

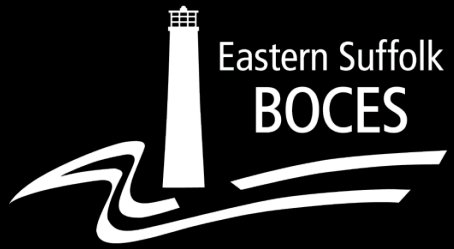
# Civil Rights Data Collection

Eastern Suffolk BOCES  
School Data Bank Services  
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# Objectives:

- Provide an overview of the process for completing the LEA and School surveys
- Review existing resources and provide additional resources to assist in completing the survey
- Address changes made since the last data collection





# Civil Rights Data Collection

What it is and resources to help complete it

# What is the Civil Rights Data Collection?

- Biennial mandatory federal report
- The data is usually collected from the previous school year
  - This year we will be reporting 2023-24 data
- Reporting Window opens **December 9<sup>th</sup>, 2024** (tentative)
  - The School Superintendent received an email the week of October 17th
- 89 calendar days to complete and submit the forms
- Submission closes **March 7<sup>th</sup>, 2025** (tentative)



# 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

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# 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 



CIVIL RIGHTS DATA COLLECTION (CRDC) AT THE FORUM  
Office for Civil Rights (OCR)  
U.S. Department of Education  
10.11.2024

### HELPFUL VIDEO RESOURCE



Click to access the CRDC Resource Center Overview video

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

October 18, 2024

### 2025–26 and 2027–28 Civil Rights Data Collections Information Collection Request Now Available for Public Comment.

The Office for Civil Rights (OCR) is currently in the process of seeking approval from the U.S. Office of Management and Budget (OMB) to administer a Civil Rights Data Collection (CRDC) for the 2025–26 school year, and a CRDC for the 2027–28 school year. Proposed CRDC surveys must undergo two public notice and comment periods, pursuant to the Paperwork Reduction Act of 1995. The 2025–26 and 2027–28 CRDCs Information Collection Request (ICR) package was announced on October 17, 2024 in the Federal Register at <https://www.federalregister.gov>, and is now available for a 60-day public comment period. The complete ICR package is available at <https://www.regulations.gov>. For proposed changes to the survey, please review [OMB Supporting Statement A](#). For questions OCR is asking for public input before making changes to the proposed future CRDCs, please see [A-5 Directed Questions](#). The deadline to submit comments is December 16, 2024. After OCR reviews and considers all comments and makes changes to the ICR if appropriate, the next ICR will be announced in the Federal Register and will be available for a 30-day public comment period.

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



# CRDC

Civil Rights Data Collection



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| SY      | File Name                                   | Document Type(s)     | LEA | SCH | Module(s)      |  |
|---------|---|----------------------|-----|-----|----------------|--|
| Summary |   |                      |     |     |                |  |
| 23-24   | <a href="#">Flat File Specifications</a>    | Collection Resources | Yes | Yes | ALL            | This spreadsheet contains the data elements collected in the CRDC.   |
| 23-24   | <a href="#">LEA Level Table Layouts</a>     | Collection Resources | Yes | Yes | ALL            | The LEA Form Table Layout provides the table structure for LEA-level CRDC data. To support LEAs submitting CRDC data in flat file format, this document is designed for LEA-level data elements and includes the corresponding table layouts for those elements  |
| 23-24   | <a href="#">School Level Table Layouts</a>  | Collection Resources | No  | Yes | SCH Level Only | The School-level Table Layout provides the table structure for school-level CRDC data. To support LEAs submitting CRDC data in flat file format, this document is designed for school-level data elements and includes the corresponding table layouts for those elements  |
| 23-24   | <a href="#">LEA Form Worksheet</a>          | Collection Resources | Yes | No  | LEA Level Only | The LEA Form Worksheet is an abbreviated version of the official CRDC LEA Form that can be used to gather and record data for reporting the CRDC.  |
| 23-24   | <a href="#">School Form Worksheet</a>       | Collection Resources | No  | Yes | SCH Level Only | The School Form Worksheet is an abbreviated version of the official CRDC School Form that can be used to gather all school level data for reporting.   |
| 23-24   | <a href="#">2023-24 LEA Form</a>            | Collection Resources | Yes | No  | LEA Level Only | The CRDC LEA Form is the official CRDC Local Education Agency (LEA) Form which contains a full set of CRDC LEA level survey questions.   |
| 23-24   | <a href="#">2023-24 School Form</a>         | Collection Resources | No  | Yes | SCH Level Only | The CRDC School Form is the official CRDC School Form which contains a full set of CRDC school level survey questions applicable to all schools including justice facilities.  |
| 23-24   | <a href="#">EDFacts and the CRDC</a>        | Data Resources       | Yes | Yes | ALL            | The U.S. Department of Education uses data submitted through EDFacts for education planning, policymaking, management and budget decision-making. This document provided more detail regarding the relationship between EDFacts and the CRDC.  |
| 23-24   | <a href="#">Excel Template Instructions</a> | Submission Resources | Yes | Yes | ALL            | For LEAs planning to submit data in flat file format, Excel Templates are made available for the recording LEA and school level data in advance of the opening of the CRDC Submission Tool. The Excel Template Instructions document, in PDF, contains a description of the tools, instructions on how they can be used to facilitate LEA's data preparation, and is a must-use reference for the tools. |

## Excel Template Instructions

### Introduction

The Civil Rights Data Collection (CRDC) Excel Data Collection templates are tools for local educational agencies (LEAs) to record their CRDC data prior to the collection opening. The templates arrange the data into the required format that the user can save as a flat file for import into the CRDC data collection submission system.

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

If you have questions while recording your data, then consult the resources available on the CRDC Resource Center website (<https://crdc.communities.ed.gov/#program>) or contact the CRDC Partner Support Center via [PSC Contact Form](#); phone: 855-255-6901) for assistance.

### Entering the Data

There are two separate templates that are available:

- CRDC Excel Data Collection Template LEA Form
- CRDC Excel Data Collection Template School Form

The LEA Form template is used to input the LEA-specific data, while the School Form template is used for entering school-specific information. The School Form template has columns for entering data for up to ten (10) schools. If an LEA has less than 10 schools, then the remaining columns can be left blank. An LEA with more than 10 schools may use additional templates. There is no limit to how many templates an LEA may fill out.

The LEA and School Form templates contain all the items required in the CRDC Survey. Each item is linked to a specific module and has a link to an instructions page within the template that provides detailed instructions related to the item. The top row of each sheet is pre-filtered so that users can sort items based on module (see Figure 1).

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





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# CIVIL RIGHTS DATA COLLECTION Training Videos

## PARTNER SUPPORT CENTER




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

## Getting Started/New Users

[click to collapse](#) 



These videos are designed to familiarize new users with the collection. New users will learn about the Civil Rights Data Collection, how to register, how to use the submission system and how to navigate the CRDC Resource Center.

|  |   |   |
|--|---|---|
| <h3>Registration Instructions</h3>    | <h3>CRDC Resource Center Overview</h3>    | <h3>Submission System Navigation Overview</h3>                       |
| <h4>Registration Instructions</h4> <p>This video guides users through the registration steps in preparation for the collection.</p>  | <h4>CRDC Resource Center Overview</h4> <p>This video guides users through various resources available on the Communities360 website and demonstrates ways to utilize the tools available to their full potential.</p> | <h4>Submission System Navigation</h4> <p>An overview of the features of the Resource Center website and highlights of the new elements of the site.</p> |
| <div> <a href="#">Home Page</a> <a href="#">Training Videos</a> </div> <div> <a href="#">Getting Started</a> <a href="#">Contact PSC</a> </div> <div> <a href="#">Search Resources</a> <a href="#">Survey Modules</a> </div> |   |   |

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



**CRDC**  
Civil Rights Data Collection


# Contacting the Partner Support Center (PSC)


[Home](#) [Collaborate](#)


Program: [Home](#)


Contact PSC


Home > Overview > Home


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 INDIVIDUAL SURVEY MODULES

 **CIVIL RIGHTS DATA COLLECTION**  
**PSC Email Form**

**PARTNER SUPPORT CENTER**  
**Contact PSC**  
**(9am - 5pm ET)**  
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[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:

\* State:

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

\* LEA or Agency Name:

Location:  City:

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



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



**CRDC**  
Civil Rights Data Collection

# Who has to complete the Civil Rights Data Collection?

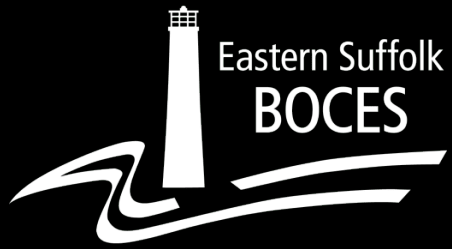
- Every *district* has to complete one Local Education Agency (LEA) level form
- Every *school* within your district must complete a school-level form
- In the registration process, the Superintendent designated the LEA's Principal Contact person (PCP) for all activities related to the 2023-24 Civil Rights Data Collection
- Contact the CRDC Partner Support Center for assistance at (855) 255-6901 or by using the PSC Email Form found at <https://crdc.communities.ed.gov>



# Whose role is responsible for completing the CRDC?

- The Primary Contact Person (PCP), as designated by the District Superintendent is responsible for coordinating the data collection and reporting activities.
- Who can be the Primary Contact Person (PCP)?
  - superintendents
  - assistant superintendents
  - student services coordinators
  - public education information management system (PEIMS) coordinators
  - student information system (SIS) managers
  - information technology (IT) specialists
  - human resources (HR) managers
  - other positions that work closely with student data





# Civil Rights Data Collection

What is included and changes to the collection

# 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>   |



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# Changes to Civil Rights Data Collection

- All optional questions for the 2021-22 collection are now required
- Additional questions throughout the module have been split into multiple questions
- The following data elements were **removed** for the 2023–24 CRDC:
  - Number of instances of corporal punishment that preschool students received  
(disaggregated by all preschool students, pre-school students with disabilities-IDEA)
  - Number of instances of out-of-school suspensions that preschool students received  
(disaggregated by all preschool students).



# Restraint & Seclusion Data

- Here is a sample of the RSTR questions asked this year
- You can see the first question is new and asks about mechanical restraint, physical restraint, and seclusion separately

| RSTR: Restraint & Seclusion   |     |        |        |            |
|---|-----|--------|--------|------------|
| RSTR-1  | New | RSTR-1 |        |            |
| Restraint or Seclusion Indicator  |     |        |        |            |
| 1) Did this school use <b>mechanical restraint</b> for students in grades K-12 (or the ungraded equivalent), regardless of whether there was a law, statute, regulation, rule, guidance, and/or policy that prohibited its use? |     |        |        |            |
| 2) Did this school use <b>physical restraint</b> for students in grades K-12 (or the ungraded equivalent), regardless of whether there was a law, statute, regulation, rule, guidance, and/or policy that prohibited its use?   |     |        |        |            |
| 3) Did this school use <b>seclusion</b> for students in grades K-12 (or the ungraded equivalent), regardless of whether there was a law, statute, regulation, rule, guidance, and/or policy that prohibited its use?            |     |        |        |            |
| RSTR-2 (Mechanical Restraint)   |     | RSTR-2 |        |            |
| Number of instances of mechanical restraint (K-12, ungraded)  |     |        |        |            |
| 1) Instances for Students without Disabilities  |     |        |        |            |
| 2) Instances for Students with Disabilities (IDEA)  |     |        |        |            |
| 3) Instances for Students with Disabilities (Section 504 only)  |     |        |        |            |
| RSTR-2 (Physical Restraint)   |     | RSTR-2 |        |            |
| Number of instances of physical restraint (K-12, ungraded)  |     |        |        |            |
| 1) Instances for Students without Disabilities  |     |        |        |            |
| 2) Instances for Students with Disabilities (IDEA)  |     |        |        |            |
| 3) Instances for Students with Disabilities (Section 504 only)  |     |        |        |            |
| RSTR-2 (Seclusion)  |     | RSTR-2 |        |            |
| Number of instances of seclusion (Grades K-12, ungraded)  |     |        |        |            |
| 1) Instances for Students without Disabilities  |     |        |        |            |
| 2) Instances for Students with Disabilities (IDEA)  |     |        |        |            |
| 3) Instances for Students with Disabilities (Section 504 only)  |     |        |        |            |
| RSTR-3  |     | RSTR-3 |        |            |
| Non-IDEA Students Subjected to Restraint or Seclusion - Mechanical Restraint (K-12, ungraded)   |     | Male   | Female | Non-Binary |
| Number of Hispanic or Latino Students of any race   |     |        |        |            |
| Number of American Indian/Alaska Native Students  |     |        |        |            |
| Number of Asian Students  |     |        |        |            |
| Number of Native Hawaiian or Other Pacific Islander Students  |     |        |        |            |
| Number of Black or African American Students  |     |        |        |            |



# Skip Logic in Restraint & Seclusion Example

- Based on the 'no' answers, questions below are marked as red. You do not enter anything into a red cell.
- The question marked 'yes' is looking for data to be entered in the white cells.

| RSTR: Restraint & Seclusion   |     |               |
|---|-----|---------------|
| RSTR-1  | New | RSTR-1        |
| <u>Restraint or Seclusion Indicator</u>   |     |               |
| 1) Did this school use <b>mechanical restraint</b> for students in grades K-12 (or the ungraded equivalent), regardless of whether there was a law, statute, regulation, rule, guidance, and/or policy that prohibited its use? | No  |               |
| 2) Did this school use <b>physical restraint</b> for students in grades K-12 (or the ungraded equivalent), regardless of whether there was a law, statute, regulation, rule, guidance, and/or policy that prohibited its use?   | No  |               |
| 3) Did this school use <b>seclusion</b> for students in grades K-12 (or the ungraded equivalent), regardless of whether there was a law, statute, regulation, rule, guidance, and/or policy that prohibited its use?            | Yes |               |
| <b>RSTR-2 (Mechanical Restraint)</b>  |     | <b>RSTR-2</b> |
| <u>Number of instances of mechanical restraint (K-12, ungraded)</u>   |     |               |
| 1) Instances for Students without Disabilities  |     |               |
| 2) Instances for Students with Disabilities (IDEA)  |     |               |
| 3) Instances for Students with Disabilities (Section 504 only)  |     |               |
| <b>RSTR-2 (Physical Restraint)</b>  |     | <b>RSTR-2</b> |
| <u>Number of instances of physical restraint (K-12, ungraded)</u>   |     |               |
| 1) Instances for Students without Disabilities  |     |               |
| 2) Instances for Students with Disabilities (IDEA)  |     |               |
| 3) Instances for Students with Disabilities (Section 504 only)  |     |               |
| <b>RSTR-2 (Seclusion)</b>   |     | <b>RSTR-2</b> |
| <u>Number of instances of seclusion (Grades K-12, ungraded)</u>   |     |               |
| 1) Instances for Students without Disabilities  |     |               |
| 2) Instances for Students with Disabilities (IDEA)  |     |               |



# Justice Facilities and Skip Logic

- Skip logic is present throughout the LEA and School excel forms.
- The Justice Facility section only shows up for a building if you have answered 'yes' in the SCHR question 2.

| SCHR: School Characteristics  |               |
|---|---------------|
| <b>SCHR-1</b>   | <b>SCHR-1</b> |
| <u>Fully Virtual School Indicator</u>   | Select Yes/No |
| 1) Regardless of the COVID-19 pandemic, this school offered only virtual instruction in which students and teachers were separated by time and/or location, and interaction occurred via computers and/or telecommunications technologies during the regular 2021–22 school year, not including intersession or summer. |               |
| <b>SCHR-2</b>   | <b>SCHR-2</b> |
| <u>Justice Facility Indicator</u>   | Select Yes/No |
| 1) Indicate whether this entity can be characterized as a justice facility?   |               |

| JUST: Justice Facilities   | LEAVE BLANK - If not a Justice Facility |
|--|---|
| <b>JUST-1</b>  | <b>JUST-1</b>                           |
| <u>Justice Facility Type</u>   | Multiple Choice                         |
| 1) Justice Facility Type:  |   |
| <b>JUST-2</b>  | <b>JUST-2</b>                           |
| <u>Days in Regular School Year at Justice Facility</u>                                   | Count                                   |
| 1) Number of days in the regular school year   |   |
| <b>JUST-3</b>  | <b>JUST-3</b>                           |
| <u>Justice Facility Educational Program Hours per Week</u>                               | Count                                   |
| 1) Hours per week that the educational program is offered during the regular school year |   |
| <b>JUST-4</b>  | <b>JUST-4</b>                           |
| <u>Justice Facility Educational Program Participants</u>                                 | Count                                   |
| 1) Unduplicated number of students participating for less than 15 days                   |   |
| 2) Unduplicated number of students participating for 15 days to 30 days                  |   |
| 3) Unduplicated number of students participating for 31 days to 90 days                  |   |
| 4) Unduplicated number of students participating for 91 days to 180 days                 |   |
| 5) Unduplicated number of students participating for more than 180 days                  |   |



# Preschool Data

- Here is a sample of the Preschool questions asked this year
- This module includes new questions, labeled as “required for 2023-24” (2a, 2b, 2c, 2d)
- Any additional changes to formerly optional sections will also have that yellow tagline

|   |   |                |               |
|---|---|----------------|---------------|
| <b>PSCH: Preschool</b>  |   |                |               |
| <b>PSCH-1</b>   | <b>RESTORED AND REVISED! OPTIONAL FOR 2021–</b> | <b>PSCH-1</b>  |               |
| <u>Preschool Age for Non-IDEA Children</u>  |   | Select Yes/No  |               |
| 1) Children age 3 years   |   |                |               |
| 2) Children age 4 and 5 years   |   |                |               |
| <b>PSCH-2a</b>  | <b>NEW! REQUIRED FOR 2023–24</b>                | <b>PSCH-2a</b> |               |
| <u>Preschool English Learner Indicator</u>  |   | Select Yes/No  |               |
| Did this school assess/evaluate preschool children to determine if they were English Learners (EL)?   |   |                |               |
| <b>PSCH-2b</b>  | <b>NEW! REQUIRED FOR 2023–24</b>                | <b>PSCH-2b</b> |               |
| <u>Preschool English Learner Identification Indicator</u>   |   | Select Yes/No  |               |
| Did this school have any preschool children who were already identified as English Learners (EL) when they enrolled in the preschool?   |   |                |               |
| <b>PSCH-2c</b>  | <b>NEW! REQUIRED FOR 2023–24</b>                | <b>PSCH-2c</b> |               |
| <u>Preschool Section 504 Indicator</u>  |   | Select Yes/No  |               |
| Did this school assess/evaluate preschool children to determine if they were disabled and eligible for services under Section 504 of the Rehabilitation Act of 1973?                                    |   |                |               |
| <b>PSCH-2d</b>  | <b>NEW! REQUIRED FOR 2023–24</b>                | <b>PSCH-2d</b> |               |
| <u>Preschool Section 504 Identification Indicator</u>   |   | Select Yes/No  |               |
| Did this school have any preschool children who were already identified as disabled and eligible for services under Section 504 of the Rehabilitation Act of 1973, when they enrolled in the preschool? |   |                |               |
| <b>PSCH-3</b>   |   | <b>PSCH-3</b>  |               |
| <u>Preschool Enrollment</u>   |   | <b>Male</b>    | <b>Female</b> |
| Number of Hispanic or Latino Students of any race   |   |                |               |
| Number of American Indian/Alaska Native Students  |   |                |               |
| Number of Asian Students  |   |                |               |
| Number of Native Hawaiian or Other Pacific Islander Students  |   |                |               |
| Number of Black or African American Students  |   |                |               |
| Number of White Students  |   |                |               |
| Number of Two or More Races Students  |   |                |               |
| <b>Total</b>  |   |                |               |
| Number of English Learner Students  |   |                |               |
| Number of Students with Disabilities (IDEA)   |   |                |               |
| Number of Students with Disabilities (Section 504)  |   |                |               |





- SDBS@esboces.org


**CRDC**  
 Civil Rights Data Collection



# Converting an Excel workbook to a CSV

- All data will be entered on the School Form Data Entry tab but will also appear on the School Form Consolidated tab
- You will save the School Form Consolidated tab as an CSV file to upload as a Flat file
- Instructions for converting an Excel file into a CSV file can be found through the link below

Excel Template Instructions

**School Form Instructions**

School Form Data Entry

School Form Consolidated

\*\*CRDC School Form Excel Workbook tabs

## CSV File Submission

This document explains how to prepare flat files by converting Excel files to comma separated values (CSV) files and how to import CSV files into Excel files.

### How to Convert Excel Files into CSV Files

Please note that these instructions were written for Excel 2007 or later. For those local educational agencies (LEAs) using older versions of Excel, please contact the CRDC Partner Support Center.

If an LEA's data are in Excel, then the data will need to be changed to CSV, the only format the web-based data collection submission system understands. CSV files can contain large amounts of data while maintaining a small file size.

Transforming an Excel file to a CSV file is easy. The file will NOT upload properly if the steps are not followed exactly.



**TIP:** Save time resolving errors by double checking that the first data element ID is either the SCH\_ID or LEA\_ID.

### Other Helpful TA Documents

#### Pre-Collection

- [Flat File Specifications](#)  
This spreadsheet contains the data elements collected in the CRDC.
- [Excel Template Instructions](#)  
These instructions illustrate the process for entering the data into the templates and saving the data in the required flat file format.
- [CRDC List of Data Elements](#)

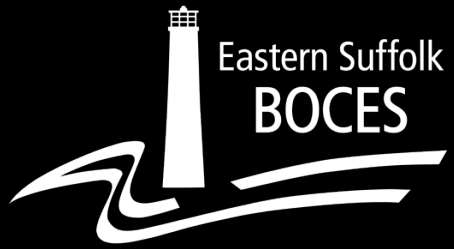
#### Submission

- [Flat File Instructions](#)
  - Instructions for using the CRDC Flat File Submission Method
  - Error Checks and Validation
- [Using the Error Resolution Report](#)
- [Skipped Field Warnings](#)

#### Contact Support

<https://crdc.communities.ed.gov/resources/csv-file-submission>

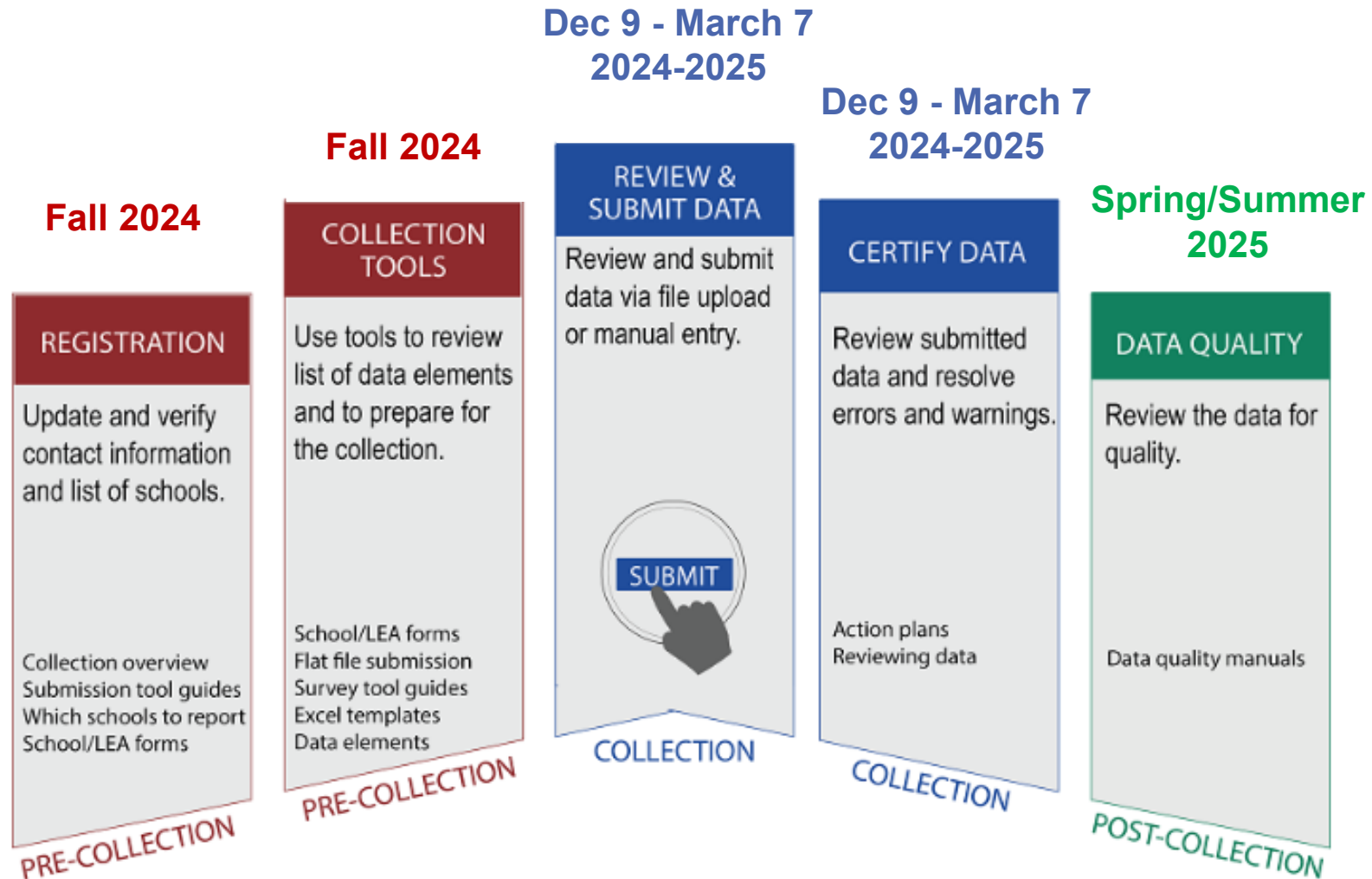




# Civil Rights Data Collection

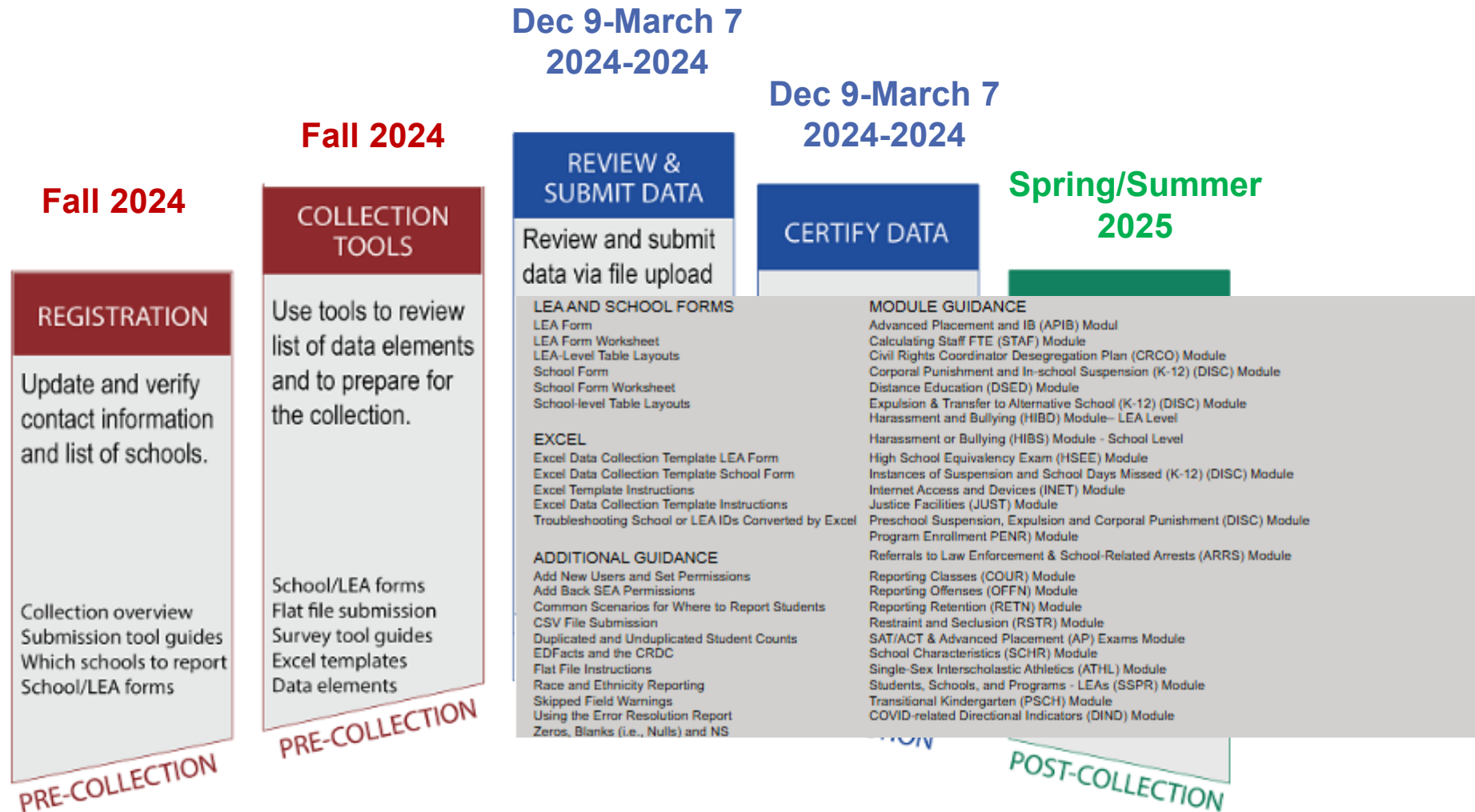
Timeline of the Collection

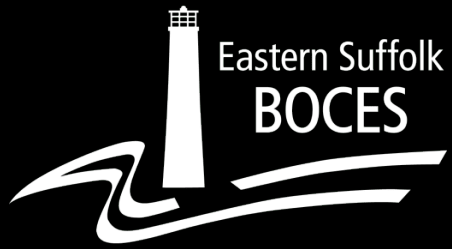
# Tentative Timeline for 2024-25 Collection of 2023-24 Data



# Tentative Timeline for 2024-25 Collection of 2023-24 Data

Hover over timeframe for Links to all needed forms

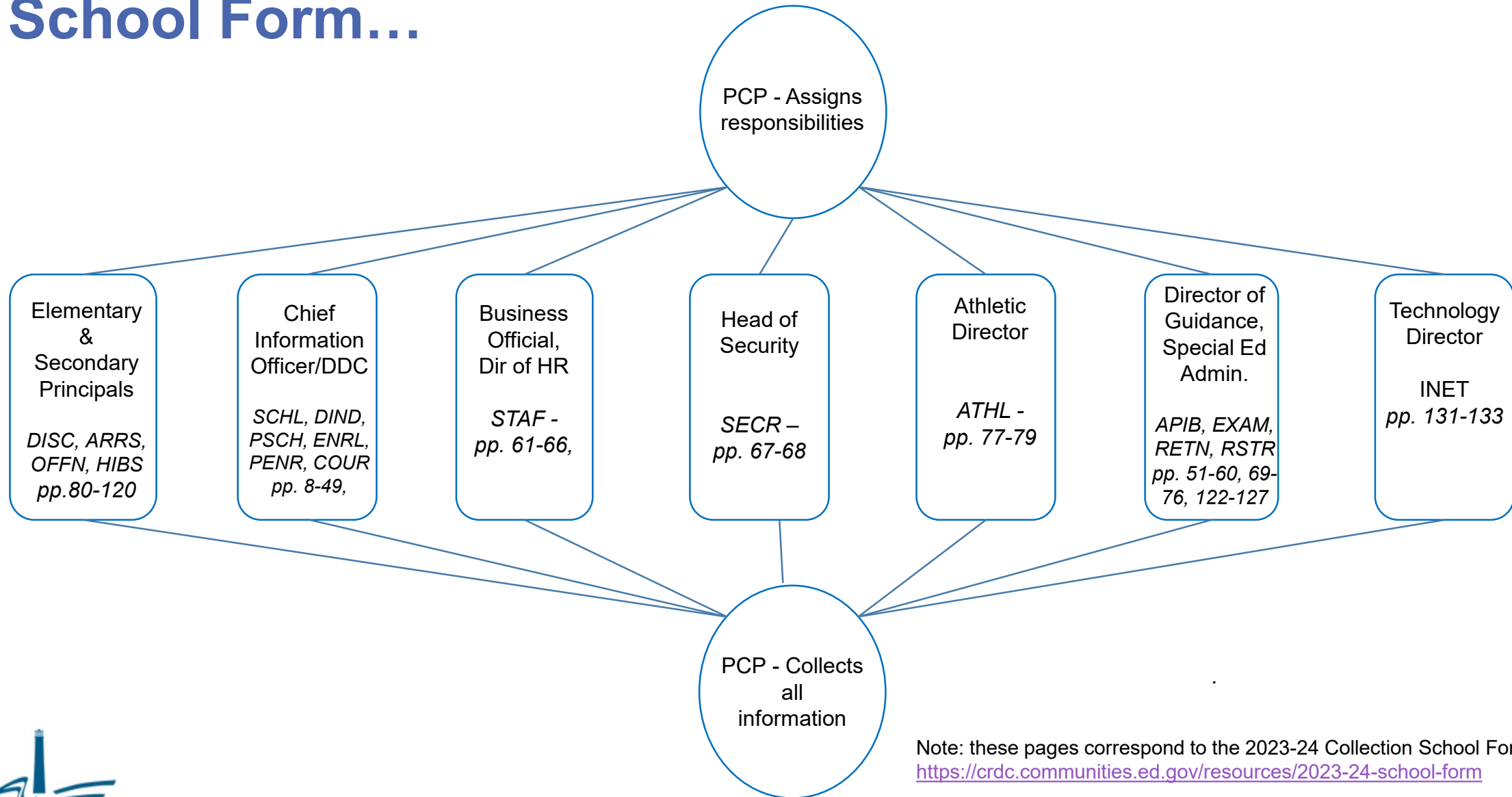




# Civil Rights Data Collection

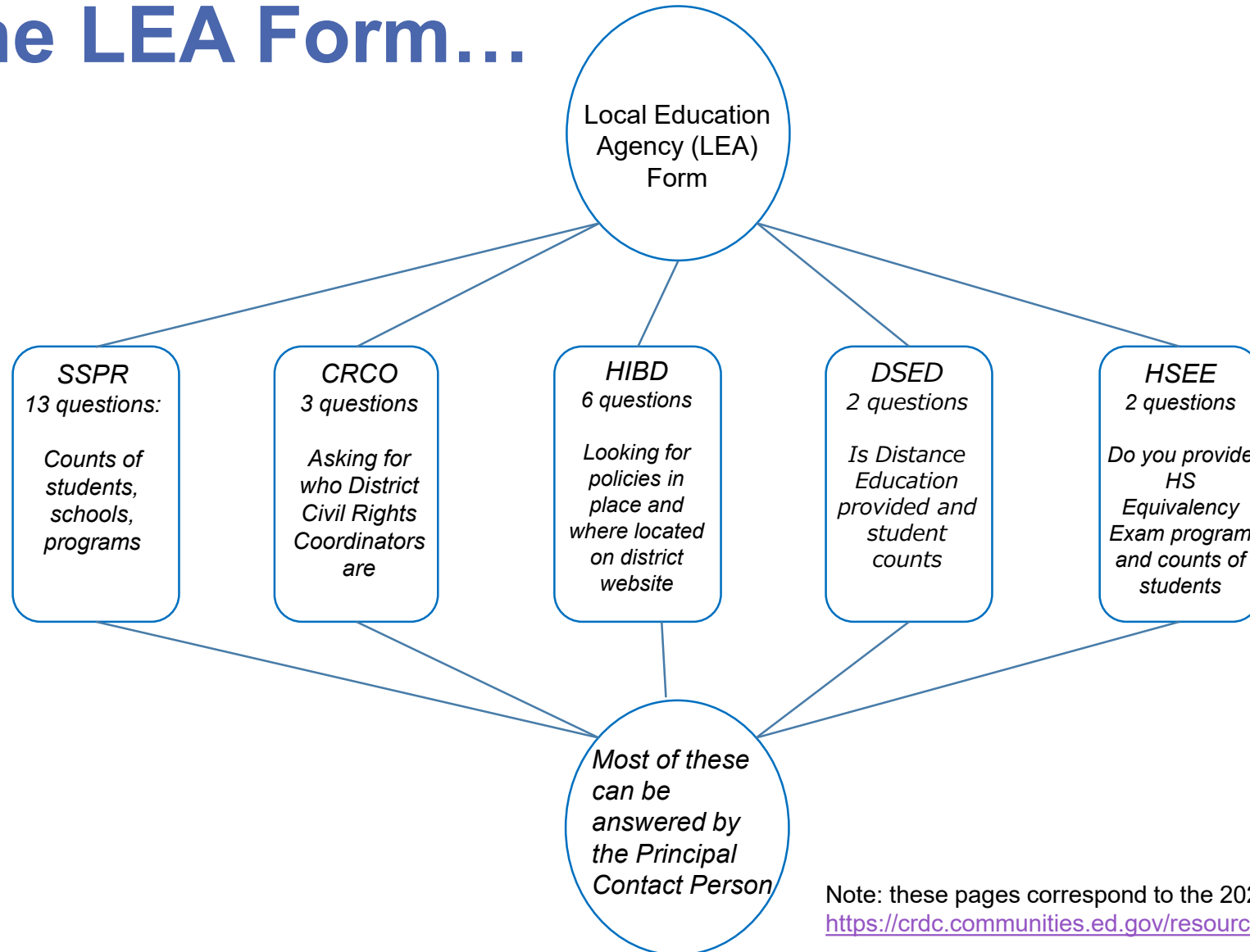
Shared Responsibilities and Organizing your data

# Assigning Responsibilities - Who Does What with the School Form...





# Assigning Responsibilities – Who does what with the LEA Form...



Note: these pages correspond to the 2023-24 Collection LEA Form  
<https://crdc.communities.ed.gov/resources/2023-24-lea-form>



# Responsibility Timeline

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

- Reporting Window opens **December 9<sup>th</sup>, 2024** (tentative)
- 89 Calendar days to complete and submit the form
- Submission closes **March 7<sup>th</sup>, 2025** (tentative)
- Within this timeframe there will be:
  - Winter Break (2 weeks in some districts)
  - January Regents Exams
  - Mid-Winter Break



# CRDC 2023-24 Checklist

## CRDC Planning Checklist

### Purpose

The purpose of this document is to provide local educational agencies (LEAs) with helpful tips to plan and prepare for the Civil Rights Data Collection (CRDC). If a staff member is new to the CRDC, please direct them to the New User Starter Guide. The CRDC consists of three primary phases: Pre-Collection, Collection, and Post-Collection.

### Resources

[CRDC FAQs](#)

[New User Starter Guide](#)

[Submission System User Guide](#)

[Flat File Specifications](#)

[CRDC LEA Form](#)

[CRDC School Form](#)

[Skipped Field Warnings](#)

[CSV File Submission](#)

[Excel Template LEA Form](#)

[Excel Template School Form](#)

[Flat File Submission Instructions](#)

[Using the Error Resolution Report](#)

### Pre-Collection Checklist

- ☐ **Update contact information** for the current Superintendent, Primary Contact Person (PCP), and Alternate Contact Person (PCP) in the Submission System. See our resource on [Selecting a PCP](#).
- ☐ **Review the school list** in the Submission System. Update school names and addresses to their status, as of the 2023-24 school year. Request removal or addition of schools, if necessary.
- ☐ **Review the [CRDC General Overview, Changes, and List of Data Elements](#)**, which provides a list of new and optional data elements, as well as dropped elements for the 2023-24 school year collection.
- ☐ **Review the full questions/data elements required** for each CRDC Module in the [LEA Form](#) and [School Form](#).

### Principal Contact Person (PCP)

The Principal Contact Person (PCP) should be the individual who works with and/or submits the civil rights data.

- ☐ **Ensure the PCP and content person coordinate** a plan for collecting data.

Does the data that is currently collected and maintained by the LEA meet the requirements for the CRDC (e.g., availability, definition)? If not, create a detailed list of required actions. See the following for a list of examples:

  - a. For each module, determine when data will be available and ready for CRDC reporting.
  - b. For data identified as collected and maintained in the LEA data system, where are the data stored, and who may access the data?
  - c. Are there transformations that need to be made to the data to get it in the correct format to report? If yes, who will be responsible for completing the transformation?
  - d. Does the data have to be compiled? If so, how will that be done, and who will be responsible?
- ☐ **Determine method of entering the data into the site.**
  - **Option 1 (recommended):** Pull an extract of the data from the SIS. An LEA can extract the data in a file and upload this file when the Submission System is open for data entry.
  - **Option 2 (recommended):** Use the [Excel Template LEA Form](#) and [Excel Template School Form](#) to fill the required data for the LEA form and School Form. When the Submission System is open for data entry, these files can be uploaded to the site. For more information on using the Excel Templates, see the Excel Template Instructions.
  - **Option 3:** Enter data manually. For this method, it is required that the user wait until the Submission System is open for data entry.

<https://crdc.communities.ed.gov/resources/crdc-planning-checklist>



**CRDC**  
Civil Rights Data Collection

# Collection Phase Activities

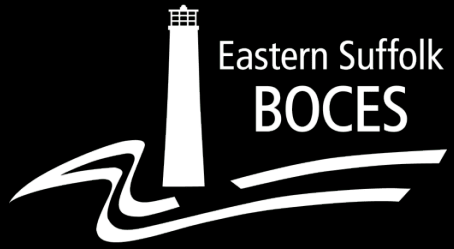
- During the registration phase, you have already designated your Principal Contact Person, as well as verified which buildings you are collecting data for
- Use the document links and video resources from <https://crdc.communities.ed.gov> to assist your process
- Organize all completed modules together to complete the Excel School Form and the Excel LEA Form
- Review data for data 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 (Oct. 4, 2023)
- 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>





# Civil Rights Data Collection

Submitting your data



# Submission Resources

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

Dec 9-March 7  
2024-2024

Dec 9-March 7  
2024-2024

Spring/Summer  
2025

REVIEW & SUBMIT DATA

Review and submit data via file upload

**LEA AND SCHOOL FORMS**

LEA Form  
LEA Form Worksheet  
LEA-Level Table Layouts  
School Form  
School Form Worksheet  
School-level Table Layouts

**EXCEL**

Excel Data Collection Template LEA Form  
Excel Data Collection Template School Form  
Excel Template Instructions  
Excel Data Collection Template Instructions  
Troubleshooting School or LEA IDs Converted by Excel

**ADDITIONAL GUIDANCE**

Add New Users and Set Permissions  
Add Back SEA Permissions  
Common Scenarios for Where to Report Students  
CSV File Submission  
Duplicated and Unduplicated Student Counts  
EDFacts and the CRDC  
Flat File Instructions  
Race and Ethnicity Reporting  
Skipped Field Warnings  
Using the Error Resolution Report  
Zeros, Blanks (i.e., Nulls) and NS

CERTIFY DATA

**MODULE GUIDANCE**

Advanced Placement and IB (AP/IB) Modul  
Calculating Staff FTE (STAF) Module  
Civil Rights Coordinator Desegregation Plan (CRCO) Module  
Corporal Punishment and In-school Suspension (K-12) (DISC) Module  
Distance Education (DSED) Module  
Expulsion & Transfer to Alternative School (K-12) (DISC) Module  
Harassment and Bullying (HIBD) Module- LEA Level  
Harassment or Bullying (HIBS) Module - School Level  
High School Equivalency Exam (HSEE) Module  
Instances of Suspension and School Days Missed (K-12) (DISC) Module  
Internet Access and Devices (INET) Module  
Justice Facilities (JUST) Module  
Preschool Suspension, Expulsion and Corporal Punishment (DISC) Module  
Program Enrollment (PENR) Module  
Referrals to Law Enforcement & School-Related Arrests (ARRS) Module  
Reporting Classes (COUR) Module  
Reporting Offenses (OFFN) Module  
Reporting Retention (RETN) Module  
Restraint and Seclusion (RSTR) Module  
SAT/ACT & Advanced Placement (AP) Exams Module  
School Characteristics (SCHR) Module  
Single-Sex Interscholastic Athletics (ATHL) Module  
Students, Schools, and Programs - LEAs (SSPR) Module  
Transitional Kindergarten (PSCH) Module  
COVID-related Directional Indicators (DIND) Module

POST-COLLECTION



# Where to Submit?

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

Home

Home > Overview > Home

GETTING STARTED WITH THE CRDC SEARCH CRDC RESOURCES CRDC TRAINING VIDEOS CONTACT CRDC EMAIL FORM 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.



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

October 18, 2024

### 2025–26 and 2027–28 Civil Rights Data Collections Information Collection Request Now Available for Public Comment.

The Office for Civil Rights (OCR) is currently in the process of seeking approval from the U.S. Office of Management and Budget (OMB) to administer a Civil Rights Data Collection (CRDC) for the 2025–26 school year, and a CRDC for the 2027–28 school year. Proposed CRDC surveys must undergo two public notice and comment periods, pursuant to the Paperwork Reduction Act of 1995. The 2025–26 and 2027–28 CRDCs Information Collection Request (ICR) package was announced on October 17, 2024 in the Federal Register at <https://www.federalregister.gov>, and is now available for a 60-day public comment period. The complete ICR package is available at <https://www.regulations.gov>. For proposed changes to the survey, please review [OMB Supporting Statement A](#). For questions OCR is asking for public input before making changes to the proposed future CRDCs, please see [A-5.Directed Questions](#). The deadline to submit comments is December 16, 2024. After OCR reviews and considers all comments and makes changes to the ICR if appropriate, the next ICR will be announced in the Federal Register and will be available for a 30-day public comment period.



# Submission System



Username  Password [Log In](#)

[Having issues logging in?](#) [Forgot your password?](#)

### 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 <https://civilrightsdata.ed.gov/>.



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

# Where does the data go?

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



Civil Rights Data Collection  
Office for Civil Rights  
U.S. Department of Education

[About](#)[Explore the Data](#)[Publications](#)

## Data on Equal Access to Education

For more than five decades, the Civil Rights Data Collection has captured data on students' equal access to educational opportunities to understand and inform schools' compliance with the civil rights laws enforced by the Department of Education's Office for Civil rights.

[Learn More](#)







# Submission System Home Screen

District/Local Education Agency (LEA)  
Your District Name Here

## How to Get Started:

1. Enter data through the **data entry tool** AND/OR the **file upload page** shown below.  
*Note: Each LEA must complete ONE (1) School Form per school and ONE (1) LEA Form.*

### Data Entry & Review Tool

Select **District Form Submissions** if you are ready to enter data about the LEA. The LEA Form collects data about the entire LEA.


Select **School Form Submissions** if you are ready to enter data about schools. The School Form collects data about each of the schools in your LEA.

➔ District Form Submissions

➔ School Form Submissions

OR

### File Upload

Select **File Upload** if you want to submit any of your data by uploading a prepared CSV file (Flat File Submissions). You can use the File Upload feature to upload prepared data for all or part of your submission. Your file **MUST** meet the specifications provided in the [Flat File Submission Instructions](#) .

- 1 The file must be a CSV file
- 2 The school or LEA identifier must be included on each row
- 3 There must be a header row that lists the data element names as defined in the Flat File Submission Specifications

➔ File Upload

2. Click on the **Certification Tab** to **access the Certification Dashboard** at any time during data entry or once data entry is complete.

The Certification Dashboard allows you to:

- View current submission status
- Access all LEA/School forms
- Access Error Reports to review warnings and errors



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

# Table vs. School Navigation

- [Table Navigation](#) allows you to stay in one school building and move from table to table
  - Easiest way to complete all input in one building at a time
- [School Navigation](#) allows you to move from school to school, viewing the same table in each
  - Easiest way to complete the data input one module at a time, for all buildings

## School Form Submission

☐ Hide Optional Questions  
[List of optional questions](#)

There are two ways you can enter data for schools. Please select one of the options below.

School:  [Change School Order](#)

### Table Navigation

Select Table Navigation if you want to move from table to table to enter data for one school at a time. For example, you enter data for Table 1, then Table 2, and so on, for the same school.

➔ Table Navigation

OR

### School Navigation

Select School Navigation if you want to move from school to school to enter data for one CRDC table at a time. For example, you enter Table 1 data for School A, then School B, and so on, until you finish entering Table 1 data for all schools.

➔ School Navigation





# Resources in the Submission System

## Learn About the CRDC

- CRDC FAQs
- View data from prior CRDC collections
- Find Out More About The U.S. Department of Education's Office for Civil Rights

## Reporting CRDC Data

- Definitions
- List of Data Elements
- Additional Information About the Submission System
- How to Create and Submit an Action Plan
- CRDC Guidelines for Reporting Student Demographics Data

## Preparing Data for Submission

- Planning Checklist
- School Form
- LEA Form
- Excel Data Collection Template School Form
- Excel Data Collection Template LEA Form

## Data Tips

- Classes and Courses
- Submission Errors and Warnings
- Duplicated and Unduplicated Student Counts
- Race and Ethnicity Reporting
- School Courses for the Exchange of Data (SCED) Codes
- Reporting Students with Disabilities
- Interscholastic Athletics (ATHL) Module
- Calculating Staff FTE (STAF) Module
- Transitional Kindergarten (PSCH) Module

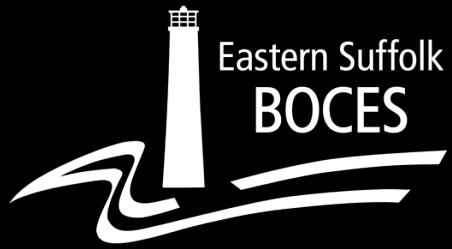
## Navigating the CRDC Submission System

- Table Codes & Titles
- CRDC Registration User Guide
- CRDC Survey Tool User Guide
- Add New Users and Set Permissions
- Table vs School Navigation  (446 KB)
- New User Starter Kit

## Error Checks and Validation

- How To Use the Error Resolution Report  (538 KB)
- EDFacts and the CRDC
- Skipped Field Warnings
- CRDC Business Rule Single Inventory (BRSI) 2021-22





# Civil Rights Data Collection

Examples of Errors and Certifying your data

# Certifying Your Data Resources

Dec 9 - March 7  
2024-2025

**REVIEW & SUBMIT DATA**

Review and submit data via file upload or manual entry.

**SUBMIT**

COLLECTION

Dec 9 - March 7  
2024-2025

**CERTIFY DATA**

CERTIFY  
Skipped Field Warnings  
How to Create and Submit an Action Plan  
Using the Error Resolution Report  
Submission Errors and Warnings  
Zeros, Blanks, (i.e., Nulls) and NS

Action plans  
Reviewing data

COLLECTION

Spring/Summer  
2025

Data quality manuals

POST-COLLECTION

**Submission** – Check across multiple forms

➤ Run Pre-Certification Check Preview



|              |
|--------------|
| School/LEA ▼ |
| Submission   |



# What can cause an error?

- **Before you can certify your data, you must clear all errors.**
- Errors can come from a miscue in the flat file upload or from a formatting error in the excel file.
- The example below has errors in the enrolled as EL Nonbinary counts as some were skipped and some had zeros entered. The zeros should not be there.

For the Fall 2021 Year snapshot date, enter the number of students in grades K-12 (or the [ungraded](#) equivalent) who were ENROLLED in [EL programs](#).

|  | Hispanic      | Amer.<br>Indian /<br>Alaska<br>Native | Asian         | Native<br>Hawaiian /<br>Pacific Islr | Black        | White        | Two or<br>more races | Total |
|--|---------------|---------------------------------------|---------------|--------------------------------------|--------------|--------------|----------------------|-------|
| Males enrolled in EL programs:                   | 0             | 0                                     | 0             | 0                                    | 0            | 0            | 0                    | 0     |
| Females enrolled in EL programs:                 | 0             | 0                                     | 1             | 0                                    | 0            | 0            | 0                    | 1     |
| Nonbinary enrolled in EL programs:               | NA<br>Skipped | NA<br>Skipped                         | NA<br>Skipped | NA<br>Skipped                        | 0<br>Skipped | 0<br>Skipped | 0<br>Skipped         | 0     |
| Total number of students who are enrolled in EL: | 0             | 0                                     | 1             | 0                                    | 0            | 0            | 0                    | 1     |



# What can cause an 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.<br>Indian /<br>Alaska<br>Native | Asian                          | Native<br>Hawaiian /<br>Pacific Islr | Black                          | White                          | Two or<br>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="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="0"/> | <input type="text" value=""/>  | <input type="text" value="0"/> | 0     |
|                                |                                       |                                |                                      |                                | <input type="text" value="0"/> |                                |       |
| 0                              | 0                                     | 0                              | 0                                    | 0                              | 0                              | 0                              | 0     |

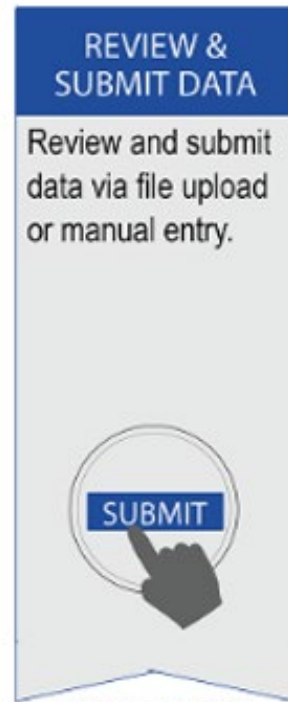
+ Have I entered all of the required data?

Error

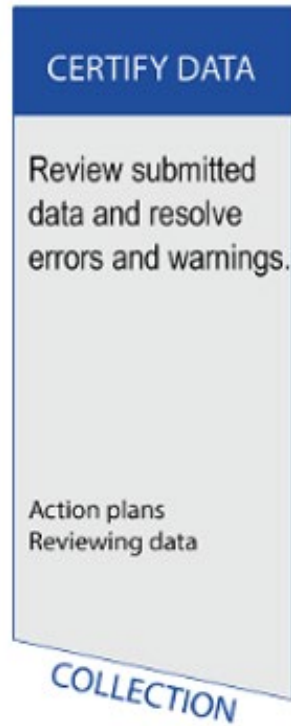


# Data Quality Resources

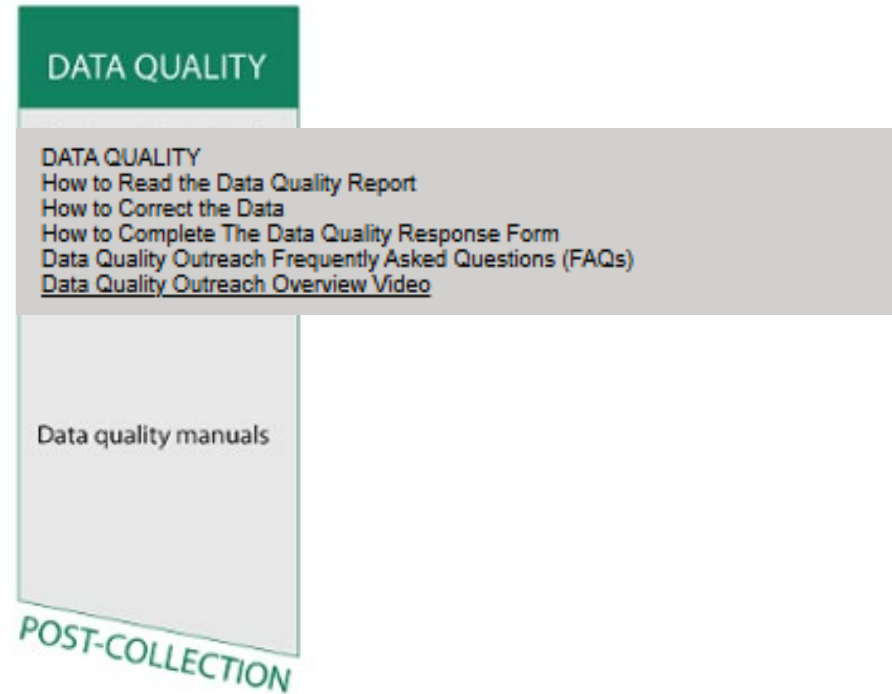
Dec 9 - March 7  
2024-2025



Dec 9 - March 7  
2024-2025



Spring/Summer  
2025





# Post Collection Data Quality

## Data Quality Review Dashboard

Your LEA has been selected to participate in Data Quality Outreach and Corrections for the 2021-22 Civil Rights Data Collection. Please follow the steps below to complete the corrections process.

1. Review your district's data quality issues highlighted in your **Data Quality Report**. Access your district's report using the links below. Note: Due to file size, data quality reports may take several minutes to download.

Data Quality Report

2. Compare your Data Quality Report and Submission Review Report against your **source data**. *If an issue is not a data entry issue between your source data and the Submission System, it may be an issue within your source system.*
3. Contact the Partner Support Center (PSC) to enter Data Quality Mode and begin the data corrections process.

CRDC Partner Support Center  
Telephone: 855-255-6901  
E-mail: [crdc@aemcorp.com](mailto:crdc@aemcorp.com)

**Enter Data Quality Mode and begin the data corrections process. Note that by entering Data Quality Mode, you are un-certifying your previously submitted data. You must re-certify your data after you have completed corrections. If you do not re-certify, your data submission will be reverted.**

*If you believe your data to be correct, [move to Step 6](#).*

4. Correct your data in the Submission System. Refer to the "Next Steps" outlined in your Data Quality Report for additional guidance.
5. Re-certify your data once your data quality issues have been addressed.
6. After you have completed all necessary corrections, complete the Data Quality Response Form. Access your Data Quality Response Form below and follow the instructions provided to submit explanations and reason codes for each identified issue.

Data Quality Response Form



# Post Collection Data Quality Issues Example

## Data Quality Issues Across Your LEA

This section outlines the top data quality issues found across your LEA. These either involve issues with LEA form questions, or issues with school form questions for all relevant schools in your LEA. You can find more information on these specific data quality issues in the 2021 - 2022 CRDC Business Rules Single Inventory.

| Module   | Check Number | Identified Issue                        | Next Steps   |
|----------|--------------|---|--|
| Offenses | OFFN_ZERO_L  | All or majority values reported as zero | Review values entered in this module for accuracy. It is unlikely for the majority or all questions in this module to be zero. |

**LEGEND:** ● Errors ▲ Warnings

For the regular 2021-2022 school year, not including intersession or summer, enter the number of documented [incidents](#) of offenses shown in the table that occurred at school.

|   | Number of Incidents            |
|---|--------------------------------|
| <a href="#">Robbery with a weapon</a>                     | <input type="text" value="0"/> |
| <a href="#">Robbery without a weapon</a>                  | <input type="text" value="0"/> |
| <a href="#">Physical attack or fight with a weapon</a>    | <input type="text" value="0"/> |
| <a href="#">Physical attack or fight without a weapon</a> | <input type="text" value="0"/> |



<https://crdc.communities.ed.gov/resources/business-rule-single-inventory-brsi>

# In today's meeting we...

- Provided an overview of the process for completing the LEA and School surveys
- Reviewed existing resources and provide additional resources to assist in completing the survey
- Addressed changes made since the last data collection



**CRDC**  
Civil Rights Data Collection

# Civil Rights Data Collection Resources

## 2023-24 CRDC Forms are now available!

The 2023-24 CRDC data submission period is tentatively scheduled to open on December 9, 2024 and close on March 7, 2025. Begin your collection now. *All school districts (LEAs) and schools are required to report.*

Survey forms for the mandatory 2023-24 Civil Rights Data Collection are now available. These forms clarify the data required to be reported. Direct links to the forms can be found below:

[2023-24 LEA Form PDF link](#)

- [2023-24 LEA Form Excel Template link](#)

[2023-24 School Form PDF link](#)

- [2023-24 School Form Excel Template link](#)

Additionally, you may find these resources helpful:

[Detailed list of 2023-24 CRDC Data Elements](#)

[2023-24 CRDC Questions and Answers](#)

[CRDC Resource Center](#)

In the coming months, the CRDC Partner Support Center will provide updates about additional resources for the 2023-24 CRDC. You'll find some of these important resources below.

## Workshop Flyer

- [Civil Rights Data Collection - How to Gather District Data for Timely Completion](#)

## Important Dates to Remember



**Nov 18 2024**

**CRDC Workshop: How to Gather District Data for Timely Completion**

🕒 11:00 AM - 12:00 PM

📍 Zoom

[Read More](#)

**Dec 9 2024**

**Data Reporting Window OPENS**

[Read More](#)



<https://www.esboces.org/programs-services/ess/school-data-bank-services/civil-rights-data-collection>



**CRDC**  
Civil Rights Data Collection

# Any Questions?



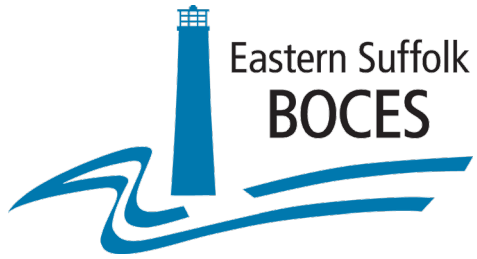
# Additional questions?

<https://survey.k12insight.com/r/Lt08LH>

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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Lisa Israel

### Vice President

William K. Miller

### Members

Arlene Barresi  
Angelo Cassarino  
Linda S. Goldsmith  
William Hsiang  
Kelli Anne Jennings

Susan Lipman  
Joseph LoSchiavo  
Anne Mackesey  
James F. McKenna

Brian O. Mealy  
Catherine M. Romano  
Robert P. Sweeney  
John Wyche

### District Superintendent

Jasmin Varela, Ed.D.

### Chief Operating Officer

David Wicks

### Associate Superintendent

Claudy Damus-Makelele - Educational Services

### Associate Superintendent

James J. Stucchio - Management Services

### Assistant Superintendent

Nichelle Rivers, Ed.D. - Human Resources

### Directors

Leah Arnold - Career, Technical and Adult Education  
Kate Davern - Educational Support Services  
Arlene Durkalski - Human Resources  
Mark Finnerty - Facilities  
Katelyn Fretto - Business Services  
Susan Maddi - Administrative Services  
Gina Reilly - Special Education  
Darlene Roces - Regional Information Center  
Vacant - Diversity, Equity, and Inclusivity

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