

## School Characteristics (SCHR) Module

The purpose of this document is to demonstrate how to accurately report data on details of the school's characteristics such as the grades offered and type of schools. This document provides a walkthrough of the module along with instructions and illustrations on how to accurately complete each table. This document provides key definitions, frequently asked questions to assist data submitters in determining how to accurately report the following:

- **SCHR-1** Fully Virtual School Indicator
- **SCHR-2** Justice Facility Indicator
- **SCHR-3** Grades with Students Enrolled
- **SCHR-4** Ungraded Detail
- **SCHR-5** School Characteristics
- **SCHR-6** Magnet School Detail
- **SCHR-7** Alternative School Detail

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

#### NEW and REQUIRED

- SCHR-1** Fully Virtual School Indicator
- SCHR-2** Justice Facility Indicator

In addition, guidance on accurately reporting zeroes, blanks (i.e., nulls) and NS is provided at the end of the document.



**For the CRDC, using nonbinary as a third value for the sex category is appropriate for students whose sex is not listed as male or female in their school records.**

- **Nonbinary** means not exclusively male or female. Transgender students may be reported as male, female, or nonbinary - [link to Reporting Nonbinary for K-12 Students](#).

## Dates

Report data from the 2021–22 school year. The data reported should be based on a "Fall snapshot" of data from October 1 (or the closest school day to October 1). LEAs should use the same Fall snapshot date to report data in this module.

## Resource Links

-  [School Characteristics \(SCHR\) Module](#)
-  [Skipped Field Warnings](#)
-  [EDFacts and CRDC](#)
-  [Table Vs School Navigation](#)

## Skip Logic

**This module contain 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 SCHR tables utilizes skip logic:

- **SCHR-1** Fully Virtual School Indicator
- **SCHR-2** Justice Facility Indicator

## NEW for 2021-22 CRDC

This SCHR module has been moved in the School Form to appear before the DIND: COVID-related Directional Indicators and Items.

For the CRDC, using nonbinary as a third value for the sex category is appropriate for students whose sex is not listed as male or female in their school records.

**Nonbinary** means not exclusively male or female. Transgender students may be reported as male, female, or nonbinary.

- [Link to Reporting Nonbinary for K-12 Students](#)

### ADDITIONAL GUIDANCE

**Alternative schools** serve students whose needs cannot be met in a traditional classroom setting. These may include students who:

- Are at risk of academic failure or dropping out of school
- Have been suspended or expelled or are at risk of being suspended or expelled
- Are pregnant or parenting
- In dropout recovery or credit recovery
- Are involved in the juvenile justice system
- Engage in high levels of health-risk behaviors (e.g., substance use; disordered eating; unsafe sexual practices)
- Are disruptive or exhibit behavioral or discipline problems
- Are chronically truant or absent
- Have health problems that prevent attendance at a regular school

**A school should NOT be classified as an alternative school solely because it is a residential institution.** If it serves the general student population and not a specific student group (such as one of the student groups listed above), then a school should be classified on the basis of the curriculum it offers (e.g., special education school).

**Schools that primarily serve children with disabilities** should NOT be classified as alternative schools; they should be classified as special education schools.

**Charter and magnet schools** should NOT be classified as alternative schools solely because of their status as charter or magnet schools. If they serve a particular student population, then they may be classified as alternative schools or special education schools.

### SCHR-1. Fully Virtual School Indicator\* All schools and justice facilities

Is the school considered Fully Virtual?	
Please select "Yes" or "No"	Yes/No
	<input type="radio"/>
	<input type="radio"/>

Figure 1 SCHR-1. Fully Virtual School Indicator table.

A **fully virtual school** offers only virtual instruction in which students and teachers are separated by time and/or location, and interaction occurs via computers and/or telecommunication technologies.

### Instructions

- **All instruction offered by the school is virtual.** This does not exclude students and teachers meeting in person for field trips, school-sponsored social events or assessment purposes. All students receive all instruction virtually. Check ungraded if that applies. You may check grades and also check ungraded if some students are classified by grade and others are not.

Regardless of the coronavirus 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.

## SCHR-2. Justice Facility Indicator\*

All schools

Is the school considered a <a href="#">Justice Facility</a> ?	
Please select "Yes" or "No"	<div>Yes/No</div> <div>▼</div>

Figure 2 SCHR-2. Justice Facility Indicator table.

- A **justice facility** is a public or private facility that confines pre-adjudicated/pre-convicted individuals, post-adjudicated/post-convicted individuals, or both. Justice facilities include short-term (90 calendar days or less) and long-term (more than 90 calendar days) facilities, such as correctional facilities, detention centers, jails, and prisons. These facilities may confine juveniles (individuals typically under 21 years of age), adults (individuals typically 21 years of age and older), or both. Some states and jurisdictions include individuals younger than age 21 as adults due to statute/legislation and/or justice procedures. For the purposes of the CRDC, only individuals up to 21 years of age who are confined in justice facilities are of interest.



### Fifty Percent Rule

ED recognizes that districts and states may identify students' schools in various ways, such as their membership school, their attendance school, their funding school, their accountability (AYP) school, etc. For the purpose of reporting data for the CRDC students must be counted in the school where they physically and/or virtually attended for more than 50% of the school day. If a student attended two schools, each for exactly 50% of their school day, then count that student at their "home" or "primary" school, rather than at the school of a special program, such as a vocational program. For distance education schools or virtual schools, students must be counted in the school from which they received more than 50% of their coursework.

### SCHR-3: Grades with Students Enrolled

For the Fall 2021 snapshot date, indicate whether this school had at least one student enrolled in each grade in the table. Please select "Yes" or "No" for each grade.

#### Instructions

- Students must be counted in the school where they physically and/or remotely attend for more than 50% of the school day.
- Check ungraded if students are not classified by grade. You may check grades and also check ungraded if some students are classified by grade and others are not.

Do not answer "yes" for a grade offered if no students were enrolled.

**Preschool and kindergarten are considered to be "grades";** do not check "ungraded" solely because of preschool or kindergarten classes.

**Ungraded (UG)** refers to a class that is not organized on the basis of age or grade grouping and has no standard grade designation.

**If the school is wholly ungraded,** then select "Yes" for ungraded, and "No" for all other grades.

Answering "no" for certain grades will automatically skip later modules related to those grade levels. For more information on the skip logic, please see the [TA Doc on Skip Logic](#) located on the [CRDC Resource Center](#).

	Yes/No
<a href="#">Preschool</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text"/>
Kindergarten	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text"/>
Grade 1	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text"/>
Grade 2	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text"/>
Grade 3	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text"/>
Grade 4	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text"/>
Grade 5	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text"/>
Grade 6	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text"/>
Grade 7	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text"/>
Grade 8	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text"/>
Grade 9	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text"/>
Grade 10	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text"/>
Grade 11	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text"/>
Grade 12	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text"/>
Ungraded	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text"/>

Figure 3 SCHR-3. Grades with Students Enrolled table.

## SCHR-4: Ungraded Detail

Only for schools and justice facilities that are wholly ungraded

For the Fall 2021 snapshot date, indicate whether the ungraded school had mainly elementary, middle, or high school-age students.

### Instructions:

- The information you provide in this table will reduce the number of tables you need to fill out by allowing us to ask you only for information that is most relevant to the students in your school.
- If the school had a combination of mainly middle and high school students or mainly elementary and middle school students, then mark "Yes" for both grade levels.
- If the school had about equal amounts of students in all grades, then mark "Yes" for all three.

The U.S Department of Education does not currently have a government-approved definition for mainly. Please use your best judgment about your school. This question will not be used for evaluating compliance. It is used to filter questions so that you are only asked about topics that are most relevant to students in your school.

	Yes (Mainly)/No (Just a few or none)
School had mainly elementary school age students? (about ages 3-10)	<input type="button" value="v"/> <input type="button" value=""/>
School had mainly middle school age students? (about ages 11-13)	<input type="button" value="v"/> <input type="button" value=""/>
School had mainly high school age students? (about ages 14 or older)	<input type="button" value="v"/> <input type="button" value=""/>

Figure 4 SCHR-4: Ungraded Detail table.

## SCHR-5: School Characteristics

All schools and justice facilities, preschool-grade 12, UG

For the Fall 2021 snapshot date, indicate whether this school can be characterized as one of the following types of school. Please select "Yes" or "No" for each option.

### Instructions:

- **For magnet schools and programs**, count only programs or schools that have a written mission statement with the explicit aim of preventing minority group isolation

	Yes/No
Is this school a <a href="#">special education school</a> ?	<input type="button" value="v"/> <input type="button" value=""/>
Is this school either a <a href="#">magnet school</a> or a school operating a magnet program within the school?	<input type="button" value="v"/> <input type="button" value=""/>
Is this school a <a href="#">charter school</a> ?	<input type="button" value="v"/> <input type="button" value=""/>
Is this school an <a href="#">alternative school</a> ?	<input type="button" value="v"/> <input type="button" value=""/>

Figure 5 SCHR-5: School Characteristics table.

## SCHR-6: Magnet School Detail

Only for magnet schools

### Instructions:

- If a school operates a magnet program that has all of the school's students participate, then select "Yes".

**For the Fall 2021 snapshot date, was the entire school population participating in the magnet program at your school?**

	Yes/No
Please select "Yes" or "No"	<input type="button" value="v"/> <input type="button" value=""/>

Figure 6 SCHR-6: Magnet School Detail table.

## SCHR-7: Alternative School Detail

Only for alternative schools

### Instructions:

- If a school serves both students with academic difficulties and students with discipline problems, then select "Both".

**For the Fall 2021 snapshot date, indicate the type(s) of students the alternative school served.**

	Academic/ Discipline
Please select "Academic," "Discipline," or "Both".	<input type="button" value="v"/> <input type="button" value=""/>

Figure 7 SCHR-7: Alternative School Detail table.

School that identifies itself as an alternative school should be serving students with academic difficulties, students with discipline problems, or both.

## KEY DEFINITIONS

**School** is an organization authorized by public authority and financed primarily through public funds to provide public education to students. Under this definition, a school: (1) is operated by a public school district, independent charter district or state agency on behalf of the state (or federal government in the case of Bureau of Indian Education and Department of Defense schools); (2) provides instruction for students; (3) has, will have or had one or more students; (4) has, will have or had one or more teachers; (5) has an assigned administrator(s) (principal) responsible to public authority; and (6) receives public funds as its primary support. For purposes of this definition, “public funds” includes federal, state, and local public funds. Schools include public schools that provide half day (50%) or more educational services. Schools may include alternative, career and technical education, charter, magnet, regular, and/or special education schools.

- **Preschool** refers to preschool programs and services for children ages 3 through 5.
- **Special education school** is a public elementary or secondary school that focuses primarily on serving the needs of students with disabilities under IDEA or section 504 of the Rehabilitation Act.
- **Magnet program or school** is a program within a public school that offers a special curriculum capable of attracting substantial numbers of students of different racial/ethnic backgrounds, which may also reduce, prevent, or eliminate minority group isolation. The program may be designed to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language). A public school is considered a magnet school if it operates a magnet program for all students or some students within the school.
- **Charter school** is a public school that provides free public elementary and/or secondary education to eligible students under a specific charter executed, pursuant to a state charter school law, by an authorized chartering agency/authority and that is designated by such authority to be a public charter school.
- **Alternative school** is a public elementary or secondary school that addresses the needs of students that typically cannot be met in a regular school program and is designed to meet the needs of students with academic difficulties, students with discipline problems, or both students with academic difficulties and discipline problems.

## Frequently Asked Questions

### What is the difference between a Magnet Program and Gifted & Talented Program?

Magnet Programs are available at select schools and have district defined criteria for enrollment. Each Magnet may have specialized curriculum and programs for students who meet qualifications.

Gifted and talented programs are programs during regular school hours that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum for students who are endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent.

### We provide special education at our school, should we answer “Yes” for SCHR-3: “Is this school a special education school?”

Magnet Programs are available at select schools and have district defined criteria for enrollment. Each Magnet may have specialized curriculum and programs for students who meet qualifications.

Gifted and talented programs are programs during regular school hours that provide special educational opportunities including accelerated promotion through grades and classes and an

enriched curriculum for students who are endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent.

**Our school has students in grades 9-12 as well as students who are ungraded. Why is the site automatically skipping over SCHR-4?**

SCHR-4 is for schools that are WHOLLY ungraded. Since your LEA also offers grades 9-12, SCHR-4 is automatically skipped.

**For students with disabilities ages 18 through 21 in a transition/life skills program, should these students be counted as “ungraded” on the school form in SCHR-1: Grades with Students Enrolled?**

It impossible for OCR to address this question without additional information from the LEA. (For example, Were these students with disabilities previously in grade 12? Are these students enrolled in other courses at their school? What is a transition/life skills program and who typically participates in this program?). In the future, the PSC should escalate this type of question to OCR for a response.

**Should our school report non-IDEA students on the school form in SCHR-3: Grades with Students Enrolled for the following situations:**

- a) **Students are enrolled/attending the school who have not completed graduation requirements are present for their 13th year (grade 13).**
- b) **Students are enrolled/attending the school who have graduated and are present for their 13th year (grade 13) taking college courses.**

For a.) For the 2021–22 CRDC, grade 13 IDEA and non-IDEA students should be reported as ungraded. These students should not be reported as retained unless they meet the definition of retained.

A student is retained if he or she is not promoted to the next grade prior to the beginning of the following school year. Students are not considered retained if they can proceed to the next grade because they successfully completed a summer school program or for a similar reason. At the high school level, a student who has not accumulated enough credits to be classified as being in the next grade is considered retained.

For the 2021–22 CRDC, grade 12 non-IDEA students who were retained at the end of the 2020–21 school year (not promoted to the next grade level), should be reported as grade 12 students. For the school-level Grades with Students Enrolled item, the LEA should report having at least one student enrolled in grade 12.

Grade 12 non-IDEA students who were not retained at the end of the 2020–21 school year, but who did not complete their graduation requirement and were enrolled in the school for the 2021–22 school year, should be counted as ungraded students. For the school-level Grades with Students Enrolled item, the LEA should report having at least one student enrolled in the ungraded level.

For b.) It impossible for OCR to address this question without additional information from the LEA. (For example, What does “graduate” mean? Did these students who graduated earn a high school diploma or its equivalent? Why are these students enrolled at this school to take college-level courses?). In the future, the PSC should escalate this type of question to OCR for a response.

**EDFacts Discrepancy Errors:**

**Our school is a special education school but we receive an error when responding Yes on SCHR-5.**

If your school fits the CRDC's definition for the school type, then you can clear the error with a reason



code indicating your data is correct. Enter an explanation if necessary and click Apply to resolve the error.

**Our school is an alternative school but we receive an error when responding Yes on SCHR-5.**

Regarding special education schools: If the school's population is not 50% or more IDEA, then it should not be identified as a special education school for the CRDC.

### When to Report Zero (0)

If data are available and applicable for a given school or LEA, but no students fall in that category, then report 0.

### Not Applicable (NA)

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

### When to Use Null Values

When entering data on screen, if a data element does not apply, then leave the cell null (i.e., blank).

### When to Use NS

There may be situations where a data value was incorrectly uploaded and needs to be deleted. A null value (i.e., blank) in a file upload will not overwrite an existing value in a field, so in these cases, submit the value "NS" to return the data to a "not submitted" or null status. **Note: NS only applies to file uploads and is not used in the on-screen data entry.**

### When Data is Not Collected or Available

Contact the Partner Support Center to determine if your LEA will need to submit a quick plan or [action plan](#).

#### Partner Support Center

(855) 255-6901 | Email: [crdc@aemcorp.com](mailto:crdc@aemcorp.com)