[Home Events](#)

[Collaborate Public Domain Clearinghouse Documents](#)



If you need assistance or have questions about the Civil Rights Data Collection, please contact the CRDC Partner Support Center - 1-855-255-6901 or [crdc@aemcorp.com](mailto:crdc@aemcorp.com).

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## RESOURCE DOCUMENT

### COVID-related Directional Indicators (DIND)

Directional indicators are used to determine whether a data group is applicable to an LEA or in this case a school. Typically using guided questions or directional indicators (DI) are used to reduce burden. The coronavirus pandemic has affected the way many schools provide instruction. To help OCR understand your responses to this survey, and to help guide you to the CRDC items that apply to you, OCR has added new directional indicators to this form.

The following directional indicators are required to be completed for each school.

- **DIND-1:** Directional Indicator – Instruction Type
- **DIND-2:** Directional Indicator – Remote Instruction
- **DIND-3:** COVID-related Item – Remote Instruction Amount
- **DIND-4:** COVID-related Item – Remote Instruction Percentage

This document also provides a walkthrough of the module along with instructions and illustrations on how to accurately complete each table. This document provides key definitions that are crucial to the module and frequently asked questions to assist data submitters.

#### Dates

The data reported should be based on the entire 2021–22 regular school year, not including intersession or summer.

#### Skip Logic

**This module contains skip logic.** Skip logic automatically skips the user to the next table to be populated based on previous answers provided. Skipped tables are not to be populated. The following HIBD table utilizes skip logic:

- DIND-1: Directional Indicator - Instruction Type
- DIND-2: Directional Indicator - Remote Instruction

#### DATA ELEMENT CHANGES FROM THE 2020-21 CRDC


##### NEW and REQUIRED

- DIND-3 COVID-related Item – Remote Instruction Amount
- DIND-4 COVID-related Item – Remote Instruction Percentage




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## CIVIL RIGHTS DATA COLLECTION

# Getting Started


PARTNER SUPPORT CENTER

Contact PSC  
(9am - 5pm ET)  
855 255-6901  
[click to Email PSC](#)

This collection of resources is designed to give new users a jump start towards understanding the basics of the Civil Rights Data Collection.

- For a **full list of CRDC resources**, please click on the Search Resources [link here](#).
- Looking for all the **CRDC training videos**? [Click here](#).






### CRDC New User Videos

Visit this page periodically to view new videos.

#### CRDC Resource Center Overview



0:00 / 5:50

#### Submission System Navigation Overview



0:00 / 6:14



**CRDC**  
Civil Rights Data Collection


# Contacting the Partner Support Center (PSC)


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**PSC Email Form**

**PARTNER SUPPORT CENTER**  
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(9am - 5pm ET)  
855 255-6901  
[click to Email PSC](#)

For assistance, please complete the PSC Email Form below:

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

\* Requester Name:

\* Requester Email:

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

\* State: 

Please select ▼

  
Vendors/Researchers should use "Vendor" or "Researcher" for State code

\* LEA or Agency Name: 

Please select ▼

Location:  City:

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



**CRDC**  
Civil Rights Data Collection

# Who has to complete the Civil Rights Data Collection?

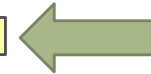
- Every Local Education Agency (LEA) has to complete one LEA level form
- Each building in district must complete a school-level form
- These schools were identified in the registration process that closed on June 30<sup>th</sup>
- The superintendent designated the LEA's Principal Contact person (PCP) for all activities related to the 2021-22 CRDC, also done in registration



## 2021–22 Civil Rights Data Collection

### WHERE CAN I FIND INFORMATION ABOUT THE APPROVAL OF THIS COLLECTION BY THE OFFICE OF MANAGEMENT AND BUDGET (OMB)?

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1870-0504. All documentation submitted to OMB about this information collection is available at [https://www.reginfo.gov/public/do/PRAViewICR?ref\\_nbr=202111-1870-001](https://www.reginfo.gov/public/do/PRAViewICR?ref_nbr=202111-1870-001). Public reporting burden for this collection of information is **estimated to average 21.2 hours** per school survey response and 4.6 hours per local educational agency (LEA) survey response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is *mandatory* (20 U.S.C. § 3413, § 3472, § 7913, and § 7914).



# Civil Rights Data Collection

What is included and changes to the collection

# Changes to Civil Rights Data Collection

- Additional questions:
  - The addition of a Non-Binary category to more equally represent students across the nation
  - Further disaggregation on students' race, religion, and ethnicity
  - Multiple modules have new required questions, including but not limited to School Characteristics (SCHR) , Preschool (PSCH), Program Enrollment (PENR), and Courses & Classes (COUR)



# Changes to Civil Rights Data Collection

- Revised and Restored questions:
  - Additional questions on access to pre-K services, rigorous coursework, credit recovery, and discipline methods nationwide
  - Questions on shooting incidents and reported allegations of harassment or bullying
  - Counts of FTE teachers, support staff, certifications, retention





# Staff Data

- Here is a sample of the Staff questions asked this year
- Most say “restored and optional for 2021-22”
- Any additional optional sections will also have that yellow tagline

STAF-1	1) Total number of full-time equivalent (FTE) Teachers	
STAF-1	2) Number of FTE teachers who are certified	
STAF-1	3) Number of FTE teachers who are not certified	
STAF-2	STAF-2	NEW! OPTIONAL FOR 2021-22
STAF-2	Teacher Certification in Specialized Areas	
STAF-2	1) Number of FTE teachers—mathematics	
STAF-2	2) Number of FTE teachers—science	
STAF-2	3) Number of FTE teachers—English as a Second Language	
STAF-2	4) Number of FTE teachers—special education	
STAF-3	STAF-3	RESTORED! OPTIONAL FOR 2021-22
STAF-3	Teacher Years of Experience	
STAF-3	1) Number of FTE teachers in their first year of teaching	
STAF-3	2) Number of FTE teachers in their second year of teaching	
STAF-4	STAF-4	RESTORED! OPTIONAL FOR 2021-22
STAF-4	Teacher Absenteeism	
STAF-4	1) Number of FTE teachers who were absent more than 10 school days	
STAF-5a	STAF-5a	RESTORED AND REVISED! OPTIONAL FOR
STAF-5a	Current Year Teachers Count	
STAF-5a	Number of teachers Hispanic or Latino Students of teachers any race	
STAF-5a	Number of teachers American Indian/Alaska Native Students	
STAF-5a	Number of teachers Asian Students	
STAF-5a	Number of teachers Native Hawaiian or Other Pacific Islander Students	
STAF-5a	Number of teachers Black or African American Students	
STAF-5a	Number of teachers White Students	
STAF-5a	Number of teachers Two or More Races Students	
STAF-5a	Total	
STAF-5b	STAF-5b	RESTORED! OPTIONAL FOR 2021-
STAF-5b	Teachers Retention Count	
STAF-5b	1) Number of teachers who were employed at this school for both the 2021-22 school year and the 2020-21 school year	
STAF-6	STAF-6	
STAF-6	School Counselors Number FTE	
STAF-6	1) Number of FTE school counselors	
STAF-7	STAF-7	
STAF-7	Support Services Staff Number FTE	
STAF-7	1) Number of FTE nurses	
STAF-7	2) Number of FTE psychologists	



# Included in the Civil Rights Data Collection:

## Data Elements for 2021-22

Many of the CRDC elements are disaggregated by race/ethnicity, sex, English Learner, and disability.



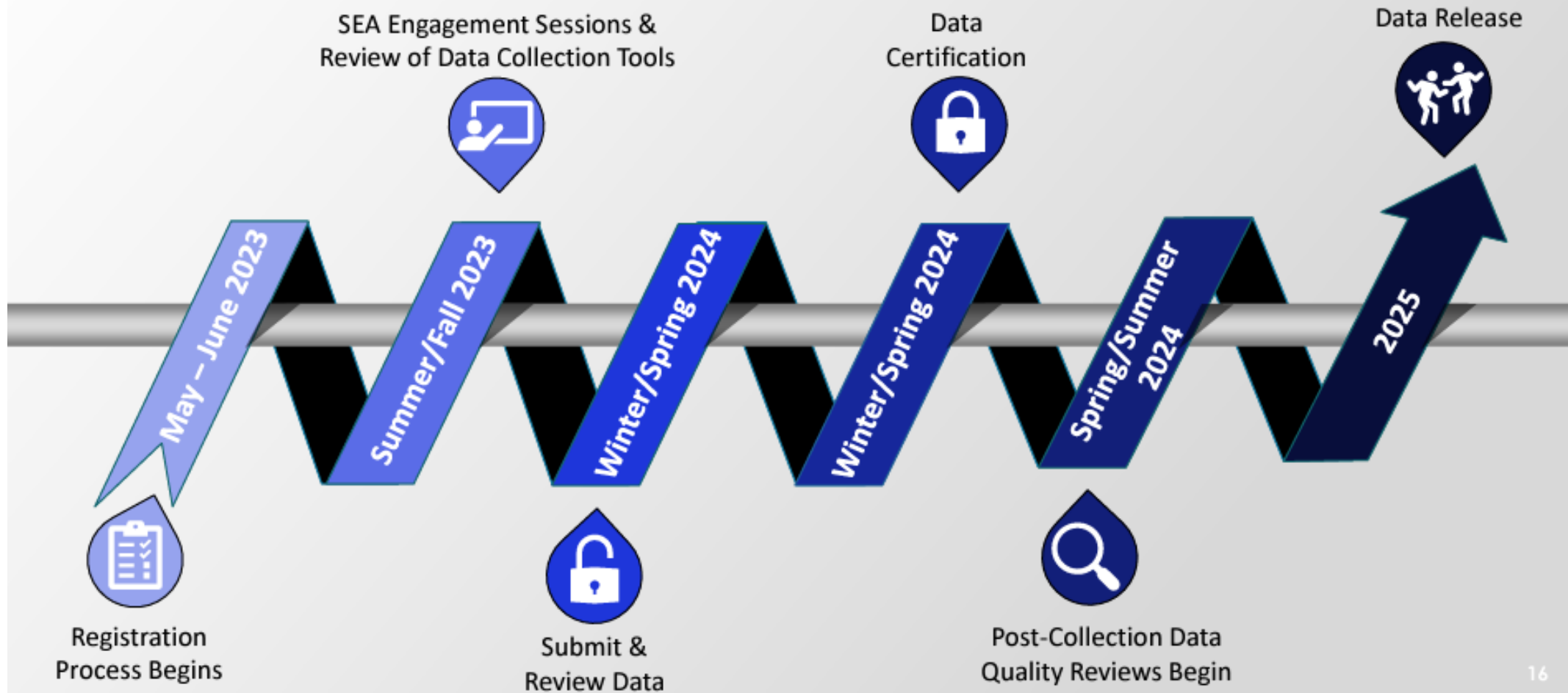
 <b>ENROLLMENT &amp; SCHOOL CHARACTERISTICS</b>	 <b>SCHOOL CLIMATE</b>	 <b>COLLEGE &amp; CAREER READINESS</b>
<ul style="list-style-type: none"> <li>• Student Enrollment</li> <li>• IDEA and Section 504</li> <li>• Grade Levels Offered</li> <li>• School Type</li> <li>• Virtual Schooling</li> <li>• English Language Learners and Programs</li> <li>• Justice Facilities</li> <li>• Interscholastic Athletics</li> <li>• Single Sex Classes</li> <li>• Distance Education Enrollment</li> </ul>	<ul style="list-style-type: none"> <li>• Corporal Punishment</li> <li>• Suspensions: In-School and Out-of-School</li> <li>• Expulsions: With/Without Services, Zero Tolerance</li> <li>• Transfer to Alternative Schools</li> <li>• Referrals to Law Enforcement &amp; School-Related Arrests</li> <li>• Students Subjected to &amp; Instances of Mechanical Restraint, Physical Restraint, and Seclusion</li> <li>• Harassment/Bullying based on Disability, Sex, Sexual Orientation, Religion*, Race/Color/National Origin</li> <li>• Offenses: Shooting, Homicide, Rape &amp; Sexual Assault*</li> </ul>	<ul style="list-style-type: none"> <li>• Algebra I: Classes, Enrollment, Course passing</li> <li>• Geometry: Classes &amp; Enrollment</li> <li>• Algebra II: Classes &amp; Enrollment</li> <li>• Advanced Mathematics: Classes &amp; Enrollment</li> <li>• Calculus: Classes &amp; Enrollment</li> <li>• Biology: Classes &amp; Enrollment</li> <li>• Chemistry: Classes &amp; Enrollment</li> <li>• Physics: Classes &amp; Enrollment</li> <li>• Computer Science: Classes &amp; Enrollment</li> <li>• Data Science: Classes &amp; Enrollment</li> <li>• Advanced Placement: Courses &amp; Enrollment*</li> <li>• International Baccalaureate Enrollment*</li> <li>• SAT/ACT Test-Taking</li> </ul>
 <b>PATHWAYS TO COLLEGE &amp; CAREER</b>	 <b>INTERNET &amp; COVID-RELATED ITEMS</b>	 <b>STAFFING &amp; RESOURCES</b>
<ul style="list-style-type: none"> <li>• Early Childhood Education</li> <li>• Gifted &amp; Talented</li> <li>• Student Retention by Grade</li> <li>• Gifted &amp; Talented Enrollment</li> <li>• Dual Enrollment</li> <li>• Credit Recovery</li> <li>• High School Equivalency Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Internet Access and Devices</li> <li>• Wi-fi Enabled Devices and Hotspots</li> <li>• Instruction Type</li> <li>• Remote Instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers FTEs and Certification</li> <li>• School Support Staff</li> <li>• School Security Staff</li> </ul> <p>* Optional data elements for 2020-21 and required for 2021-22.</p>



# Civil Rights Data Collection

Timeline of the Collection

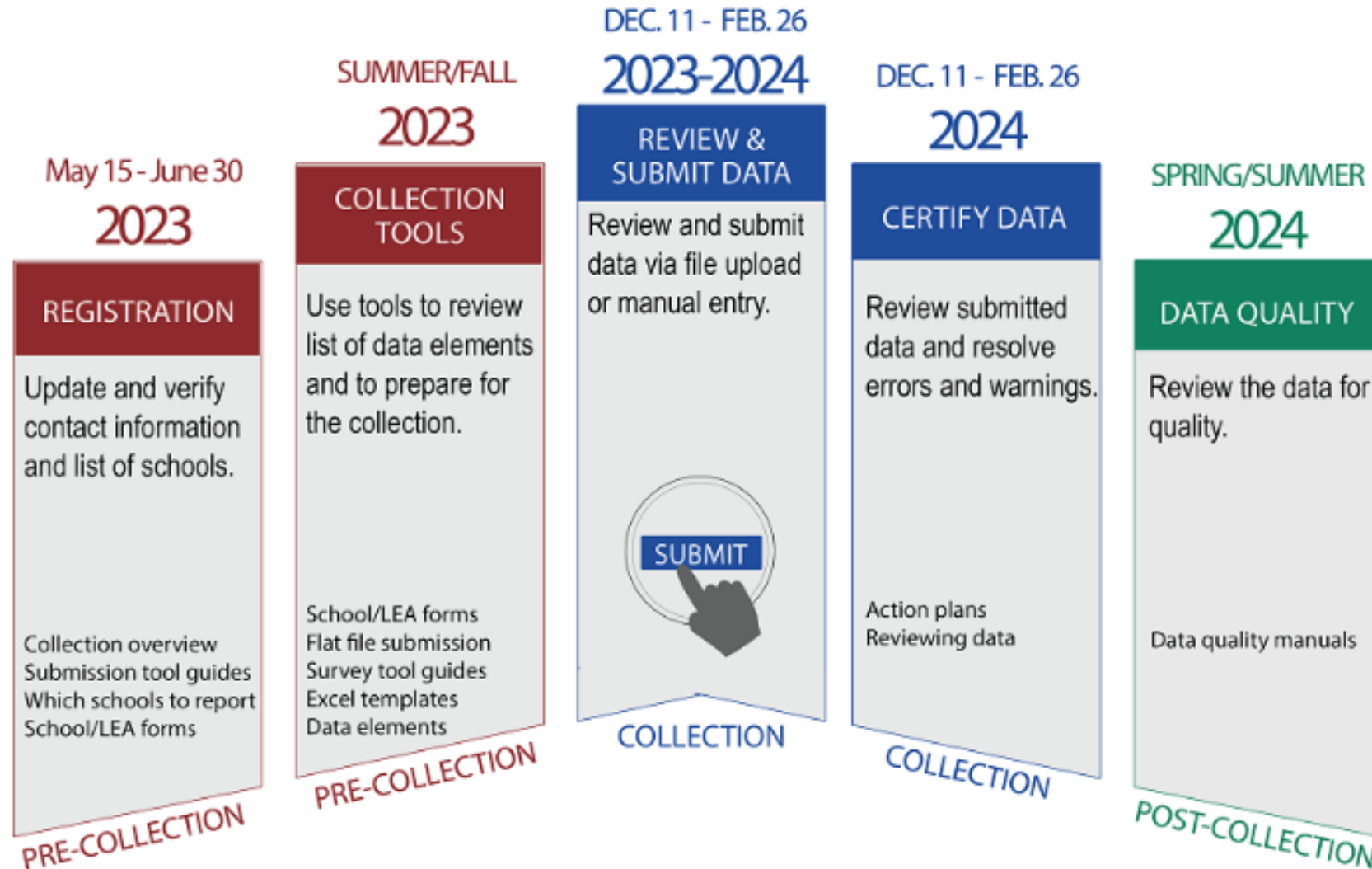
# Timeline for CRDC Support and Submission



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# Timeline for 2023-24 Collection of 2021-22 Data



# CRDC Resources

On website, hover over timeframe for Links to all needed forms



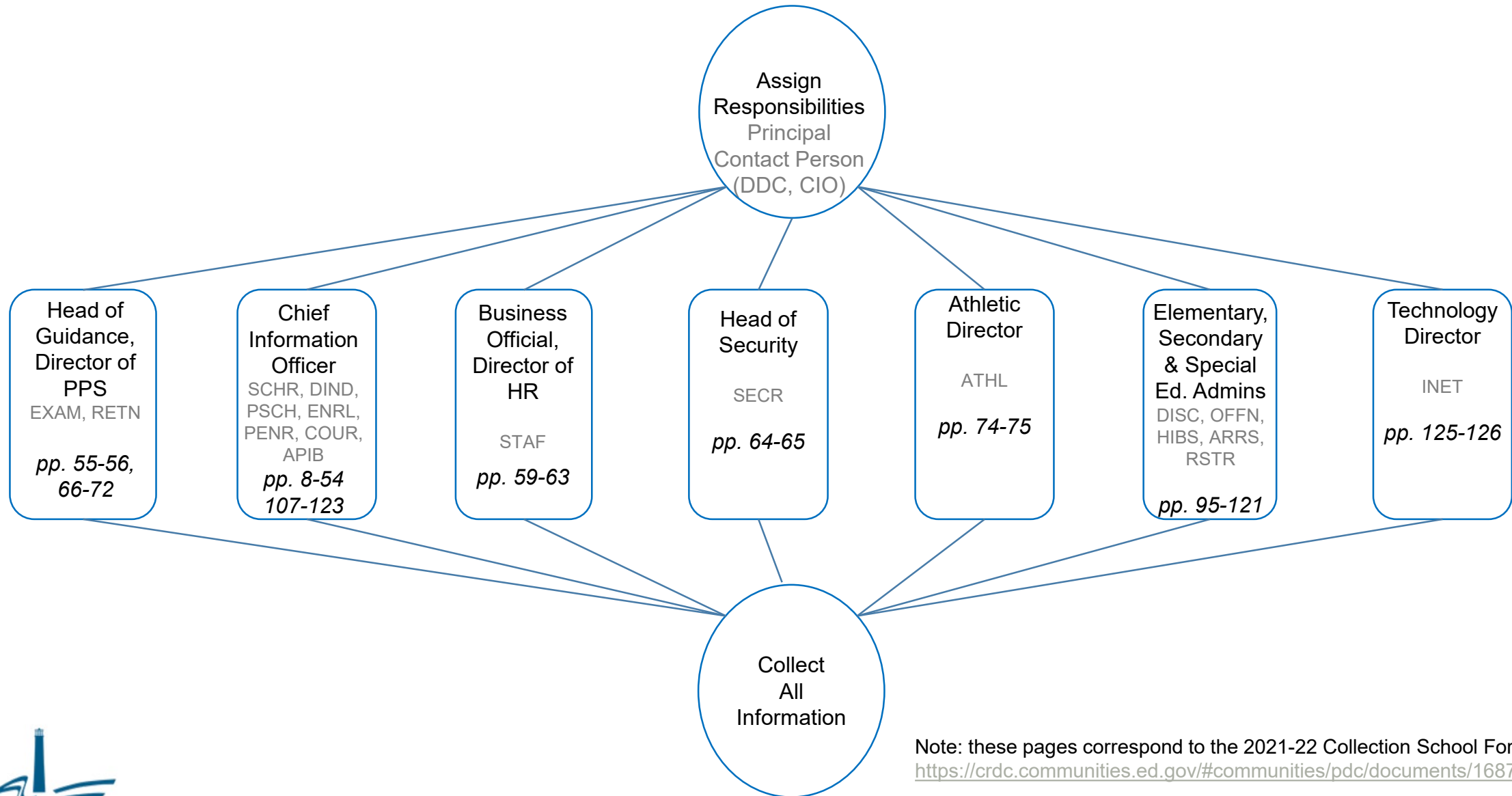
**CRDC**  
Civil Rights Data Collection

# Civil Rights Data Collection

Shared Responsibilities and Organizing your data



# Assigning Responsibilities - Who Does What...



Note: these pages correspond to the 2021-22 Collection School Form  
<https://crdc.communities.ed.gov/#communities/pdc/documents/16876>





# Responsibility Timeline

Create your own timeline by establishing due dates within your team, keeping the following dates in mind:

- Reporting Window opens **December 11<sup>th</sup>, 2023**
- 76 **Calendar** days to complete and submit the form
- Submission closes **February 26<sup>th</sup>, 2022**
- Within this timeframe there will be:
  - Winter Break
  - January Regents Exams
  - Mid-Winter Break



# Collection Phase Activities

- During the collection phase, you will share the necessary modules with your designated team members
- Use the document links and video resources from <https://crdc.communities.ed.gov/#program> to assist your process
- Organize all completed modules together to complete the Excel School Form and LEA Form
- Review data for quality purposes prior to submission



# Best Practices for CRDC

- Communicate regularly with your data collection team regarding due dates and individual responsibilities
- Utilize previously reported state data, such as BEDS enrollment data versus pulling enrollment numbers from your SMS/SIS
- Review your data for accuracy and consistency
- Ask questions of the U.S. Department of Education's Office for Civil Rights (OCR) as needed through  
<https://crdc.communities.ed.gov/#program>



# Additional Question Examples

## Courses and Classes Module

- All the questions are separated into different modules
- Make sure to have each building listed with their NCES ID number from [nces.ed.gov](https://nces.ed.gov)

Module for Online Data Entry	School Information	School 1		
	School 12 Digit NCES ID Code			
	School Name			
COUR	COUR: Courses & Classes			
COUR-1	COUR-1	COUR-1		
COUR-1	<a href="#">Grade 7/8 Algebra I Classes (Grades 7-8 and ungraded middle school age)</a>			
COUR-1	1) Number of Algebra I Classes			
COUR-2	COUR-2	COUR-2		
COUR-2	<a href="#">Grade 7 Algebra I Enrollment Indicator</a>			
COUR-2	1) Does this school have any students enrolled in Algebra I in grade 7?			
COUR-3	COUR-3	COUR-3		
COUR-3	<a href="#">Grade 8 Algebra I Enrollment Indicator (Grade 8 and ungraded middle school age)</a>			
COUR-3	1) Does this school have any students enrolled in Algebra I in grade 8 or a comparable			
COUR-4a	COUR-4a <span>REVISE</span>	COUR-4a		
COUR-4a	<a href="#">Student Enrollment in Algebra I – in Grades 7 &amp; 8</a>	Male	Female	Non-Binary
COUR-4a	Number of Hispanic or Latino Students of any race			
COUR-4a	Number of American Indian/Alaska Native Students			
COUR-4a	Number of Asian Students			
COUR-4a	Number of Native Hawaiian or Other Pacific Islander Students			
COUR-4a	Number of Black or African American Students			
COUR-4a	Number of White Students			
COUR-4a	Number of Two or More Races Students			
COUR-4a	Total			
COUR-4a	Number of English Learner Students			
COUR-4a	Number of Students with Disabilities (IDFA)			



# Internet Access and Devices Module

- The office of the Director of Technology can provide answers to these technology survey questions
- This section also contains optional questions for this year

Module for Online Data Entry	School Information
INET	INET: Internet Access and Devices
INET-1	INET-1
INET-1	<a href="#">Internet Access and Devices</a>
INET-1	1) Is this school connected to Internet through a fiber-optic connection?
INET-1	2) Does this school have Wi-Fi access in every classroom?
INET-1	3) Does this school allow students to take home school-issued devices that can be used to access the Internet for student learning?
INET-1	4) Does this school allow students to bring to school student-owned devices that can be used to access the Internet for classroom or student learning?
INET-2	INET-2
INET-2	<a href="#">Wi-Fi Enabled Devices</a>
INET-2	1) Wi-Fi enabled devices provided by the school to students (No. of devices including 0).
INET-3	INET-3 <span>NEW! OPTIONAL FOR 2021-22</span>
INET-3	<a href="#">Wi-Fi Enabled Devices and Hotspot Needed for Virtual Learning</a> <span>NEW! OPTIONAL FOR 2021-22</span>
INET-3	Number of students who <u>needed</u> Wi-Fi Enabled Devices
INET-3	Number of students who <u>needed</u> Wi-Fi hotspot
INET-4	INET-4 <span>NEW! OPTIONAL FOR 2021-22</span>
INET-4	<a href="#">Wi-Fi Enabled Devices and Hotspot Received for Virtual Learning</a>
INET-4	Number of students who <u>received</u> Wi-Fi Enabled Devices
INET-4	Number of students who <u>received</u> Wi-Fi hotspot



# Sharing the Excel School Forms

- Column C is where you can filter which modules to share
- Make sure to choose “.” and “blanks” in order to see the building name and code

The screenshot shows the 'Filter by Text' dialog box. The search bar contains the text 'Algebra I'. The list of checkboxes includes:

- ☒ (Select All)
- ☒ .
- ☐ APIB
- ☐ APIB-1
- ☐ APIB-10
- ☐ APIB-11
- ☐ APIB-12
- ☐ APIB-13
- ☐ APIB-14
- ☐ APIB-2
- ☐ APIB-3

The 'OK' button is highlighted.

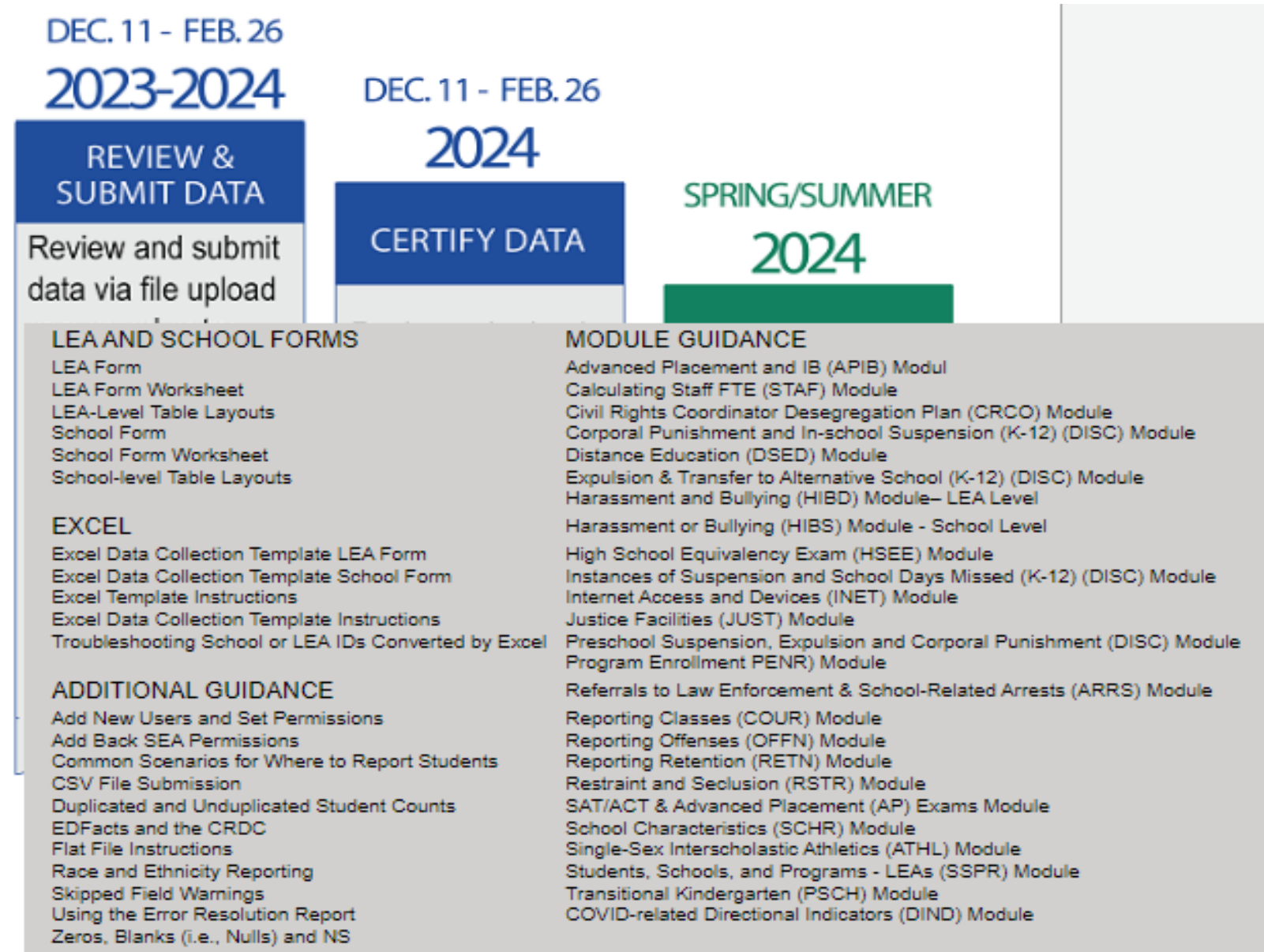


# Civil Rights Data Collection

Submitting your data

# Submission Resources

- Hover over  
Review & Submit  
data for links to all  
needed forms



**CRDC**  
Civil Rights Data Collection



# Where to Submit?

- [crdc.communities.ed.gov/#program](https://crdc.communities.ed.gov/#program)
- Click on Submission System



The screenshot shows the homepage of the Civil Rights Data Collection (CRDC) Resource Center. The header includes navigation links for Home, Collaborate, Overview (with a sub-link Home), and Events. Below the header is a red navigation bar with icons and links for 'GETTING STARTED WITH THE CRDC', 'SEARCH CRDC RESOURCES', 'CRDC TRAINING VIDEOS', 'CONTACT CRDC EMAIL FORM', and 'INDIVIDUAL SURVEY MODULES'. The main banner features the Department of Education seal and the text 'CIVIL RIGHTS DATA COLLECTION RESOURCE CENTER'. To the right of the banner is a 'PARTNER SUPPORT CENTER' box with contact information for the PSC (9am - 5pm ET, 855 255-6901) and a link to email the PSC. Below the banner, a paragraph welcomes visitors and lists resources like planning guides, data tips, and training documents. At the bottom, there are buttons for 'SUBMISSION SYSTEM' and 'SEARCH RESOURCES', both with mouse cursor icons. To the right of these buttons are two more boxes: 'CRDC Focus Group on Restraint and Seclusion' (dated 9/14/2023) with a 'CLICK HERE' link, and a 'HELPFUL VIDEO RESOURCE' box with a video thumbnail and a link to access the overview video. The footer includes the Department of Education seal, the CRDC logo, and the text 'Civil Rights Data Collection'.

Home Collaborate

Overview Home Events

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**PARTNER SUPPORT CENTER**

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**SUBMISSION SYSTEM** **SEARCH RESOURCES**

**CRDC**  
Focus Group on  
Restraint and Seclusion  
9/14/2023  
FOR RECORDING,  
CLICK HERE

**HELPFUL VIDEO RESOURCE**

  
Click to access the  
CRDC Resource Center  
Overview video

**ANNOUNCEMENTS** scroll for additional announcements

 **CRDC**  
Civil Rights Data Collection



# Submission System




Username

[Having issues logging in?](#)

Password

[Forgot your password?](#)

 Log In

## Welcome to the CRDC Data Entry Tool

Welcome to the CRDC Data Entry Tool. Use this tool to enter and revise data for any tables you have permission to edit. Tables you do not have permission to edit will appear grayed-out and you will not be able to enter or change data. Email your CRDC coordinator if there is a problem with your permissions.

## Who is Conducting this Survey?

The ED Office for Civil Rights (OCR) is conducting this survey. The CRDC is a mandatory data collection, authorized under the statutes and regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and under the Department of Education Organization Act (20 U.S.C. § 3413). The regulations implementing these provisions can be found at 34 CFR 100.6(b); 34 CFR 106.71; and 34 CFR 104.61.

## What is the Purpose of this Survey?

The purpose of the U.S. Department of Education (ED) Civil Rights Data Collection (CRDC) is to obtain data related to the nation's public school districts and elementary and secondary schools' obligation to provide equal educational opportunity. To fulfill this goal, the CRDC collects a variety of information, including student enrollment and educational programs and services data that are disaggregated by race/ethnicity, sex, english learners, and disability. The CRDC is a longstanding and important aspect of ED's Office for Civil Rights overall strategy for administering and enforcing the civil rights statutes for which it is responsible. This information is also used by other ED offices as well as policymakers and researchers outside of ED.

## Where will your Information be Reported?

Information reported on this survey becomes available to the public in a privacy protected format. You can see how the previous CRDC data were reported to the public by going to <http://ocrdata.ed.gov>.



# What are Submission Errors?

- Errors appear after the submission of inaccurate or missing data
- Once an error is triggered, review the data for possible input errors
- Common errors include blank cells, and blank yes/no indicators
- The error can be corrected by changing the value in the field or the discrepancy must be explained prior to certifying a district's data
- These errors do not mean that your data is invalid, but are there to show you there is a conflict with data submitted in another file

Grade 9	<div><div>▼</div><div><div></div></div></div>
Grade 10	<div><div>▼</div><div><div></div></div></div>
Grade 11	<div><div>▼</div><div><div></div></div></div>
Grade 12	<div><div>NA ▼</div><div>Skipped</div></div>



# What would trigger a submission error?

- In this example, the school reported overall enrollment of white male and female students but failed to enter the number of each
- This error will be cleared by a number entered that matches what was entered in the overall enrollment
- Click on the “+” to find out the specific cause of the error you are reviewing

Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value="0"/>	0
					<input type="text" value=""/>		
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value="0"/>	0
					<input type="text" value=""/>		
0	0	0	0	0	0	0	0

+ Have I entered all of the required data?

Error



# What are warnings?

- Warnings appear if a possible issue has been identified but a correction is not necessary prior to certification.
- A Common warning is a value was entered in a cell that should have been left blank
- Click the “+” to expand to find the specific reason for the warning
- The reasons for the warning will highlight what question you skipped or if a number that was reported differs from other districts

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific	Black	White	Two or more races
Males:	NA	NA	NA	Skipped p	0	0	0
Females:	0	0	0	0	0	0	0
Total number	0	0	0	0	0	0	0

+ Have I entered data in other fields correctly so that this field is not considered inapplicable?

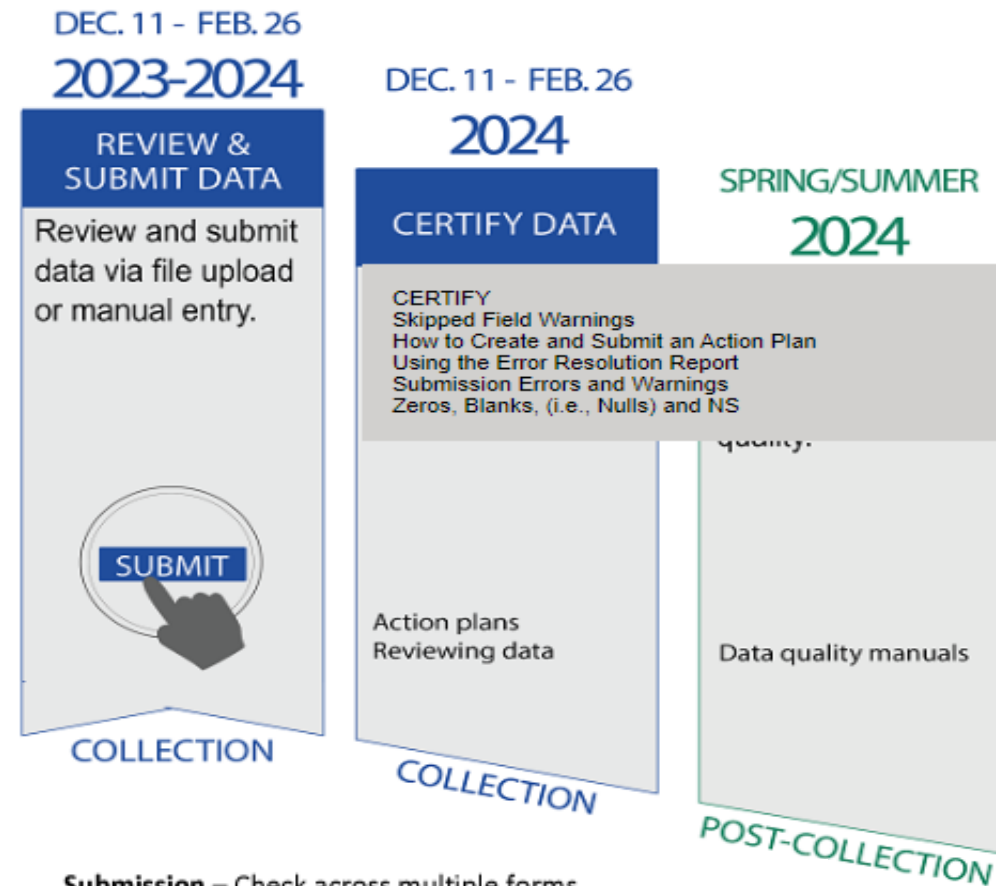
Warning



# Certifying Your Data

- Before you can certify your data, ALL verification errors must be resolved
- You will run a Pre-Certification Check Preview that will alert you to any remaining errors
- There is a CRDC Business Rule Single Inventory (BRSI) 2021-22 guidebook to all errors and warnings you may encounter.

<https://crdc.communities.ed.gov/#communities/pdc/documents/19039>



**Submission** – Check across multiple forms

➤ Run Pre-Certification Check Preview

School/LEA ▼
Submission



**CRDC**  
Civil Rights Data Collection



# What happens to the data we submit in the CRDC?

<https://ocrdata.ed.gov/>

## CIVIL RIGHTS Data Collection

### Home

School & District  
Search

Detailed Data Tables

Data Analysis Tools

Special Reports

State and National  
Estimations

Data Reports and  
Presentations

Downloadable Data  
Files

Additional Resources

FAQ/Tutorial

Office for Civil Rights  
(OCR)

ED.gov



**CRDC**  
Civil Rights Data Collection

Wide-Ranging Education Data Collected  
from our Nation's Public Schools

### Quick Search

Find School(s)

Find District(s)

School Name

State (Choose 1 or more)

Search



### School and District Search

View a summary of selected facts about a school or district as well as tables and graphs of reported data



### Detailed Data Tables

Explore and analyze data across schools or districts



### Data Analysis Tools

- Explore discipline data across schools, districts and/or states
- Analyze trends in students characteristic data for schools or districts



# What happens to the data we submit in the CRDC?

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

## Who's in the 2020-21 CRDC?

Total student enrollment in public preschool through grade 12



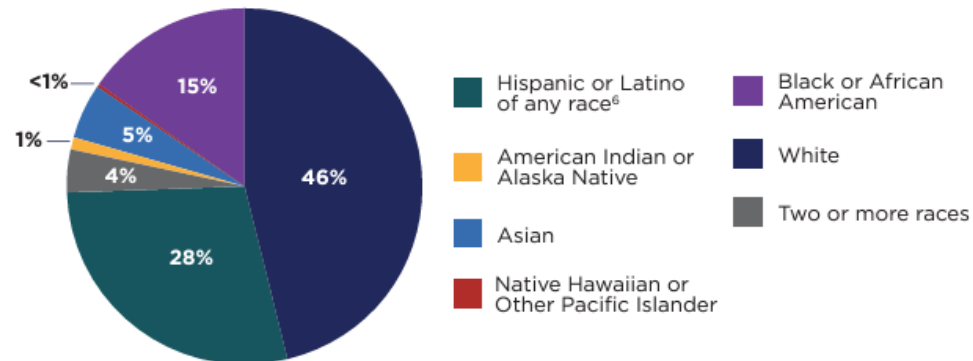
Total number of preschool children



**51% BOYS**

**49% GIRLS**

Student enrollment by race/ethnicity<sup>5</sup>



Enrollment of English learner students<sup>7</sup>

**11%**

Enrollment of students with disabilities

**Total students with disabilities:**

**17%**

Students served under the Individuals with Disabilities Education Act (IDEA):<sup>8</sup>

**14%**

Students served under Section 504 of the Rehabilitation Act of 1973 (504 only):<sup>9</sup>

**3%**

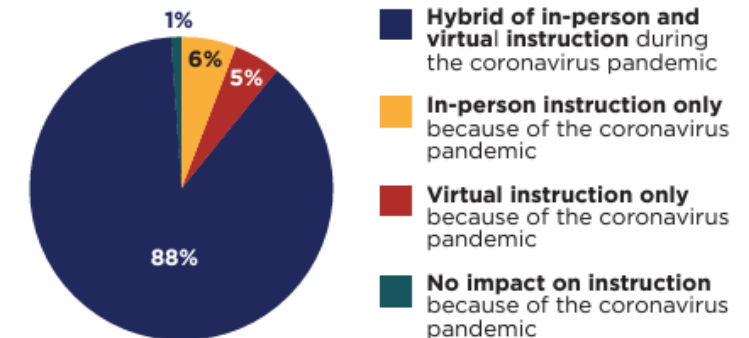
Number of school districts



Number of schools



Percent of schools by type of instruction provided during the coronavirus pandemic





# In today's meeting we...

- Completed an overview of the process for completing the survey
- Reviewed the changes in the CRDC requirements for 2021-2022
- Discussed available resources to assist in completing the survey



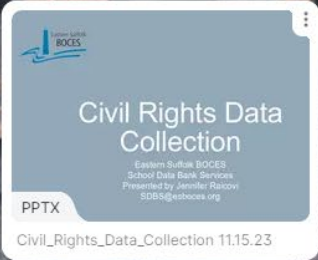
<https://padlet.com/jraicovi1/CRDC>

Jennifer Ralcovi - 1m

## Civil Rights Data Collection

Current as of 11.27.23. Please visit <https://crdc.communities.ed.gov/#program> for latest updates

**CRDC Power Point**




Civil Rights Data Collection  
Eastern Suffolk BOCES  
School Data Bank Services  
Presented by Jennifer Ralcovi  
SDBS@esboces.org

PPTX

Civil\_Rights\_Data\_Collection 11.15.23

**CRDC Resources Website List**




Civil Rights Data Collection Resources

- 2021-22 Civil Rights Data Collection - School Form
- 2021-22 CRDC LEA Form
- 2021-22 Civil Rights Data Collection Resources Website
- 2021-22 Civil Rights Data Collection Resources - Search Resources
- 2021-22 Civil Rights Data Collection File Specifications

DOCX

2021\_22\_CRDC\_Resources\_List

**CRDC LEA & School Forms**



Excel Template Instructions

Introduction

The Civil Rights Data Collection (CRDC) Excel Data Collection templates are made for local educational agencies to help collect their CRDC data prior to the collection opening. The templates average the data into the required format that the user can use as a flat file for import into the CRDC data collection submission system.

These instructions describe the process for entering the data into the templates and using the data in the required flat file format.

Keys from questions with repeating year data, then consult the resources available on the CRDC Resources Center website (https://crdc.communities.ed.gov/#resources) to complete the CRDC Form. Support center email: [crdc@communities.ed.gov](mailto:crdc@communities.ed.gov) phone: 800-200-4800 for assistance.

Entering the Data

There are two separate templates that are available:


- CRDC LEA Data Collection Template (LEA Form)
- CRDC School Data Collection Template (School Form)

Forms template is used to input the CRDC specific data, while the School Form template is used for school specific information. The School Form template has columns for entering data for up to 100 schools. If an LEA has less than 100 schools, then the remaining columns can be left blank. In LEA

PDF

GetPDCCDocumentFile

**Submission Errors & Warnings Troubleshooting**



Using the Error Resolution Report

Recently updated submission agency's 2021-22 CRDC data, all additional errors must be resolved. The Error Resolution Report, available through the CRDC online data submission tool, can be used to:

- view a list of all errors and warnings based on data that has been submitted, and
- view existing data and identify categories or explanations for error codes in a table format, rather than using a list of error codes.

The Error Resolution Report in the data software will be updated with new errors and warnings for larger sets of data.

for 2021-22 CRDC:


The Error Resolution Report has been updated to include the following enhancements:

- enhancements have been made to display the full information in the self-assessment tool
- in place for the health care data have added to allow for creating section and sub-section and
- in place for the health care data have added to allow for creating section and sub-section and

Sample CRDC Warnings & Errors Log

Warning	Error	Module	Building
		2025	Building 1
		not specified	Building 2

**Link to CRDC Communities Website**



Powered by  
**Communities** 360°

[crdc.communities.ed.gov](https://crdc.communities.ed.gov)

Communities360°



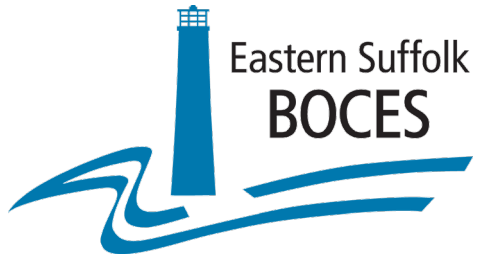
**CRDC**  
Civil Rights Data Collection

# Any questions?

<https://survey.k12insight.com/r/4eMVCS>

Scan this QR code to complete the survey





To continue the conversation...

Contact Vanessa Biagioli-Dittrich at 631-244-4243 or reach out via email at [SDBS@esboces.org](mailto:SDBS@esboces.org)



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