

Select a Principal Contact Person (PCP)

The local educational agency (LEA) will need to provide/verify the survey contact information for the LEA Superintendent, Principal Contact Person (PCP) and Alternate Contact Person (ACP). It is essential that the LEA provide accurate contact information for the survey.

The **Superintendent** is the top official in the **school** district (LEA). For CRDC purposes, the position may also be known as executive director, chancellor, president, etc. The superintendent is responsible for ensuring the LEA submits their data.

The **Principal Contact Person (PCP)** coordinates the completion of the Civil Rights Data Collection (CRDC). Many departments and staff in the LEA contribute data to the CRDC, and the PCP should be someone who can communicate effectively the pertinent CRDC information and liaise between the LEA and the U.S. Department of Education (ED) Office for Civil Rights (OCR).

PCP Responsibilities

- Serve as the primary point of contact for OCR and technical assistance providers for the LEA
- Serve as point of contact for all email correspondences and phone calls related to the CRDC
- Follow CRDC due dates and timelines
- Understand the data and reporting requirements for the CRDC
- Have knowledge of LEA data systems and data sources (or work closely with those who do)
- Ensure appropriate staff participate in compiling and gathering data as needed
- Plan, organize, and manage the CRDC data gathering and submission efforts
- Ensure data entries are reviewed by appropriate LEA staff prior to certification
- Confirm complete and accurate data are provided for the CRDC on a timely basis

PCP Skills, Knowledge, and Ability

- Planning, organizing, and managing the data reporting process
- Understanding the use of data
- Coordinating with others in the agency as needed to gather, compile, and review the data
- Motivating others to participate in the data reporting process as needed

The ACP will be contacted when OCR cannot reach the PCP and will not receive all correspondence. When the Superintendent is also listed as the PCP, OCR strongly encourages a separate person to be listed as the ACP.

Contact the Partner Support Center

(855) 255-6901 | [PSC Contact Us](#)