

U.S. Department of Education
2021-22 CIVIL RIGHTS DATA COLLECTION
SUBMISSION SYSTEM USER GUIDE

RELEASE 7.0



Contents

Purpose	5
Background	5
Using the CRDC Submission System	5
Logging in to the Submission System and Home Page	5
Home Page	7
User Menu	9
Resetting Passwords	11
Forgotten Passwords	11
Reporting Data Using the Submission System	13
Data Entry	14
Entering the Data Entry Area	14
Navigation Within the School Form Submissions	14
School Selection and Change School Order	15
School Form - Table Navigation	16
Breadcrumbs	16
Module Landing Page	17
Individual Tables	18
School Form - School Navigation	19
District Form Submissions	21
Data Entry Process	23
Manual Data Entry	23
Real-Time Feedback/Status Display	24
Technical Information	28
Reviewing Warnings	28
Show All Checks	29
Skipped Items	30
Auto Zeros	32
Addressing Issues in Data Entry	34
File Upload	35
Entering the File Upload Area	35

Preparing Files for Upload	37
Error Correction Submissions	37
File Upload Process.....	37
Adding Files.....	37
Initiating File Upload.....	38
Real-Time Feedback.....	40
Data Submission Reports.....	40
Addressing File Upload Issues.....	40
Combining Reporting Methods.....	40
Resources Page	41
Reports.....	41
State Certification Progress Report	42
Submission Review Report	44
Data Feedback Reports.....	44
LEA Submissions Download	44
Error Resolution Report for Advanced Users	44
Submission Progress Report	46
User Access Report	46
Additional Reporting Functionality.....	46
Submission Status Reporting	46
Submission Progress Reporting	47
Error Reporting	47
Error Report	47
Administrative Functions.....	49
User Management	49
Entering User Management.....	49
Add New User	50
Manage User Permissions	50
.....	54
System Management.....	59
Edit LEA Contacts	59

Manage Schools	59
Certification	61
Requirements for Certification of Submissions	61
Certification Process	61
Pre-Certification Check Preview	64
Certification Issues.....	68
Potential Issues Preventing Certification.....	68
Requesting Reversal of Certification by PSC.....	68

Introduction

Purpose

The purpose of this document is to provide users with instructions on how to use the functions and features of the Civil Rights Data Collection (CRDC) Submission System. The scope of this document is the use of the Submission System itself, as opposed to the details of the survey instrument and the questions and required data contained therein.

Background

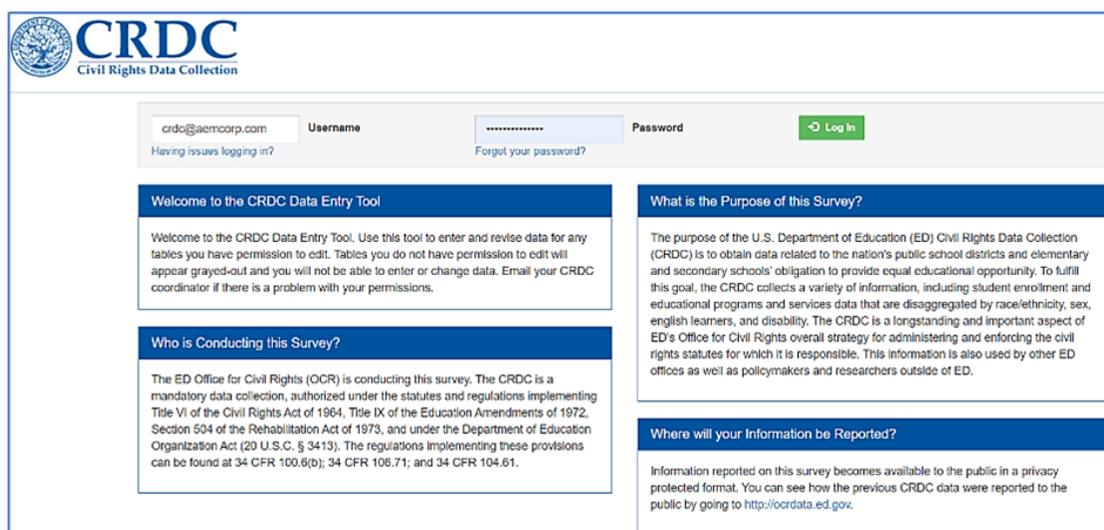
The purpose of the U.S. Department of Education (ED) Civil Rights Data Collection (CRDC) is to obtain data authorized under the statutes and regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, 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. The Department of Education Organization Act (20 U.S.C. 3413(c)(1) authorizes OCR to collect data that are necessary to ensure compliance with civil rights laws within its jurisdiction. In order to do this, the CRDC collects a variety of information, including student enrollment and educational programs and services data that are disaggregated by race/ethnicity, sex, English learner (EL), and disability. This information is also used by other ED offices as well as policymakers and researchers outside of ED.

The ED Office for Civil Rights (OCR) is conducting this survey. The CRDC is a mandatory data collection, conducted based on the statutory and regulatory authority cited above.

Using the CRDC Submission System

Logging in to the Submission System and Home Page

The CRDC Submission System is accessible to all users through the following URL: <https://surveys.nces.ed.gov/crdc/>. A user may log in to the Submission System using a registered email address and a current password (see Figure 1).



The screenshot shows the CRDC Submission System login page. At the top left is the CRDC logo. Below it is a login form with fields for Username (containing 'crdc@aemcorp.com') and Password (masked with dots). There are links for 'Having issues logging in?' and 'Forgot your password?'. A green 'Log In' button is to the right. Below the login form are four informational boxes:

- 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>.

Figure 1 Submission System Login Page

In order for a user to obtain a registered email address and a current password, an administrator will first need to add a CRDC account for the user’s email address (as shown in detail in [Administrative Functions](#) section of this user guide). This will result in the new user receiving an email informing him/her that a new CRDC account has been created (see Figure 2).

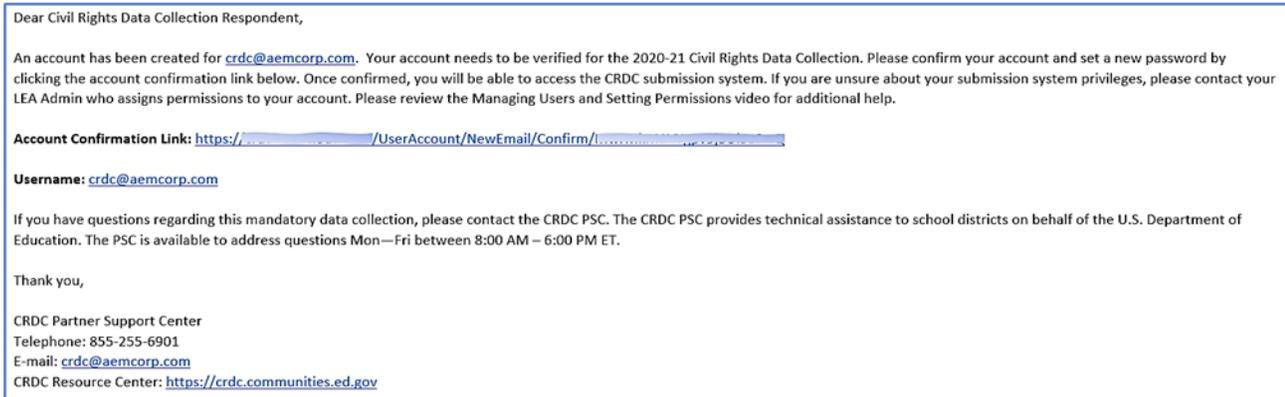


Figure 2 Account Creation Email

Following the link provided in the email will take the new user to a screen where he/she can confirm his/her account (see Figure 3).



Figure 3 Confirm Your Account

Selecting the Confirm Account button will take the new user to another screen where he/she can create a password according to the instructions provided (see Figure 4)



Figure 4 Create Your Password

The password that is created must be at least 6 characters long (and not be the same as the user’s email address). The New Password field and the Confirm Password field must match exactly. Otherwise, the system will return errors.

Once the password has been created, the user is returned to the main login page. This page would return standard error messages if the email provided is not in a valid format or if either the email address or password is incorrect or not registered in the system.

Figure 5 illustrates the error message for an invalid email address.

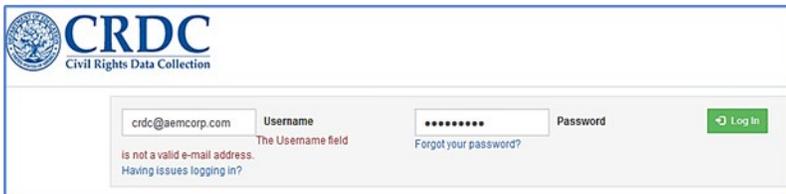


Figure 5 Invalid Email Address

Figure 6 illustrates the general error message for an incorrect combination of email address and password.

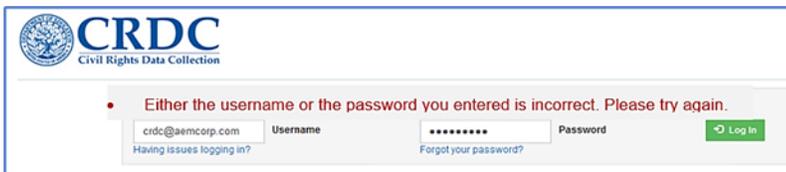


Figure 6 Incorrect Login

Home Page

Entering a valid email and password combination brings the user to the “Home” page for the Submission System, but the user is first shown a message regarding the OMB control number for the survey itself, with relevant contact information if the user has any questions (see Figure 7)

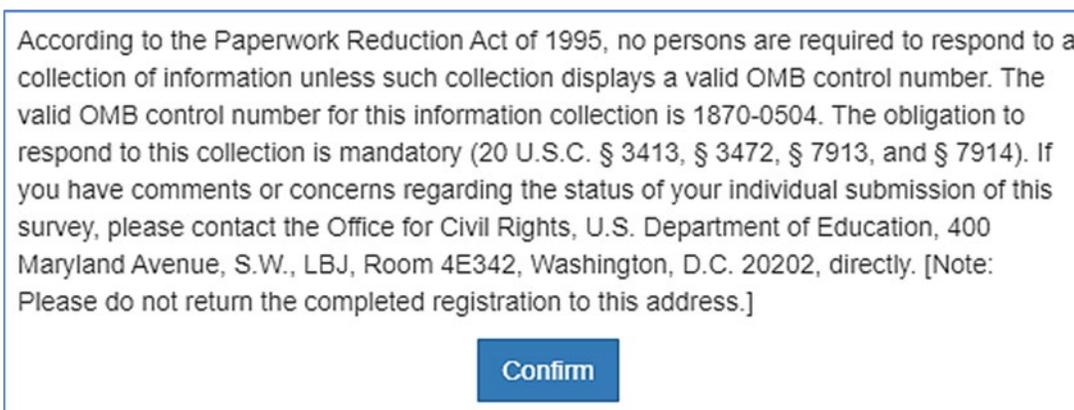


Figure 7 Login Confirmation

Once users select the Confirm button to indicate an understanding of this message, they are taken to the **Home** page itself. The top area of the **Home** page contains basic information and notifications about the submission process.

Home

CRDC Notifications

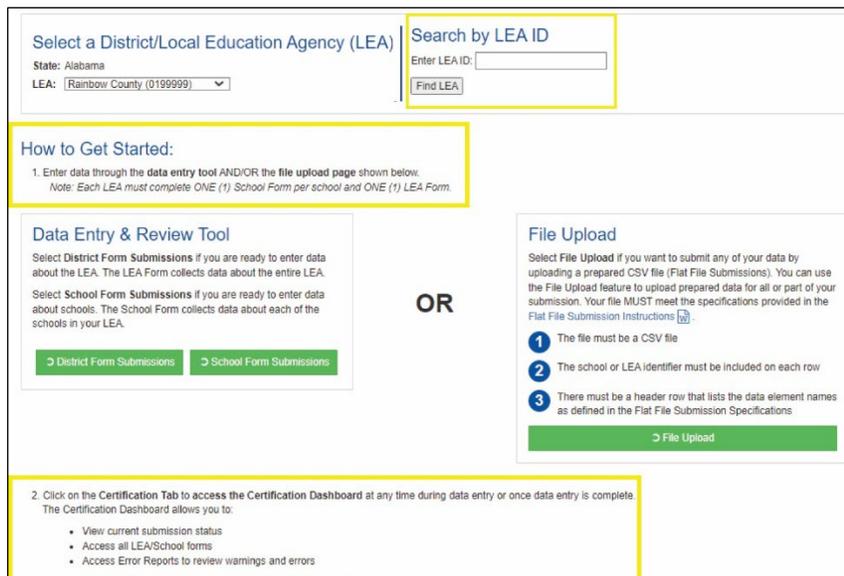
The 2021–22 Civil Rights Data Collection Local Educational Agency (LEA) and School Forms, LEA and School Table Layouts and the Flat File Specifications are now available!

- The [School Form](#) (which contains all of the school level CRDC questions)
- The [LEA Form](#) (which contains all of the district level CRDC questions)
- [Flat File Specifications](#): This spreadsheet contains the data elements collected in the 2021-22 CRDC
- [LEA Level Table Layouts](#): This resource provides the table structure for LEA-level CRDC data.
- [School Level Table Layouts](#): This resource provides the table structure for School-level CRDC data.

Figure 8 Home Page Notification

NEW
for 2021-22 CRDC

The content below the notifications has been updated to contain a **Search by LEA ID** feature to assist in locating the user’s LEA. Key instructions have also been added that indicate the two main steps for completing the CRDC – entering data and certifying data. These additions are highlighted in yellow below.



Submission system home page features.

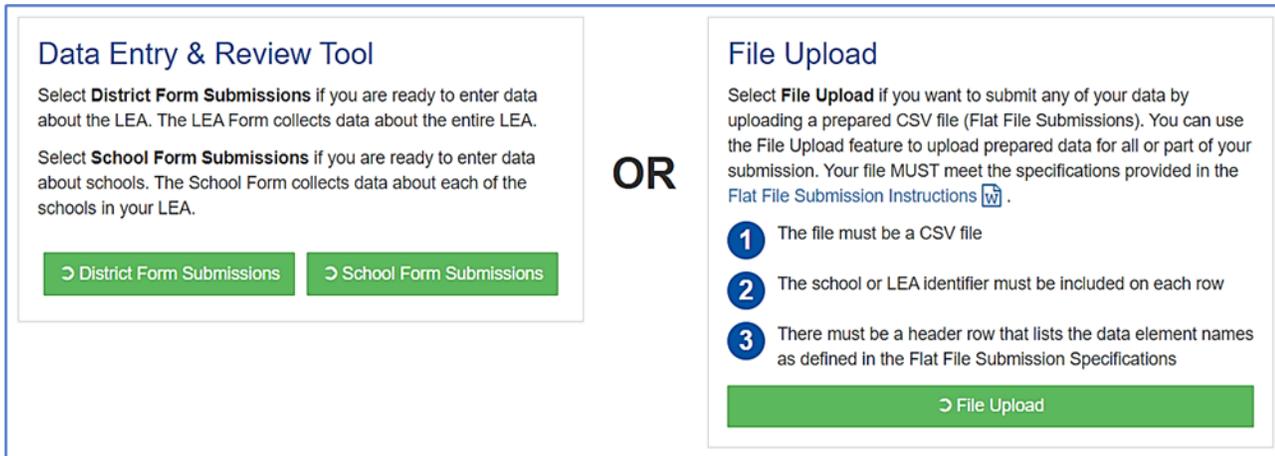
Under the CRDC Notifications is the *Select a District/LEA Education Agency (LEA)* and Search by LEA ID feature that shows the state and LEA for which data are currently being submitted (see Figure 9.)



Figure 9 Home Page State/LEA Selector and Search by LEA ID Selector

As the majority of LEA and school users of this system are only associated with (and only have permission for) one LEA, they will only see their own LEA listed here. Any users possessing permissions for more than one LEA and/or state will see pull-down menus that list multiple states and/or LEAs to choose from.

The bottom third of the page presents the two methods for submitting the required data. The Data Entry & Review Tool method involves completing online district and school forms, while the File Upload method involves uploading a prepared flat file.



The screenshot shows two submission options separated by the word "OR".

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.

Buttons: [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

Button: [File Upload](#)

Figure 10 Home Page Submission Method

In the upper-right portion of the screen are menu links to other areas of the Submission System (see Figure 11): Resources and Reports, for all users; and Admin and Certification, only for those users with the appropriate permissions. These areas of the Submission System and the permissions required to use them are explained in the relevant sections of this guide.

User controls are represented in the menu links by an icon of a person’s head, with the current user’s email address displayed underneath.

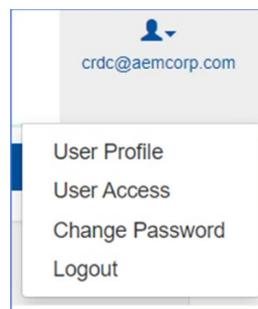


The screenshot shows the top navigation bar with the CRDC logo on the left and menu items: Home, Certification, Resources, Reports, Admin, and a user profile icon. Below the icon is the email address crdc@aemcorp.com.

Figure 11 User Menu

User Menu

Figure 12 shows the User menu. The User menu options are [User Profile](#), [User Access](#), [Change Password](#), and [Logout](#).



The screenshot shows a dropdown menu for the user profile. At the top is the user icon and email address crdc@aemcorp.com. Below it are the menu items: User Profile, User Access, Change Password, and Logout.

Figure 12 User Menu Option

Selecting **User Profile** takes the user to a dialog screen where profile information beyond the user’s email address may be entered (see Figure 13).

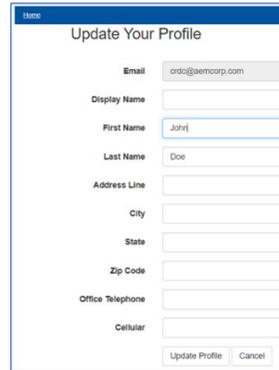
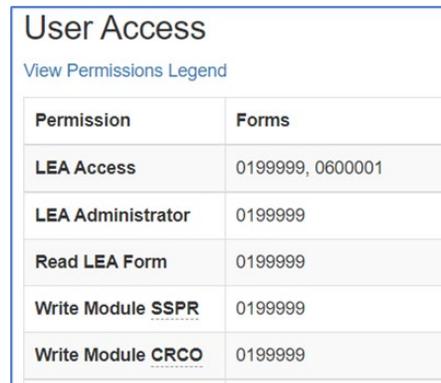


Figure 13 User Profile Dialog box

Selecting **User Access** takes the user to a screen with a table that lists the permissions that his/her account possesses.

The left-hand column of the table on the User Access page shows the list of permissions assigned to the current user account; the right-hand column lists the Forms (District and School) by LEA and School ID (see Figure 14). **Note** users may have read write access for multiple modules.

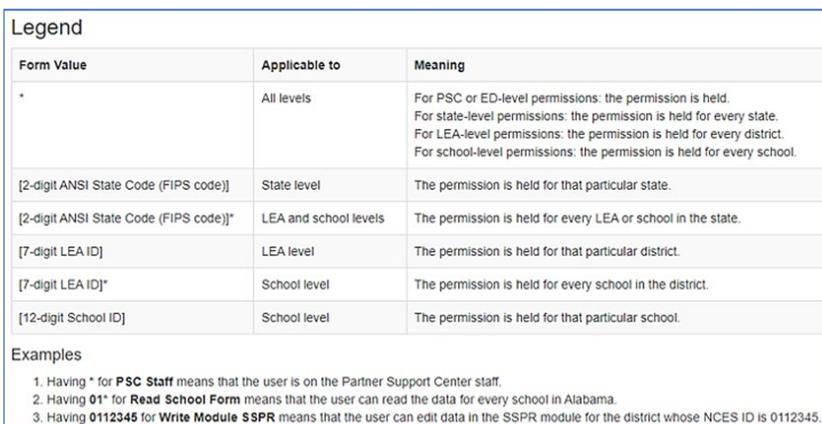
User access roles are explained in greater depth in [User Management](#) section.



Permission	Forms
LEA Access	0199999, 0600001
LEA Administrator	0199999
Read LEA Form	0199999
Write Module SSPR	0199999
Write Module CRCO	0199999

Figure 14 User Access Page

The legend at the bottom of the User Access page explains how to interpret the information provided in the permissions table (see Figure 15).



Form Value	Applicable to	Meaning
*	All levels	For PSC or ED-level permissions: the permission is held. For state-level permissions: the permission is held for every state. For LEA-level permissions: the permission is held for every district. For school-level permissions: the permission is held for every school.
[2-digit ANSI State Code (FIPS code)]	State level	The permission is held for that particular state.
[2-digit ANSI State Code (FIPS code)]*	LEA and school levels	The permission is held for every LEA or school in the state.
[7-digit LEA ID]	LEA level	The permission is held for that particular district.
[7-digit LEA ID]*	School level	The permission is held for every school in the district.
[12-digit School ID]	School level	The permission is held for that particular school.

Examples

- Having * for **PSC Staff** means that the user is on the Partner Support Center staff.
- Having 01* for **Read School Form** means that the user can read the data for every school in Alabama.
- Having 0112345 for **Write Module SSPR** means that the user can edit data in the SSPR module for the district whose NCES ID is 0112345.

Figure 15 User Access Legend

Change Password takes the user to the Change Password dialog screen, which is discussed below. **Logout** logs the user out of the system.

Resetting Passwords

Submission System users have the ability to change their own passwords. If a user recalls the current password, then changing it may be accomplished by selecting **Change Password** from the User menu available on every screen of the Submission System (see Figure 16).

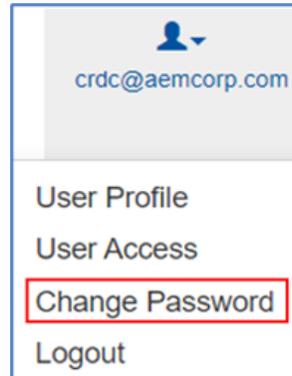
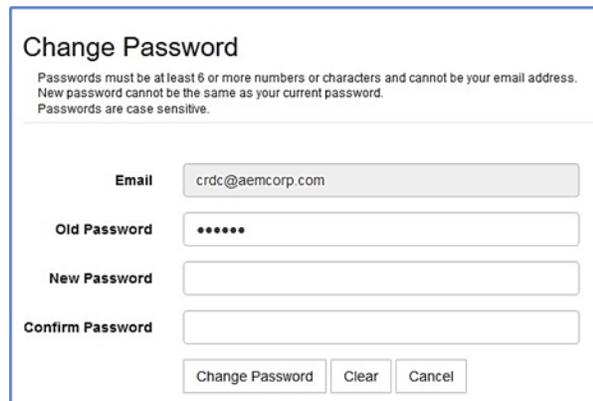


Figure 16 Change Password

This will bring up the Change Password dialog screen (see Figure 17).

The email address will already be filled in for the logged-in user. All that is required is to enter the old password, then enter and confirm the desired new password. Errors will be shown if either the old password is incorrect or if the New Password and Confirm Password fields do not match.



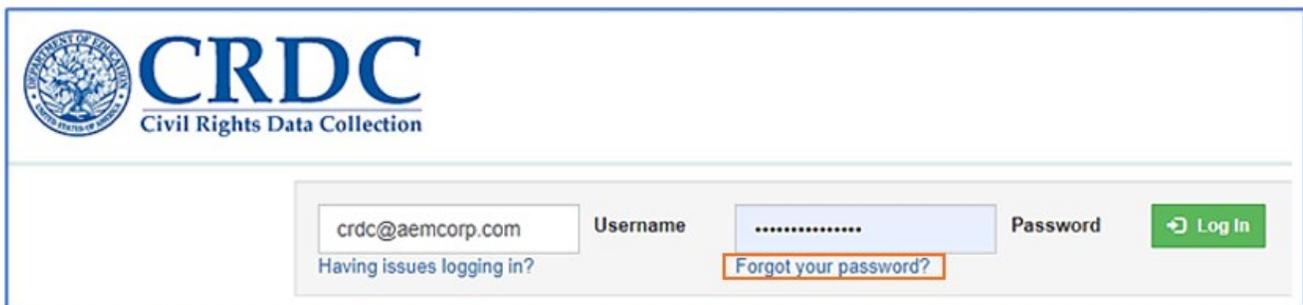
The 'Change Password' dialog screen contains the following elements:

- Instructions:** Passwords must be at least 6 or more numbers or characters and cannot be your email address. New password cannot be the same as your current password. Passwords are case sensitive.
- Email:** A text field containing 'crdc@aemcorp.com'.
- Old Password:** A text field with six dots representing masked characters.
- New Password:** An empty text field.
- Confirm Password:** An empty text field.
- Buttons:** 'Change Password', 'Clear', and 'Cancel'.

Figure 17 Change Password Dialog Screen

Forgotten Passwords

If a user has forgotten the current password, then he/she will need to follow the “Forgot your password?” link under the Password field (see Figure 18).



The login form includes the CRDC logo and the following fields:

- Username:** A text field containing 'crdc@aemcorp.com' with a link 'Having issues logging in?' below it.
- Password:** A text field with masked characters and a link 'Forgot your password?' below it.
- Log In:** A green button with a right-pointing arrow.

Figure 18 Forgotten Password

This will bring the user to the Reset Password dialog screen (see Figure 19).

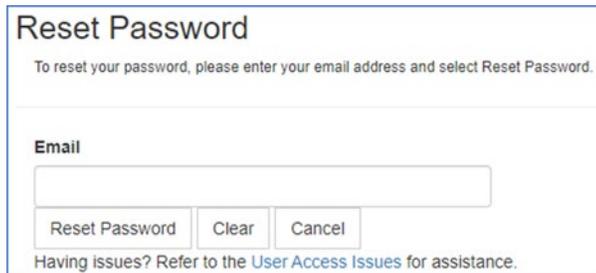


Figure 19 Reset Password Screen

After the user enters the email address and selects the **Reset Password** button, the following message will appear on the screen (see Figure 20).

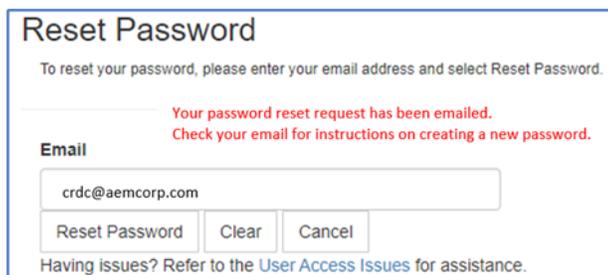


Figure 20 Password Reset

The user will then receive a confirmation email formatted as follows (see Figure 21).

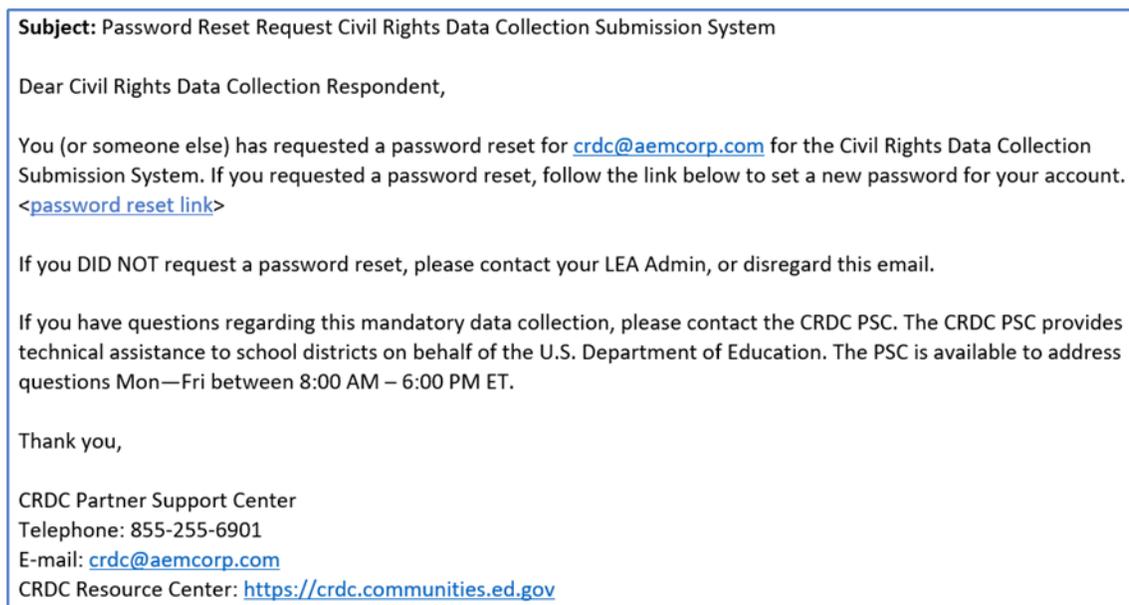


Figure 21 Password Reset Email Instructions

Selecting the confirmation link or URL will bring the user to the following dialog screen (see Figure 22).



Figure 22 New Password Dialog Screen

As usual with password resets, non-matching fields will return an error message (see Figure 23).



Figure 23 Password Non-Matching Error

If the user provides matching passwords in the two fields, he or she will receive the following message (see Figure 24).

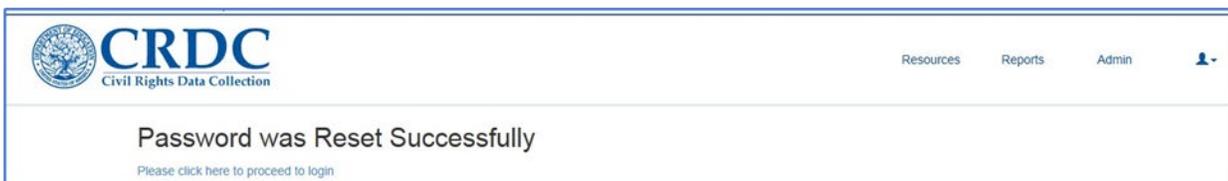


Figure 24 Password Reset Confirmation

Reporting Data Using the Submission System

The core purpose of the CRDC Submission System is to report data relevant to the CRDC survey. This can be done in two ways: by using the online forms for data entry provided within the Submission System itself, and by uploading files in comma-separated value (CSV) format containing the relevant data. LEAs may opt to use

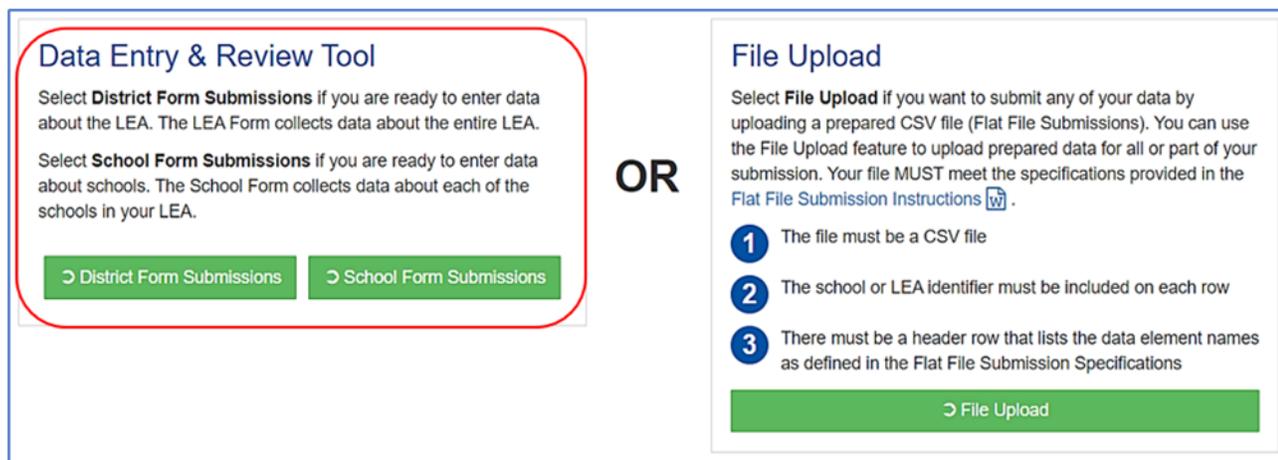
one method or the other, or to combine the two, reporting some data in one way and some data in the other way. All data reported by either online data entry or file upload go to the same data repository and are reflected in the online data entry and all reports.

Data Entry

In the context of the CRDC Submission System, Data Entry refers to direct entry of data into the online forms. The purpose of the Data Entry section of the Submission System is to provide user-friendly online forms for the direct entry of data relevant to the CRDC survey.

Entering the Data Entry Area

From the Home page of the CRDC Submission System, the user sees the Data Entry & Review Tool on the left side of the screen and File Upload on the right side. Under the Data Entry & Review Submission System, the user may opt to enter data into the School Form Submissions or the District Form Submissions online forms (see Figure 25).

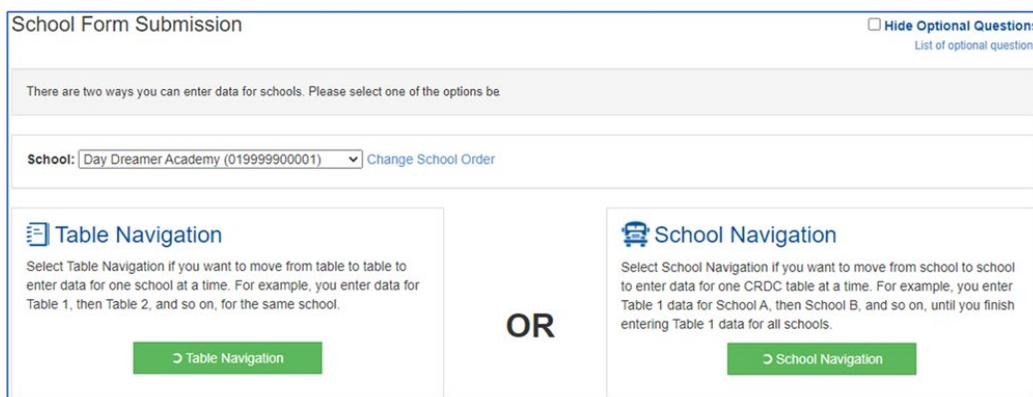


The screenshot shows two main options for data entry, separated by a large "OR" in the center. On the left, the "Data Entry & Review Tool" section is highlighted with a red rounded rectangle. It contains instructions for "District Form Submissions" (for the entire LEA) and "School Form Submissions" (for individual schools), with corresponding green buttons. On the right, the "File Upload" section provides instructions for submitting data via CSV files, including three numbered requirements: 1. CSV file, 2. School/LEA identifier, and 3. Header row. A green "File Upload" button is at the bottom.

Figure 25 Page Select Data Entry or File Upload

Navigation Within the School Form Submissions

Selecting School Form Submissions brings the user to the School Form Submission screen. Here the user has a choice between navigating by school and navigating by table. The choices are explained on the screen (see Figure 26).

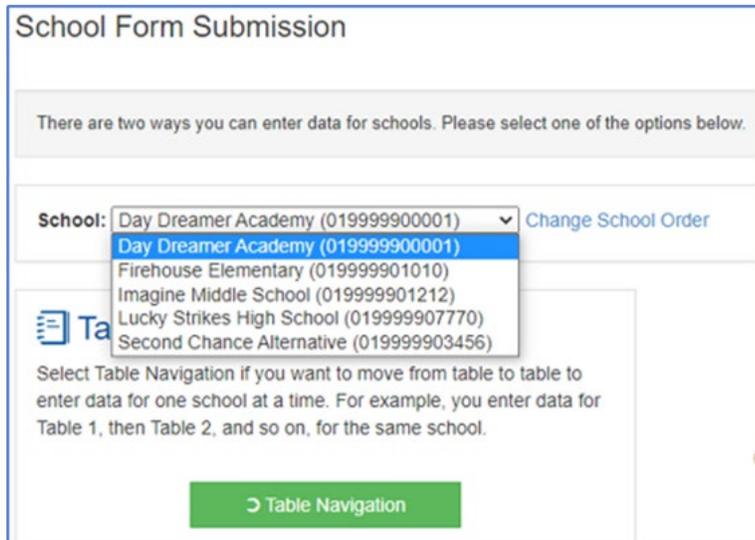


The screenshot shows the "School Form Submission" screen. At the top, there's a "Hide Optional Questions" checkbox. Below, a message states: "There are two ways you can enter data for schools. Please select one of the options be". A dropdown menu shows "School: Day Dreamer Academy (019999900001)" with a "Change School Order" link. Below this are two navigation options separated by a large "OR": "Table Navigation" (selecting one table at a time for a school) and "School Navigation" (selecting one table at a time for all schools). Each option has a corresponding green button.

Figure 26 School Form Submission – Table Navigation

School Selection and Change School Order

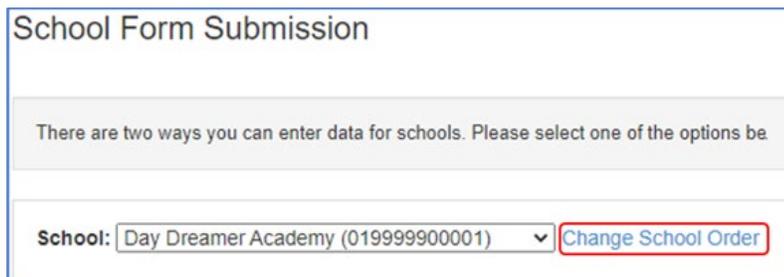
Prior to selecting a navigation mode, the user may select which school within the district or LEA will have its data displayed and edited, using the ‘School’ selection dropdown menu (see Figure 27).



The screenshot shows the 'School Form Submission' interface. At the top, it says 'There are two ways you can enter data for schools. Please select one of the options below.' Below this is a 'School:' dropdown menu currently set to 'Day Dreamer Academy (019999900001)'. A dropdown menu is open, listing several schools: 'Day Dreamer Academy (019999900001)', 'Firehouse Elementary (019999901010)', 'Imagine Middle School (019999901212)', 'Lucky Strikes High School (019999907770)', and 'Second Chance Alternative (019999903456)'. To the right of the dropdown is a link labeled 'Change School Order'. Below the dropdown, there is a 'Table Navigation' section with a green button labeled 'Table Navigation' and explanatory text: '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.'

Figure 27 School Form Submission – School dropdown

The order in which schools are displayed in this dropdown menu, as well as the order in which they will be seen when using School Navigation, may be managed by selecting the Change School Order link next to the dropdown menu.



This screenshot is similar to Figure 27 but shows the 'Change School Order' link next to the 'School:' dropdown menu highlighted with a red rectangular box. The dropdown menu is currently closed and shows 'Day Dreamer Academy (019999900001)'. The rest of the page content is the same as in Figure 27.

Figure 28 School Form Submission – Change School Order

Selecting Change School Order brings up the following screen (see Figure 29).

The Manage School Order screen allows the user to order schools within an LEA by School Name (default), NCES School ID, State Assigned ID, County, or Zip Code, or to manually drag and drop schools into a preferred order.

Manage School Order

Schools appear in alphabetical order for data entry. This tool allows you to change the order of the schools. You can use the drop-down boxes to sort by School Name, Civil Rights Data Collection (CRDC)/National Center for Education Statistics (NCES) School Identifier (ID), State Assigned ID, County, and Zip Code. Or you can click on a specific school and drag it up or down in the list to change its position. For example, you can cluster all your high schools together for data entry.

[Save](#)

Manage Local Education Agency(LEA) School Order

School Name	CRDC/NCES School ID	County	Zip Code
Big Bang HS	019999912300		01222
Firehouse Elementary	019999901010		00002

Figure 29 Manage School Order

School Form - Table Navigation

If a user selects Table Navigation, they will be taken to the following screen, in which they may select a topical module to enter data into for the first school in the defined school order or the one selected in the school selection dropdown menu (see Figure 30). The figure shows an abbreviated view of the school modules.

School Form Submission

Big Bang HS (NCES School ID: 019999912300) [Error Report](#)

The Data Entry tool is organized by topical modules. Modules are groups of tables about the same topic area. For example, tables about math and science courses and classes form the Courses & Classes module. Each module has a 4-letter module acronym which is used to number tables within modules. For example, the first table in the Courses & Classes module is labeled COUR-1.

Select any module acronym or name to begin data entry or data review for the school listed.

Acronym	Name	Status	Percentage Complete	Data Entry Done
SCHR	School Characteristics	Not Started	0.00%	<input type="checkbox"/>
DIND	Coronavirus Pandemic-related Directional Indicators and Items	Not Started	0.00%	<input type="checkbox"/>
PSCH	Preschool	Not Started	0.00%	<input type="checkbox"/>
NBIN	Nonbinary Student Indicator	Not Started	0.00%	<input type="checkbox"/>
ENRL	Enrollment	In Progress Last Edited: 11/14/2023	0.00%	<input type="checkbox"/>

Figure 30 Table Navigation Module Landing Page

Breadcrumbs

The Module Landing page appears the same for the **Table Navigation** and **School Navigation** modes of entering data, with the only visible difference being the “breadcrumbs” displayed in the top blue navigation bar (see Figure 31). These “breadcrumbs” are displayed on every screen within the CRDC system, constantly indicating the user’s location within the Submission System. They are particularly useful in the Data Entry section of the Submission System, as the online forms for data entry have both more levels of navigation and multiple LEAs and schools that might be subject to data entry and review.

[Home](#) >> [Table Navigation](#) >> [Alabama](#) >> [Rain County](#) >> [Big Bang HS \(NCES School ID: 019999912300\)](#)

Figure 31 Breadcrumbs

In this instance, from left to right, the “breadcrumbs” indicate the type of navigation being used, the state, the LEA, and the particular school being edited. If the user had instead chosen School Navigation, then everything would appear the same except the navigation type, which would display as School Navigation rather than Table Navigation.

The “breadcrumbs” can also be used for active navigation. Any individual element of the “breadcrumbs” that is underlined is an active link that will take the user to the indicated location. For example, in this case, selecting the home link would take the user to the Home page, while selecting the Table Navigation link would take the user back up to the main School Form Submission screen. As the user goes further down into the hierarchy of data entry screens, additional “breadcrumbs” become active links in this way.

Module Landing Page

The main part of the Module Landing page (Figure 30) consists of a table of the topical groupings of CRDC questions within the School Form. Each module’s acronym, full name, and current data entry status are provided in the table. Each module that is currently active and open for data entry shows up with its acronym and full name as active links available for selection. Clicking on either the acronym or full name will take a user to the same page.

The Module Landing page also contains an Error Report link (for the user to access a report on the error and warning counts for the selected school), the percentage of required cells filled for a given module, check boxes for indicating when data entry for a particular module is done, and reporting on the overall completion percentage at the bottom of the screen.

Selecting the Error Report link next to the screen title with the school’s name brings up a detailed Error Report for the entire School Form. This Error Report will be discussed in depth in the Reports section of this manual, which covers Reports and reporting functionality.

Selecting a module from the Module Landing page brings the user to a screen with instructions for the module as a whole (see Figure 32).

[Home](#) >> [Table Navigation](#) >> [Alabama](#) >> [Rain County](#) >> [Big Bang HS \(NCES School ID: 019999912300\)](#) >> [ENRL](#)

ENRL: Enrollment

Big Bang HS (NCES School ID: 019999912300)

Review the module instructions, then select a table for data entry or review. Entered data is automatically saved when users navigate between tables.

Table	Percentage
ENRL-1: Student Enrollment	0.00%
ENRL-2: Enrollment of English Learner Students	
ENRL-2a: Enrollment of English Learners (EL) - All EL Students	0.00%
ENRL-2b: Enrollment of English Learners (EL) - EL Students in Programs	0.00%
ENRL-3: Enrollment of Students with Disabilities - IDEA	0.00%
ENRL-4: Enrollment of Students with Disabilities - Section 504	0.00%

Module Instructions

DATES

Report data from the 2021-22 school year. The data reported should be as of October 1 (or the closest school day to October 1), unless otherwise noted. This is known as a "Fall snapshot." LEAs should use the same Fall snapshot date to report data in this module.

The count of students with disabilities (IDEA) may be based either on the Fall snapshot date or on the district's IDEA child count date.

WHEN to REPORT ZERO (0) and WHEN to USE BLANKS (i.e., NULL VALUES)

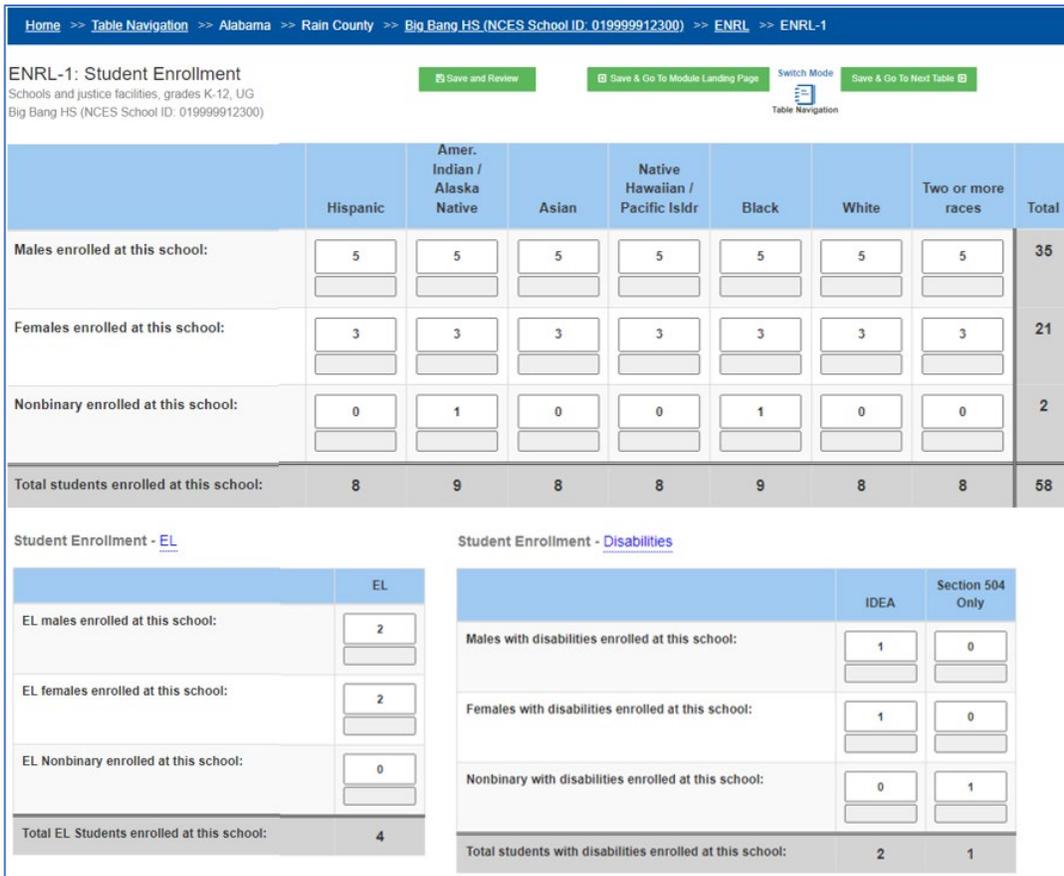
Figure 32 Table Navigation Module Instruction Screen

The primary purpose of this screen is to provide links to the individual tables within the module in which users may enter data in response to survey questions. This screen also provides links to key definitions in the instructions and questions.

Again, the Module Instruction screens appear the same regardless of navigation mode, apart from the “breadcrumbs” in the blue navigation bar along the top of the screen indicating the user’s location in the Submission System. Note how the acronym for the individual module being viewed is added to the “breadcrumb” trail in this instance, as well as how the school’s name (“Day Dreamer Academy”) has become an active link. Selecting the school’s name link in this instance would take the user back to the Module Landing page for this school.

Individual Tables

Selecting an individual table within the module brings up the screen for that table and adds an entry for the specific table to the “breadcrumbs,” while the module acronym (“ENRL”) in this case becomes an active link that will take the user back to the Module Instruction screen if selected (see Figure 33).



Home >> Table Navigation >> Alabama >> Rain County >> Big Bang HS (NCES School ID: 019999912300) >> ENRL >> ENRL-1

ENRL-1: Student Enrollment
Schools and justice facilities, grades K-12, UG
Big Bang HS (NCES School ID: 019999912300)

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islldr	Black	White	Two or more races	Total
Males enrolled at this school:	5	5	5	5	5	5	5	35
Females enrolled at this school:	3	3	3	3	3	3	3	21
Nonbinary enrolled at this school:	0	1	0	0	1	0	0	2
Total students enrolled at this school:	8	9	8	8	9	8	8	58

	EL
EL males enrolled at this school:	2
EL females enrolled at this school:	2
EL Nonbinary enrolled at this school:	0
Total EL Students enrolled at this school:	4

	IDEA	Section 504 Only
Males with disabilities enrolled at this school:	1	0
Females with disabilities enrolled at this school:	1	0
Nonbinary with disabilities enrolled at this school:	0	1
Total students with disabilities enrolled at this school:	2	1

Figure 33 Table Navigation Overall Enrollment Table

In Table Navigation mode, selecting the Previous and Next navigation buttons in the upper-right portion of the screen (see Figure 34) will take the user to the previous or next table (for which the user has data entry permissions) within the list of tables, within the same module and School Form.



Figure 34 Table Navigation Mode

For the first table within a module that the user navigates to, rather than Save & Go To Previous Table, the button on the left will read Save & Go To Module Landing Page instead, and will function accordingly (see Figure 35).



Figure 34 Table Navigation Mode (First Table)

The same is true for the button on the right, but for the last table in the module (see Figure 35).



Figure 35 Table Navigation Mode (Last Table)

The Switch Mode selection button, which is positioned between the navigation buttons, allows users to switch navigation mode from Table Navigation to School Navigation without going back up through the hierarchy of screens to the School Form Submission screen. Selecting Switch Mode will take the user to the same table within the same module within the same School Form, with the only difference being that the user will now be navigating using School Navigation and the navigation buttons and “breadcrumbs” will reflect this change.

School Form - School Navigation

If the user selects School Navigation rather than Table Navigation from the School Form Submission screen, they will go to the following version of the Module Landing page (see Figure 36).

Home >> School Navigation >> Alabama >> Rain County >> Big Bang HS (NCES School ID: 019999912300)

School Form Submission Error Report

Big Bang HS (NCES School ID: 019999912300)

The Data Entry tool is organized by topical modules. Modules are groups of tables about the same topic area. For example, tables about math and science courses and classes form the Courses & Classes module. Each module has a 4-letter module acronym which is used to number tables within modules. For example, the first table in the Courses & Classes module is labeled COUR-1.

Select any module acronym or name to begin data entry or data review for the school listed.

Acronym	Name	Status	Percentage Complete	Data Entry Done
SCHR	School Characteristics	Not Started	0.00%	<input type="checkbox"/>
DIND	Coronavirus Pandemic-related Directional Indicators and Items	Not Started	0.00%	<input type="checkbox"/>
PSCH	Preschool	In Progress Last Edited: 11/17/2023	2.50%	<input type="checkbox"/>
NBIN	Nonbinary Student Indicator	Not Started	0.00%	<input type="checkbox"/>
ENRL	Enrollment	In Progress Last Edited: 11/17/2023	60.98%	<input type="checkbox"/>

Figure 36 School Navigation Module Landing Page

As noted above, the only difference apparent at this level is that the “breadcrumbs” indicate that the user is in School Navigation rather than Table Navigation. Selecting a module brings up the Module Instruction screen, as before (see Figure 37).

Home >> School Navigation >> Alabama >> Rain County >> Big Bang HS (NCES School ID: 019999912300) >> ENRL

ENRL: Enrollment

Big Bang HS (NCES School ID: 019999912300)

Review the module instructions, then select a table for data entry or review. Entered data is automatically saved when users navigate between tables.

Table	Percentage
ENRL-1: Student Enrollment	100.00%
ENRL-2: Enrollment of English Learner Students	
ENRL-2a: Enrollment of English Learners (EL) - All EL Students	33.33%
ENRL-2b: Enrollment of English Learners (EL) - EL Students in Programs	33.33%
ENRL-3: Enrollment of Students with Disabilities - IDEA	33.33%
ENRL-4: Enrollment of Students with Disabilities - Section 504	91.67%

Module Instructions

DATES
Report data from the 2021-22 school year. The data reported should be as of October 1 (or the closest school day to October 1), unless otherwise noted. This is known as a "Fall snapshot." LEAs should use the same Fall snapshot date to report data in this module.

The count of students with disabilities (IDEA) may be based either on the Fall snapshot date or on the district's IDEA child count date.

WHEN to REPORT ZERO (0) and WHEN to USE BLANKS (i.e., NULL VALUES)

Figure 37 School Navigation Module Instruction Screen

Again, the functionality here is the same as in Table Navigation, the only difference being the navigation mode that is indicated in the “breadcrumbs.” Selecting an individual table within the module brings up the School Navigation version of that table (see Figure 38).

Home >> School Navigation >> Alabama >> Rain County >> Big Bang HS (NCES School ID: 019999912300) >> ENRL >> ENRL-1

ENRL-1: Student Enrollment

Schools and justice facilities, grades K-12, UG
Big Bang HS (NCES School ID: 019999912300)

Save and Review | Save & Go To Module Landing Page | Switch Mode | Save & Go To Next Table | Table Navigation

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total
Males enrolled at this school:	5	5	5	5	5	5	5	35
Females enrolled at this school:	3	3	3	3	3	3	3	21
Nonbinary enrolled at this school:	0	1	0	0	1	0	0	2
Total students enrolled at this school:	8	9	8	8	9	8	8	58

Student Enrollment - EL

	EL
EL males enrolled at this school:	2
EL females enrolled at this school:	2
EL Nonbinary enrolled at this school:	0
Total EL Students enrolled at this school:	4

Student Enrollment - Disabilities

	IDEA	Section 504 Only
Males with disabilities enrolled at this school:	1	0
Females with disabilities enrolled at this school:	1	0
Nonbinary with disabilities enrolled at this school:	0	1
Total students with disabilities enrolled at this school:	2	1

Figure 38 School Navigation Overall Enrollment Table

Looking closely at the navigation buttons reveals the differences between the Table Navigation and School Navigation versions of these screens. In School Navigation, the Previous and Next navigation buttons in the upper-right portion of the screen will take the user to the previous or next school within the LEA, while remaining in the same table within the module (see Figure 39). This functionality operates according to the order of schools, either through the default (school name) order or as earlier defined by the user through the Change School Order functionality.



Figure 39 School Navigation Mode

There are variations on these buttons when the user is at the first or last school in the defined order, such that when there are no more schools, the next or previous button will take the user to the next or previous question or to the Module Landing page, like how the Table Navigation buttons act when at the beginning or end of a module.

The Switch Mode selection exists here to allow users to switch navigation mode from School Navigation to Table Navigation without having to go back up within the hierarchy of screens to the top-level School Form Submission screen. Just as when switching from Table Navigation to School Navigation, selecting Switch Mode here will take the user to the same table within the same module within the same School Form, with the only difference being that the user will now be navigating using Table Navigation and the navigation buttons and “breadcrumbs” will reflect this change.

District Form Submissions

Navigation within the District Form Submissions is like the School Form. Selecting District Form Submissions from the Home page brings the user directly to the district version of the Module Landing page (see Figure 40).

Home >> LEA Form >> Alabama >> Rain County (NCES LEA ID: 0199999)

District/LEA Form Submission Error Report

Rain County (NCES LEA ID: 0199999) Hide Optional Questions
List of optional questions

The Data Entry tool is organized by topical modules. Modules are groups of tables about the same topic area. For example, tables about harassment and bullying form the Harassment or Bullying module. Each module has a 4-letter module acronym which is used to number tables within modules. For example, the first table in the Harassment or Bullying module is labeled as HIBD-1.

Select a data module from the list below to enter your data

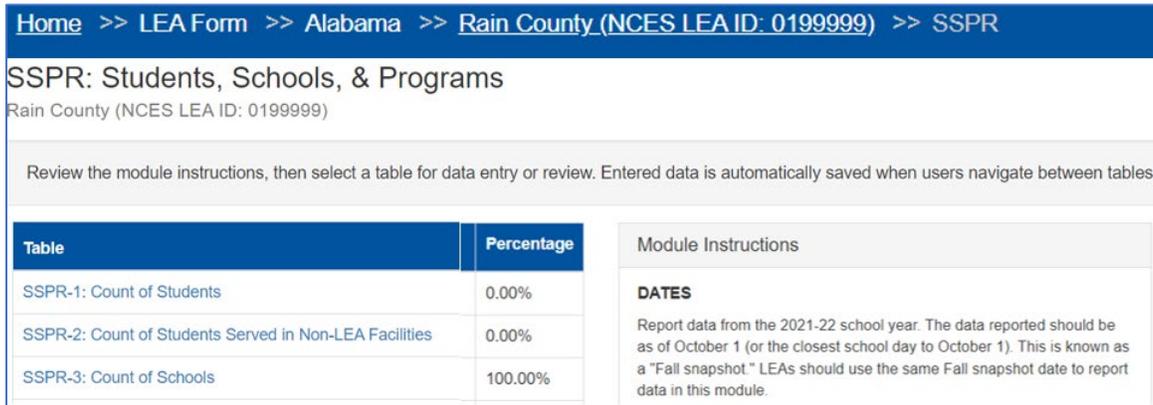
NOTE: Throughout the CRDC, there are questions requiring a yes/no response that are considered "guiding questions". A "no" answer to a guiding question lets the system know that additional questions on that topic do not apply. The CRDC will skip these questions for you and populate these questions with "NA" (not applicable). Read more in the Data Tip for Skipped Field Warnings [\(176 KB\)](#).

Acronym	Name	Status	Percentage Complete	Data Entry Done
SSPR	Students, Schools, & Programs	In Progress <small>Last Edited: 11/13/2023</small>	14.29%	<input type="checkbox"/>
CRCO	Civil Rights Coordinator/Desegregation Plan	Not Started	0.00%	<input type="checkbox"/>
HIBD	Harassment or Bullying	Not Started	0.00%	<input type="checkbox"/>
NBIN	Nonbinary Student Indicator	Not Started	0.00%	<input type="checkbox"/>
DSED	Distance Education	Not Started	0.00%	<input type="checkbox"/>
HSEE	High School Equivalency Exam	Not Started	0.00%	<input type="checkbox"/>

Figure 40 District Form Module Landing Page

The District Form is divided into topical modules in much the same way as the School Form. The Error Report feature works identically to the way it does within the School Form.

Selecting an active module for data entry brings up the Module Instructions screen with the list of available questions and tables (see Figure 41).



Home >> LEA Form >> Alabama >> Rain County (NCES LEA ID: 0199999) >> SSPR

SSPR: Students, Schools, & Programs

Rain County (NCES LEA ID: 0199999)

Review the module instructions, then select a table for data entry or review. Entered data is automatically saved when users navigate between tables.

Table	Percentage
SSPR-1: Count of Students	0.00%
SSPR-2: Count of Students Served in Non-LEA Facilities	0.00%
SSPR-3: Count of Schools	100.00%

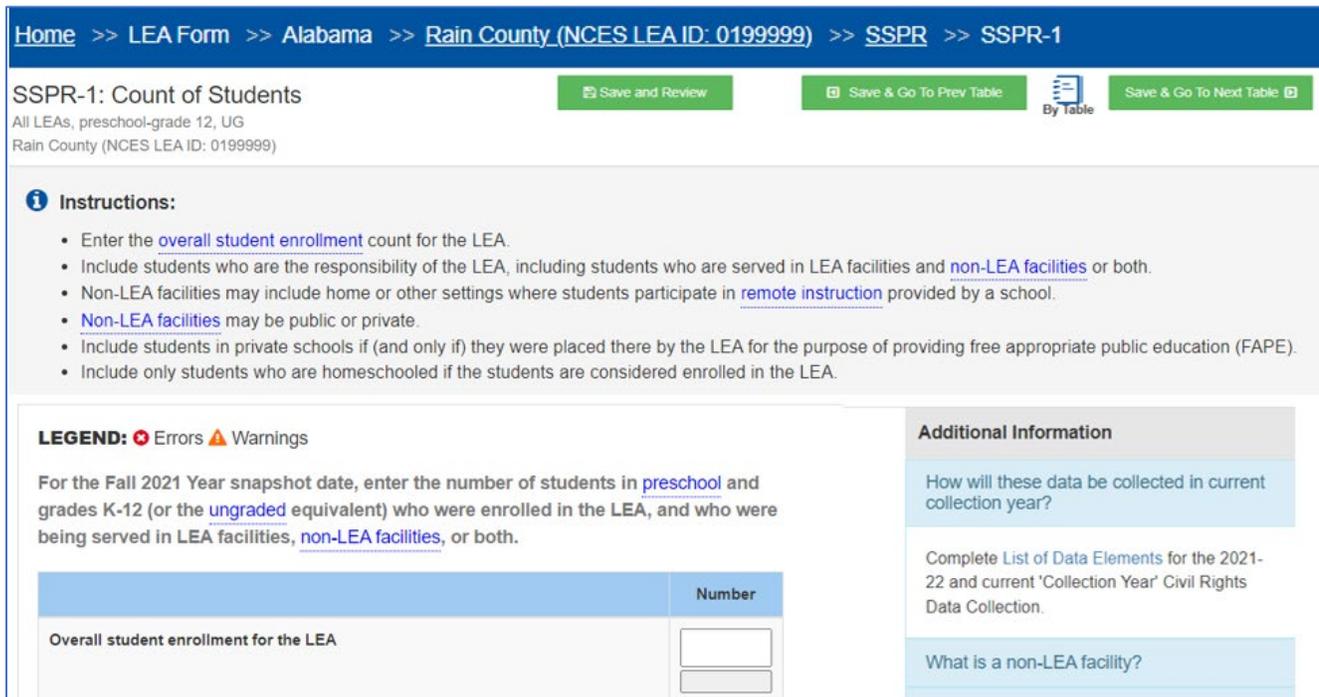
Module Instructions

DATES

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

Figure 41 District Form Module Instruction Screen

Selecting an individual table within the District Form brings up that table (see Figure 42).



Home >> LEA Form >> Alabama >> Rain County (NCES LEA ID: 0199999) >> SSPR >> SSPR-1

SSPR-1: Count of Students

All LEAs, preschool-grade 12, UG

Rain County (NCES LEA ID: 0199999)

[Save and Review](#) [Save & Go To Prev Table](#) [Save & Go To Next Table](#)

Instructions:

- Enter the [overall student enrollment](#) count for the LEA.
- Include students who are the responsibility of the LEA, including students who are served in LEA facilities and [non-LEA facilities](#) or both.
- Non-LEA facilities may include home or other settings where students participate in [remote instruction](#) provided by a school.
- [Non-LEA facilities](#) may be public or private.
- Include students in private schools if (and only if) they were placed there by the LEA for the purpose of providing free appropriate public education (FAPE).
- Include only students who are homeschooled if the students are considered enrolled in the LEA.

LEGEND: ✖ Errors ⚠ Warnings

For the Fall 2021 Year snapshot date, enter the number of students in [preschool](#) and grades K-12 (or the [ungraded](#) equivalent) who were enrolled in the LEA, and who were being served in LEA facilities, [non-LEA facilities](#), or both.

	Number
Overall student enrollment for the LEA	<input type="text"/>

Additional Information

[How will these data be collected in current collection year?](#)

[Complete List of Data Elements for the 2021-22 and current 'Collection Year' Civil Rights Data Collection.](#)

[What is a non-LEA facility?](#)

Figure 42 District Form Student Count

Note that the “breadcrumbs” reflect the user’s navigation path and provide navigation links in the same manner as when navigating the School Form.

Since most users will only be submitting data for one LEA, all navigation within the District Form is from table to table, as is Table Navigation within the School Form. There is no equivalent of School Navigation for the District Form Submissions process. Once the user has gone to the screen for a specific table in a module, the navigation buttons will take that user to the previous or next table within the same module within the same District Form (see Figure 43).



Figure 43 District Form Table Navigation

Just as for Table Navigation in the School Form, in the first table within a module, the button on the left will read Save & Go To Module Landing Page rather than Save & Go To Prev Table, and will function accordingly (see Figure 44).



Figure 44 District Form Table Navigation (First Table)

Likewise, in the last table within a module, the navigation button on the right will change (see Figure 45).



Figure 45 District Form Table Navigation (Last Table)

As there is no LEA Navigation mode analogous to the School Navigation mode available for the School Form, a user with access and reporting responsibility for multiple districts would either require separate logins for these different user roles or would have to select a different LEA from the State and LEA dropdown selection on the Home Page before selecting District Form Submissions.

Data Entry Process

Once the user has selected a specific table representing a question or series of questions in the survey, the actual data entry can begin.

Manual Data Entry

Once in a specific table, the user may enter data in response to a question or series of questions manually in any of the clear fields (see Figure 46). Totals are automatically calculated for the user. Some tables may be skipped due to internal logic between the survey items, but this will generally entail skipping over an entire table rather than an individual cell in the table. The navigation mode (School or Table) chosen for moving between different tables and schools within the form is irrelevant to the functionality for entering data once in a table.

- A. Within each table data entry screen, the top of the screen just beneath the main menu and breadcrumbs navigation identifies the current table and the school or district to which it applies, along with the Save and Review and Navigation buttons.

- B. Beneath that are some brief instructions and a legend identifying icons used, and then the actual table or tables with cells ready to be filled in with accurate data appear in the left and central portions of the screen, with an area for additional information to the right.
- C. Within the table itself, each cell has a gray bar beneath it for display of Error or Warning icons, and beneath that the short name (used in flat file submissions) of the data element represented by that cell.
- D. Totals are calculated on a running basis as data are entered.

Home >> School Navigation >> Alabama >> Rain County >> Big Bang HS (NCES School ID: 019999912300) >> ENRL >> ENRL-1

ENRL-1: Student Enrollment {A} Save and Review Save & Go To Module Landing Page Switch Mode Save & Go To Next Table Table Navigation

Schools and justice facilities, grades K-12, UG
Big Bang HS (NCES School ID: 019999912300)

Instructions: {B}

- Students must be counted in the school where they physically and/or remotely attend for more than 50% of the school day.
- For students with disabilities (IDEA), report data based on either the IDEA child count date or on October 1 (or the closest school day to October 1). For all other entries, report data based on October 1 (or the closest school day to October 1).

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Isladr	Black	White	Two or more races	Total
Males enrolled at this school:	5	5	5	5	5	5	5	35
Females enrolled at this school: {C}	3	3	3	3	3	3	3	21
Nonbinary enrolled at this school:	0	1	0	0	1	0	0	2
Total students enrolled at this school: {D}	8	9	8	8	9	8	8	58

Student Enrollment - [EL](#)

	EL
EL males enrolled at this school:	2
EL females enrolled at this school:	2
EL Nonbinary enrolled at this school:	0
Total EL Students enrolled at this school:	4

Student Enrollment - [Disabilities](#)

	IDEA	Section 504 Only
Males with disabilities enrolled at this school:	1	0
Females with disabilities enrolled at this school:	1	0
Nonbinary with disabilities enrolled at this school:	0	1
Total students with disabilities enrolled at this school:	2	1

Figure 46 Overall Enrollment Data Entry Sample

Real-Time Feedback/Status Display

The CRDC Submission System automatically performs validation checks on all data as they are entered and flags errors or potential errors (warnings). These checks are called Business Rules and are run in real time as data is entered using the Data Entry & Review Submission System. Once some or all the data have been entered for an individual table, the user can select the Save and Review button to apply the business rules to these data. In return, the system will return an Error and Warning Summary for the whole table, showing any errors, warnings, and pending validation checks that apply to the data entered (see Figure 47).

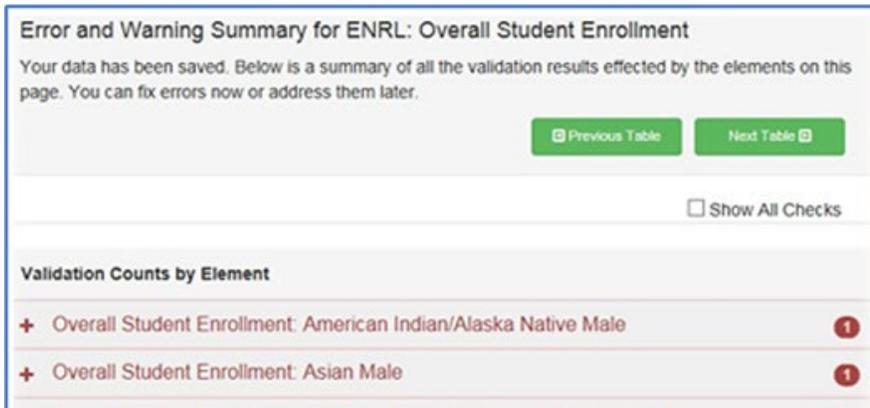


Figure 47 Error and Warning Summary

Initially, the Error and Warning Summary only shows a list of the data elements checked, with a count of warnings or errors for each beside it.

Each of the elements with active errors or warnings may be expanded from this view for a detailed list of the specific errors and warnings found for that element (see Figure 48). Errors are conditions where the data must either be corrected or explained prior to certification, while warnings are defined as conditions where a possible issue has been identified, but a correction or explanation may not be necessary.

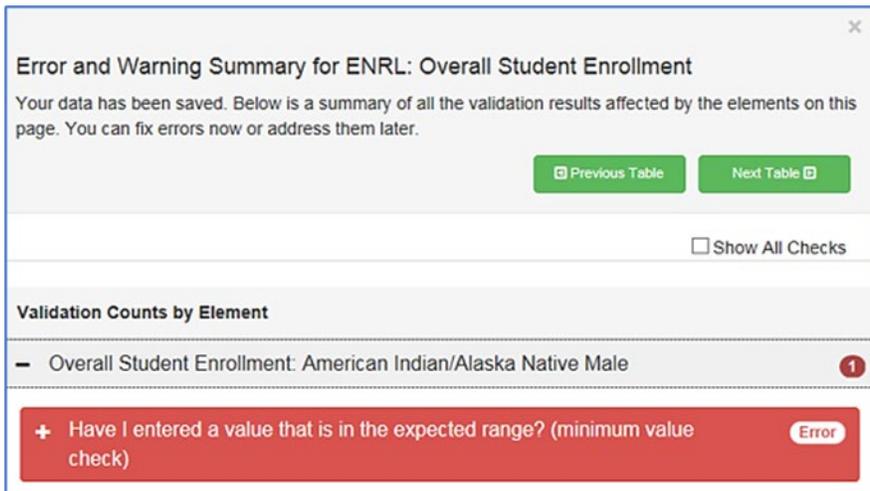
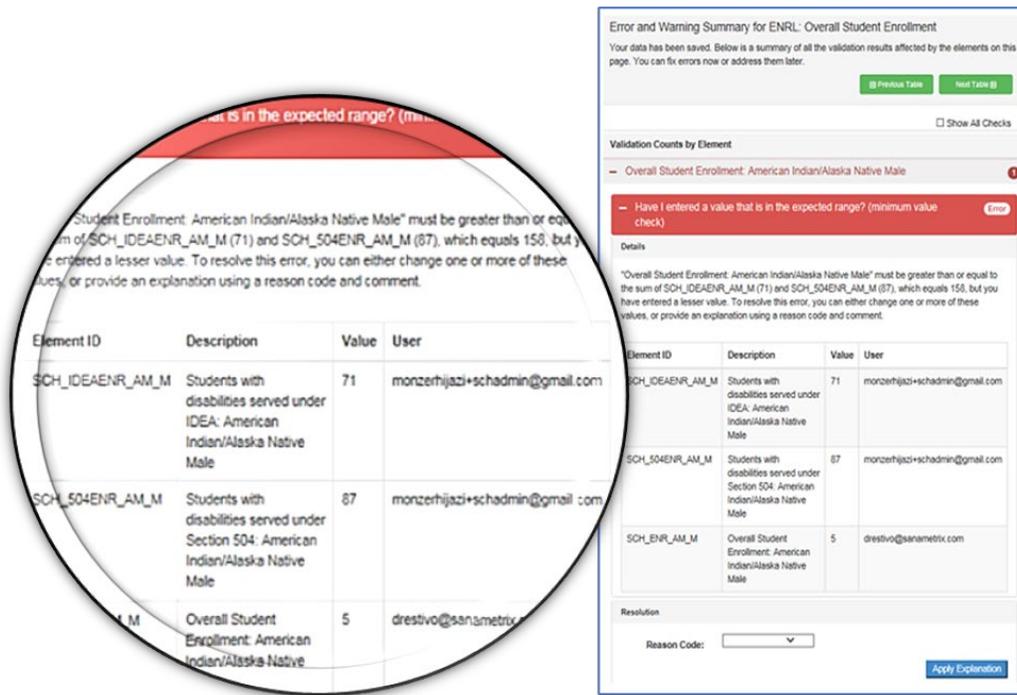


Figure 48 Element Expanded

Each specific error or warning may be further expanded upon within the summary (see Figure 49).



... is in the expected range? (min...

... Student Enrollment: American Indian/Alaska Native Male" must be greater than or equal to the sum of SCH_IDEAENR_AM_M (71) and SCH_504ENR_AM_M (87), which equals 158, but you have entered a lesser value. To resolve this error, you can either change one or more of these values, or provide an explanation using a reason code and comment.

Element ID	Description	Value	User
SCH_IDEAENR_AM_M	Students with disabilities served under IDEA: American Indian/Alaska Native Male	71	monzerhijazi+schadmin@gmail.com
SCH_504ENR_AM_M	Students with disabilities served under Section 504: American Indian/Alaska Native Male	87	monzerhijazi+schadmin@gmail.com
SCH_ENR_AM_M	Overall Student Enrollment: American Indian/Alaska Native Male	5	drestivo@saranamatrix.com

Error and Warning Summary for ENRL: Overall Student Enrollment

Your data has been saved. Below is a summary of all the validation results affected by the elements on this page. You can fix errors now or address them later.

Validation Counts by Element

Overall Student Enrollment: American Indian/Alaska Native Male

Have I entered a value that is in the expected range? (minimum value check) Error

Details

"Overall Student Enrollment: American Indian/Alaska Native Male" must be greater than or equal to the sum of SCH_IDEAENR_AM_M (71) and SCH_504ENR_AM_M (87), which equals 158, but you have entered a lesser value. To resolve this error, you can either change one or more of these values, or provide an explanation using a reason code and comment.

Element ID	Description	Value	User
SCH_IDEAENR_AM_M	Students with disabilities served under IDEA: American Indian/Alaska Native Male	71	monzerhijazi+schadmin@gmail.com
SCH_504ENR_AM_M	Students with disabilities served under Section 504: American Indian/Alaska Native Male	87	monzerhijazi+schadmin@gmail.com
SCH_ENR_AM_M	Overall Student Enrollment: American Indian/Alaska Native Male	5	drestivo@saranamatrix.com

Resolution

Reason Code:

Apply Explanation

Figure 49 Error Expanded

Upon closing the Error and Warning Summary, the user will see that icons for these individual errors and warnings also appear in the individual fields within the table itself (see Figure 50).

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total
Males enrolled at this school:	<input type="text"/>	<input type="text"/>	5	5	5	5	5	25
	<input type="text"/>	<input type="text"/>						
Females enrolled at this school:	3	3	3	3	3	<input type="text"/>	<input type="text"/>	15
	<input type="text"/>	<input type="text"/>				<input type="text"/>	<input type="text"/>	
Nonbinary enrolled at this school:	0	1	0	0	1	0	0	2
	<input type="text"/>	<input type="text"/>				<input type="text"/>	<input type="text"/>	
Total students enrolled at this school:	3	4	8	8	9	5	5	42

Figure 50 Validation Checks

Selecting the Save and Review Data button at any point will bring up the whole Error and Warning Summary again. The Save and Review Data button at this point displays the number of active errors and warnings for the whole table.

Further details on any of these conditions may be obtained by selecting them, either from an individual icon in the table or from a line in the Error and Warning Summary. For example, selecting one of the Error

icons will bring up the following type of popup (see Figure 51). In this case, the Error icon only indicated one active error. Selecting the plus (+) sign to the left of the Error name will bring up full details.

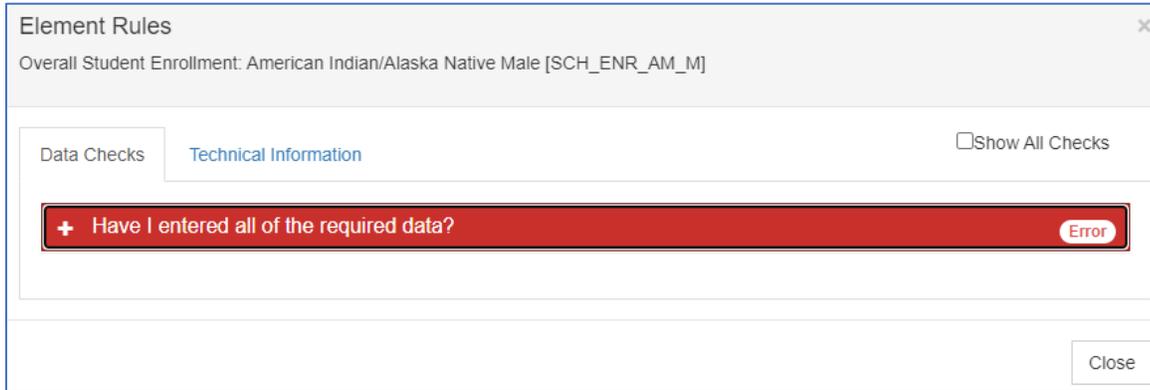


Figure 51 Error Icon Popup

Technical Information

Selecting the Technical Information tab will show technical details, including the LEA and School IDs, data element ID, module name, user ID associated with the data field, and whether the element is being skipped or automatically populated with a zero (see Figure 52).

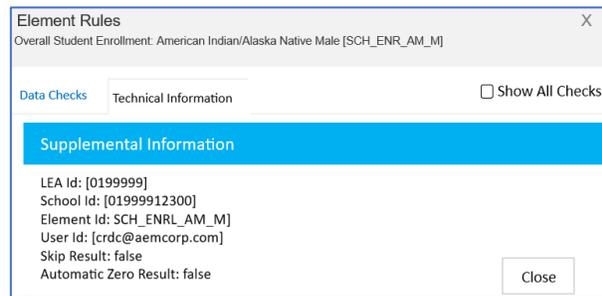


Figure 52 Technical Information in the Element Rules

Reviewing Warnings

Selection of a Warning icon brings up similar information (see Figure 53).

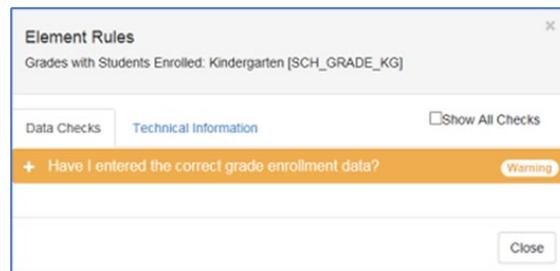


Figure 53 Data Checks in the Element Rules

Expansion of the Warning message provides full details on the nature of the issue (see Figure 54).

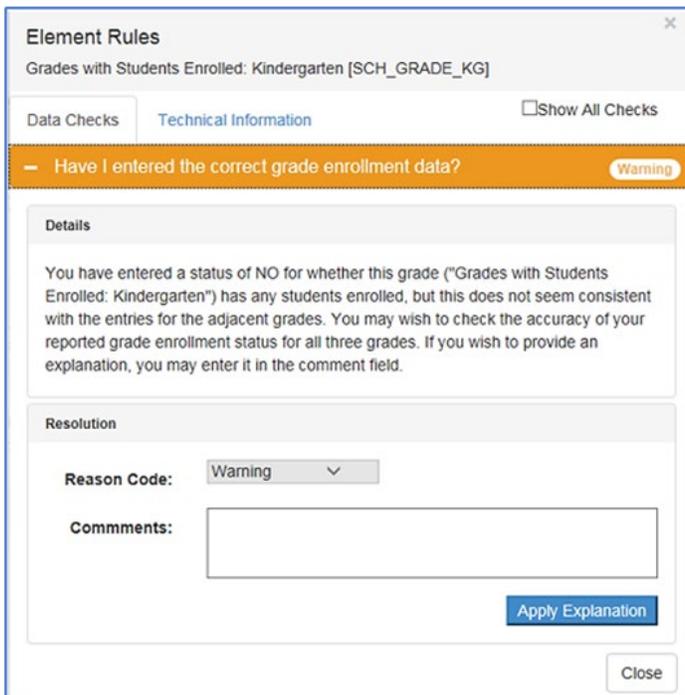
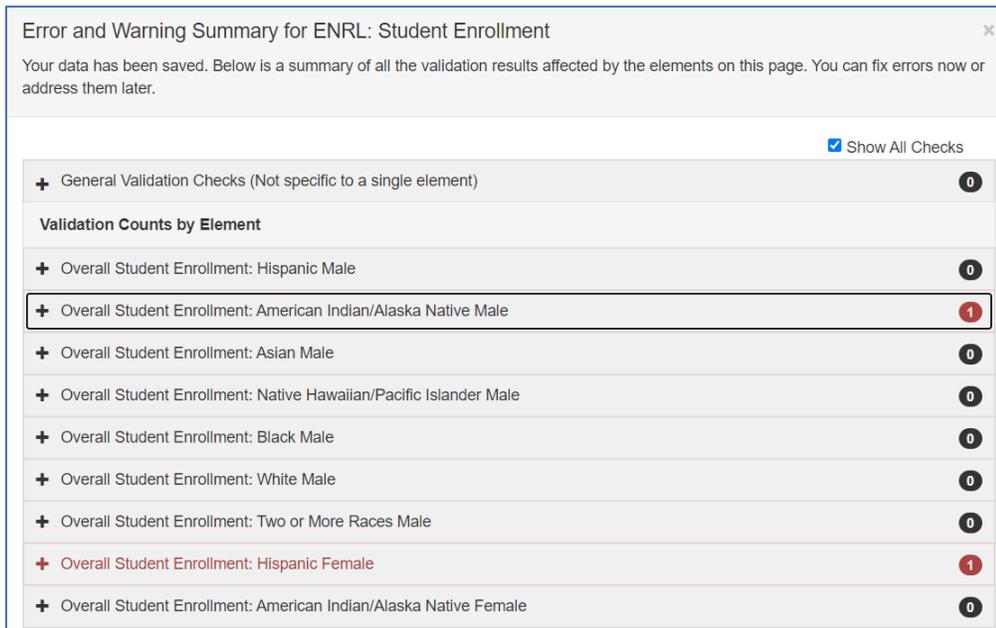


Figure 54 Warning Details

Show All Checks

Generally, users will only be interested in the validation checks that a data element fails, and which therefore generate an error or warning. However, it may sometimes be useful to be aware of all the validation checks that apply to an element, including those it has passed. For example, when considering a change to the reported value of the element to correct one error, a user may want to avoid triggering an entirely different error or warning. For this purpose, the user may check the Show All Checks option.

Checking Show All Checks changes the view so that it shows all validation checks, organized by data element (see Figure 55).



Error and Warning Summary for ENRL: Student Enrollment

Your data has been saved. Below is a summary of all the validation results affected by the elements on this page. You can fix errors now or address them later.

Show All Checks

+ General Validation Checks (Not specific to a single element)		0
Validation Counts by Element		
+ Overall Student Enrollment: Hispanic Male		0
+ Overall Student Enrollment: American Indian/Alaska Native Male		1
+ Overall Student Enrollment: Asian Male		0
+ Overall Student Enrollment: Native Hawaiian/Pacific Islander Male		0
+ Overall Student Enrollment: Black Male		0
+ Overall Student Enrollment: White Male		0
+ Overall Student Enrollment: Two or More Races Male		0
+ Overall Student Enrollment: Hispanic Female		1
+ Overall Student Enrollment: American Indian/Alaska Native Female		0

Figure 55 Show All Checks (Summary)

When a data element is expanded in this view, validation checks are displayed in descending order of priority to the user: Errors; then warnings; then checks that are still pending due to a lack of data; and, finally, checks that have been passed, indicated in green (see Figure 56). Each validation check enumerated in this view is expandable for full details, just as are errors and warnings.

The Show All Checks function is also available for the Error/Warning popup screens accessed through the icons in the table view. In this case, it will show all the validation checks for the specific element to which the icon belongs, in the same priority order.

Error and Warning Summary for ENRL: Student Enrollment

Your data has been saved. Below is a summary of all the validation results affected by the elements on this page. You can fix errors now or address them later.

Show All Checks

- + General Validation Checks (Not specific to a single element) 0
- Validation Counts by Element**
- + Overall Student Enrollment: Hispanic Male 0
- Overall Student Enrollment: American Indian/Alaska Native Male 1

- Have I entered all of the required data? Error

Details (SCH_ENR_AM_M_ERR1)

"Overall Student Enrollment: American Indian/Alaska Native Male" is a required field. Please enter data to this field before attempting to certify your submission.

- Have I entered a value that is in the expected range? (minimum value check) Pending
- Have I entered a value that is in the expected range? (maximum value check) Pending
- + Have I entered the data in the correct format? Passed

Figure 56 Show All Checks (Element)

Skipped Items

The online data entry screens also show the user whether the system’s internal business logic dictates that certain data fields are not applicable and therefore are being skipped, or whether values are being automatically filled in as zeros.

If an answer to a precursor question indicates that a table within a form is not applicable and therefore should be skipped, then the table navigation will normally skip over that table entirely. However, if a user uses module or school navigation to see that table, then the cells for the skipped data fields will show a series of grayed out NAs, as shown in Figure 57.

LEGEND: ● Errors ▲ Warnings Show Reference Data

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

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Isl dr	Black	White	Two or more races	Total
Males enrolled in gifted and talented:	NA Skipped	NA Skipped	NA Skipped	NA Skipped	NA Skipped	NA Skipped	NA Skipped	0
Females enrolled in gifted and talented:	NA Skipped	NA Skipped	NA Skipped	NA Skipped	NA Skipped	NA Skipped	NA Skipped	0
Nonbinary enrolled in gifted and talented:	NA Skipped	NA Skipped	NA Skipped	NA Skipped	NA Skipped	NA Skipped	NA Skipped	0
Total number of students enrolled in gifted and talented:	0	0	0	0	0	0	0	0

Figure 57 Table with Skipped (NA) Items

In this instance, the school was reported not to have any gifted/talented programs or enrollment at an earlier point in the form, so the entire Gifted and Talented Enrollment table was automatically filled in with NAs. If the user nevertheless attempts to edit an NA entry, then an indicator will show that it was intended to be skipped (see Figure 58).

LEGEND: ● Errors ▲ Warnings Show Reference Data

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

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Isl dr	Black	White	Two or more races	Total
Males enrolled in gifted and talented:	NA Skipped <input type="text"/>	0						
Females enrolled in gifted and talented:	NA Skipped <input type="text"/>	0						
Nonbinary enrolled in gifted and talented:	NA Skipped <input type="text"/>	0						
Total number of students enrolled in gifted and talented:	0	0	0	0	0	0	0	0

Figure 58 Table with Skipped Indicator Showing

If the user goes on to enter a value, then a warning will be generated, as shown in Figure 59.

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Isl dr	Black	White	Two or more races	Total
Males enrolled in gifted and talented:	23 ▲	NA	NA	NA	NA	NA	NA	23
Females enrolled in gifted and talented:	NA	NA	NA	NA	NA	NA	NA	0
Total number of students enrolled in gifted and talented:	23	0	0	0	0	0	0	23

Figure 59 Table with Skipped Warning Icon

If a user selects the Warning icon, then full details on why the user is receiving a warning about entering data to a skipped field, why that field was originally skipped, and what will happen to his/her data if he/she does not remove the 'skip' condition prior to certification is provided in the resulting Warning message (see Figure 60).

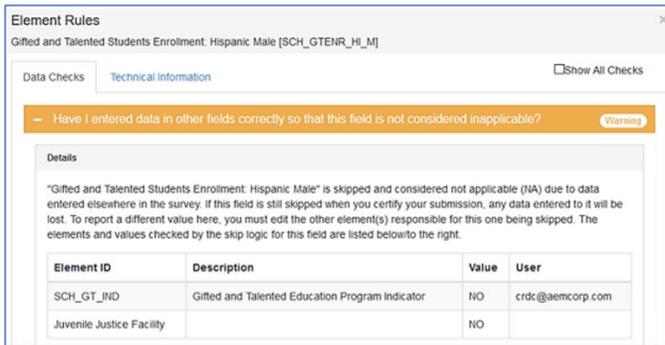


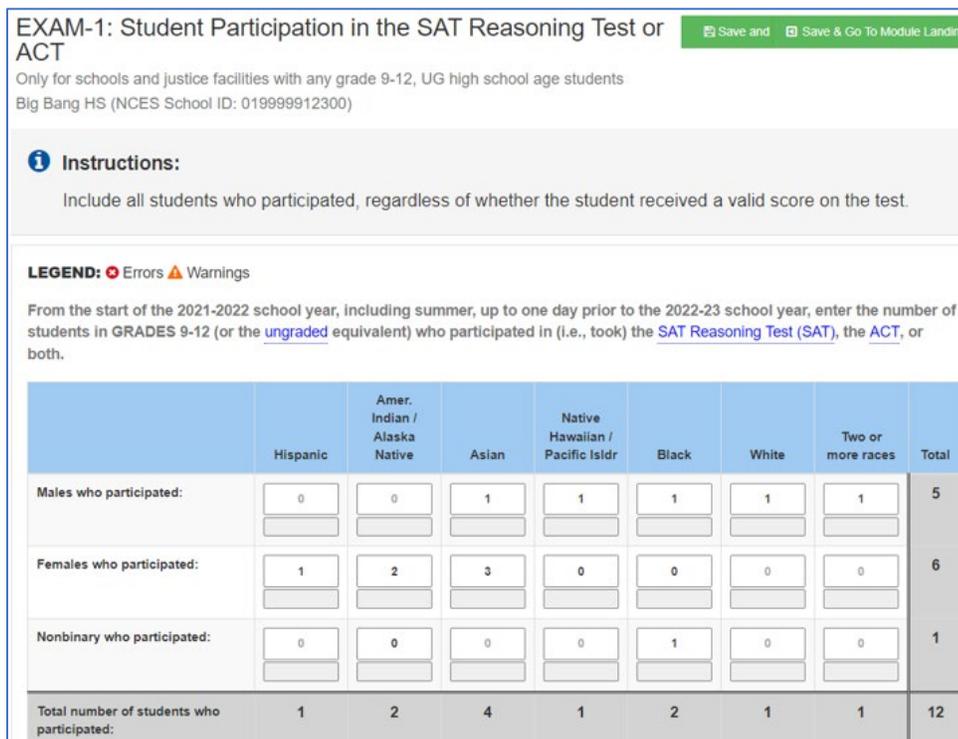
Figure 60 Skipped Warning Message

The Warning message includes details on which other fields have values that are causing this field to be skipped and which user submitted those values.

Auto Zeros

The system will sometimes dictate that, based on the answers to precursor questions, later fields should automatically be filled in with zeros. For example, if there are no Hispanic students within a school at all, later tables that break down specific course enrollment or incidents of discipline by demographic groups will likewise have zeros reported for Hispanic students. This process generally goes element by element, field by field, rather than by whole tables.

In the example below, since no students were reported within certain demographic groups for the overall enrollment, there are automatically generated zeros (in gray) in the EXAM-1 Student Participation in the SAT Reasoning Test or ACT table (see Figure 61).



The screenshot shows the 'EXAM-1: Student Participation in the SAT Reasoning Test or ACT' table. It includes instructions and a legend. The table below shows the number of students who participated, broken down by gender and race/ethnicity. Zeros are automatically generated for certain demographic groups.

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total
Males who participated:	0	0	1	1	1	1	1	5
Females who participated:	1	2	3	0	0	0	0	6
Nonbinary who participated:	0	0	0	0	1	0	0	1
Total number of students who participated:	1	2	4	1	2	1	1	12

Figure 61 Table with Automatically Generated Zeros

If a user selects one of the cells with an automatically generated zero, then he/she will see the following indicator (see Figure 62).

	Automatic Zero	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islldr	Black	White	Two or more races	Total
Males who participated:	0	0	1	1	1	1	1	5
Females who participated:	1	2	3	1	0	0	0	6
Nonbinary who participated:	0	0	0	1	1	0	0	2
Total number of students who participated:	1	2	4	2	2	1	1	13

Figure 62 Automatic Zero Indicator

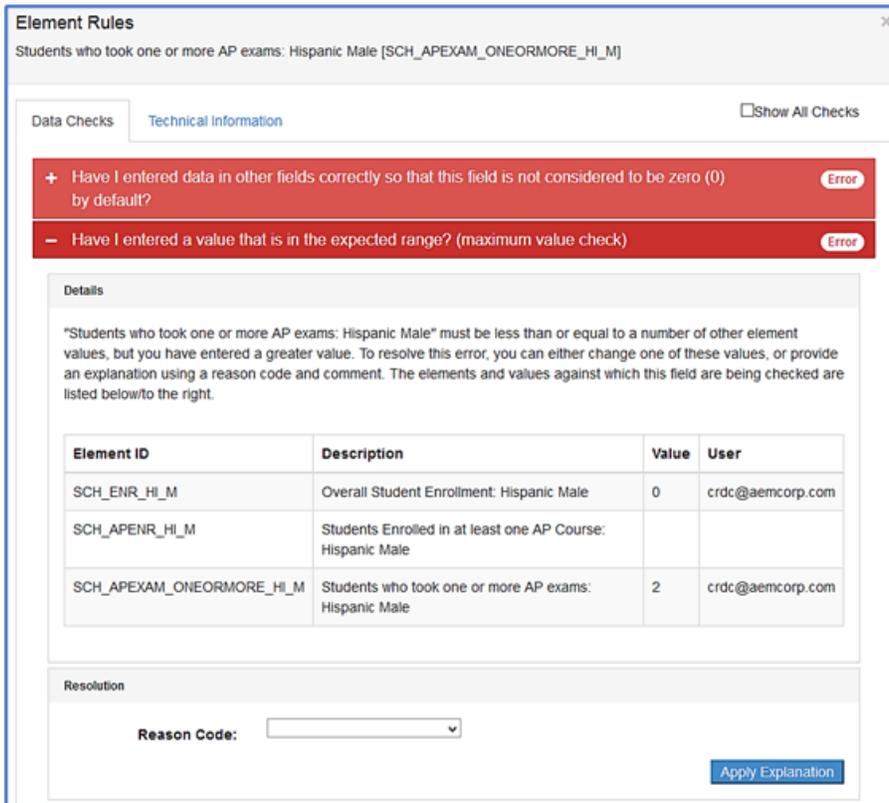
If the user decides to change the value from zero, then a new error icon will be displayed for this field (see Figure 63).

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islldr	Black	White	Two or more races	Total
Males who participated:	8	0	1	1	1	1	1	13
Females who participated:	1	2	3	0	0	0	0	6
Nonbinary who participated:	0	0	0	1	1	0	0	2
Total number of students who participated:	9	2	4	2	2	1	1	21

Figure 63 Table with Automatic Zero Error Icon

When the Error icon is selected, the resulting error message will provide details as to why changing the value without first addressing the cause of the automatically generated zero resulted in an error and how the system will treat this value (see Figure 64).

The details include information on what other fields and users caused the automatic zero to be generated.



Element Rules
Students who took one or more AP exams: Hispanic Male [SCH_APEXAM_ONEORMORE_HI_M]

Data Checks Show All Checks

+ Have I entered data in other fields correctly so that this field is not considered to be zero (0) by default? Error

- Have I entered a value that is in the expected range? (maximum value check) Error

Details

"Students who took one or more AP exams: Hispanic Male" must be less than or equal to a number of other element values, but you have entered a greater value. To resolve this error, you can either change one of these values, or provide an explanation using a reason code and comment. The elements and values against which this field are being checked are listed below/to the right.

Element ID	Description	Value	User
SCH_ENR_HI_M	Overall Student Enrollment: Hispanic Male	0	crdc@aemcorp.com
SCH_APENR_HI_M	Students Enrolled in at least one AP Course: Hispanic Male		
SCH_APEXAM_ONEORMORE_HI_M	Students who took one or more AP exams: Hispanic Male	2	crdc@aemcorp.com

Resolution

Reason Code:

[Apply Explanation](#)

Figure 64 Automatic Zero Error Message

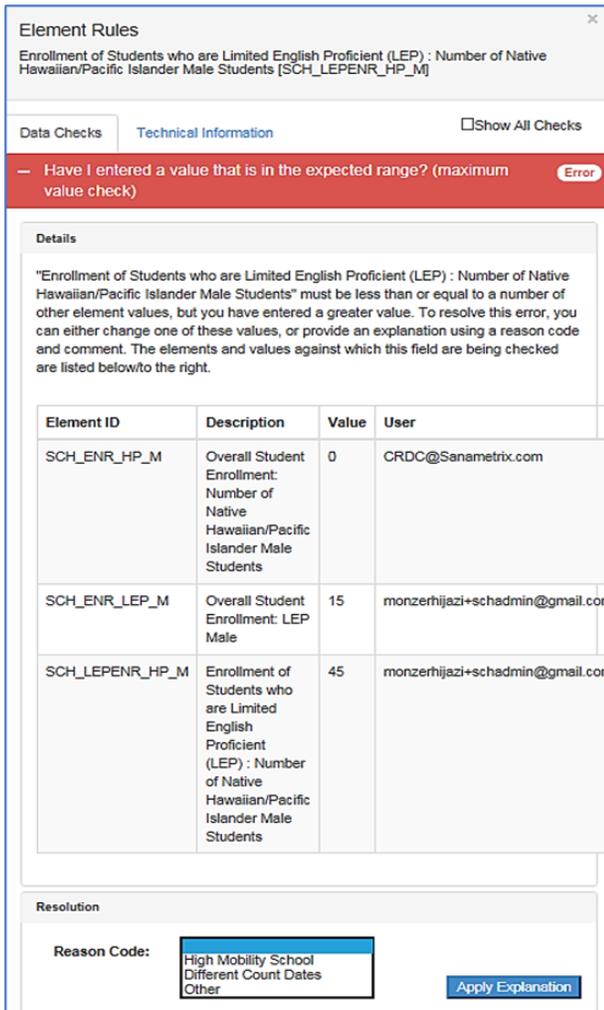
Addressing Issues in Data Entry

When encountering errors, warnings, and other issues during data entry in the online forms and tables, there are two basic ways to address them.

First, the user may change the value of the data element or elements that have failed validation checks so that the system no longer generates an error or warning. This requires some knowledge of the validation checks represented by the business rules to judge what would be an accepted value. However, the advantage of addressing the issue in this way is that the user may simply enter a new value into the data field and see if that fixes the issue. Also, as the business rules are designed to find problematic data, the more accurate and complete the data entered, the less likely they are to trigger an error on a validation check.

Second, if the value of the data element itself cannot or should not change, the user may resolve the issue by entering a reason code and/or comment that provides an explanation of why the value submitted is valid or, in the case of missing values, by providing a plan for capturing the required data at a later point. In the case of missing values, an explanation by way of a reason code and/or comment may or may not be accepted by the PSC as the specific situation dictates. The PSC will determine the specific actions needed on a case-by-case basis.

The process for explaining an error is, first, Reason Code Selection - simply open the details of the specific error and then select a reason code (see Figure 65).



Element Rules

Enrollment of Students who are Limited English Proficient (LEP) : Number of Native Hawaiian/Pacific Islander Male Students [SCH_LEPENR_HP_M]

Data Checks | Technical Information | Show All Checks

— Have I entered a value that is in the expected range? (maximum value check) **Error**

Details

"Enrollment of Students who are Limited English Proficient (LEP) : Number of Native Hawaiian/Pacific Islander Male Students" must be less than or equal to a number of other element values, but you have entered a greater value. To resolve this error, you can either change one of these values, or provide an explanation using a reason code and comment. The elements and values against which this field are being checked are listed below to the right.

Element ID	Description	Value	User
SCH_ENR_HP_M	Overall Student Enrollment: Number of Native Hawaiian/Pacific Islander Male Students	0	CRDC@Sanamatrix.com
SCH_ENR_LEP_M	Overall Student Enrollment: LEP Male	15	monzerhijazi+schadmin@gmail.com
SCH_LEPENR_HP_M	Enrollment of Students who are Limited English Proficient (LEP) : Number of Native Hawaiian/Pacific Islander Male Students	45	monzerhijazi+schadmin@gmail.com

Resolution

Reason Code: High Mobility School
Different Count Dates
Other Apply Explanation

Figure 65 Error Explanation – Reason Code Selection

Depending on the error and the reason code selected, the reason code may be sufficient explanation, or a comment may also be required. The reason code Other, as a catch-all, will always require further explanation by means of a comment.

Once the required information has been selected and filled in, the user may select Apply Explanation to submit the explanation. If the explanation is accepted, the status of the validation check will change to Error Explained, with details like those shown in (Figure 68.)

This change in status will then be reflected by there being one less error in the error and warning count on the Save and Review button, in the Error and Warning Summary, and by the validation check icons within the table.

File Upload

In the context of the CRDC Submission System, File Upload on the Home page refers to the reporting of data by uploading properly formatted comma-separated-values (CSV) files. The purpose of the File Upload section of the Submission System is to provide a user-friendly interface for the upload of CSV files containing data relevant to the CRDC survey.

Entering the File Upload Area

From the Home page of the CRDC Submission System, the user sees Data Entry options on the left side of the screen and File Upload on the right side. Selecting File Upload on the right brings the user directly to the main File Upload screen (see Figure 66)

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](#)

Figure 66 File Upload Screen

File Upload

To upload your data, please ensure that your file meets all of the requirements listed in the CRDC [Flat File Submission Instructions](#)  document. Only CSV files can be uploaded. All files must include your School ID or LEA ID for each row of data, and a header row with element names defined in the [2020-21 CRDC List of Elements \(Flat File Specs\)](#) (114 KB) document.

Tip: Check to ensure your file includes either SCH_ID or LEA_ID as the first data element header before uploading your file. LEA and School files can be uploaded in any order.
 Tip: See the Error Resolution Report on the [Reports](#) page for the results of all validation checks. Using this report, users can enter explanations for errors and edit values.
 Tip: File Upload users can also use the Data Entry & Review Tool on the [Home](#) page to review and edit uploaded data.

Need more help with [Resources for Flat File Submission](#)? View the Data Tip.

[+ Add files...](#)

Notes:

- After you upload a file and data elements are submitted, validations checks are run by the system to identify possible warnings or errors to be addressed. The time required to process the upload and complete the validation checks depends on the number of schools in the file and the number of other users who are submitting data at the same time.
- For the largest districts, the process to upload, submit data elements, and complete validation checks for errors and warnings may take several hours to complete. Therefore, large file uploads of 200 or more schools should be coordinated with the Partner Support Center to be initiated in off-hours, such as during the evening.
- Be aware that until all processing, including processing errors and warnings on the submitted data, are complete, some functions on the Certification Dashboard may not be available.

Upload History (Refresh page to update.)

Your Files

Show entries Search:

ID	Username	Timestamp	File Name	Size	File Upload Status	File Processing Status
697	crdc@aemcorp.com	Thu Sep 2nd 2021 10:43:52 pm	LEA File - Test.csv	1.5 kB	Upload complete.	Parsing complete. 61/61 elements submitted with 46 successes and 15 errors.

Figure 67 Submission System File Upload Screen

This screen provides the ability to add files for upload via browsing functionality and then to initiate the actual upload of one or multiple files at a time. It also shows the file upload history (if any) including IDs, usernames (i.e., email addresses), timestamps, file names, file sizes, and file upload and processing status. This information is shown in two tables—the Your Files table, which lists files uploaded by the current user, and the LEA Files table, which lists all files uploaded for the LEA.

Preparing Files for Upload

File Upload will only work with properly formatted CSV files containing appropriate data headers for all data elements being submitted. For full details on the formatting of CSV files for initial data submission and upload, please see the 2020–21 CRDC [Flat File Submission Instructions](#) document and [Flat File Specifications](#)

Error Correction Submissions

Once the data have been reported and processed by the system, the user may download an Error Resolution Report from the Reports area of the Submission System. This report is an editable Excel spreadsheet that may be used to provide changed data values, reason codes, and comments. The edited file may then be uploaded, using the same procedures as for an initial data submission file, in order to submit the changed and new data to the system.

File Upload Process

Once properly formatted CSV files have been prepared for upload, there are a few steps involved in uploading them in order to submit the data they contain.

Adding Files

First, the user must select the file or files to be uploaded by selecting the Add Files button (see Figure 69). This will bring up a standard browser window for selection of files from the user’s computer or network (see Figure 68).

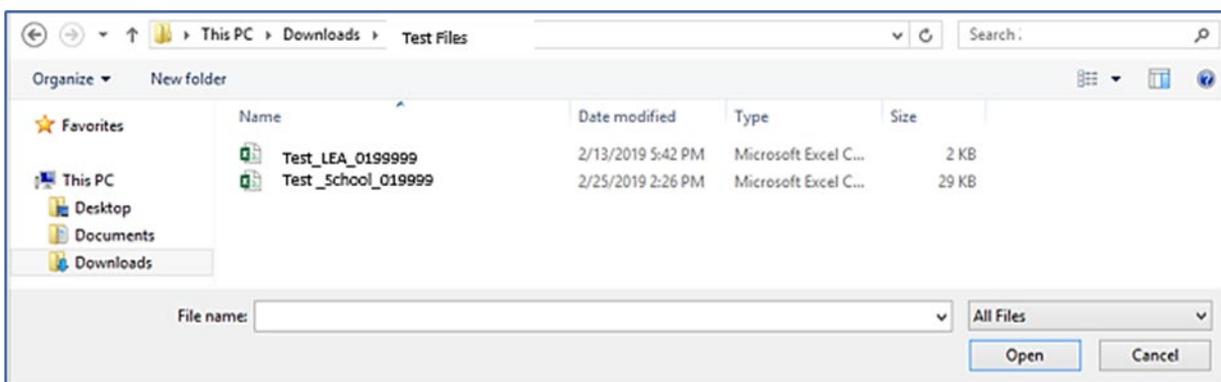
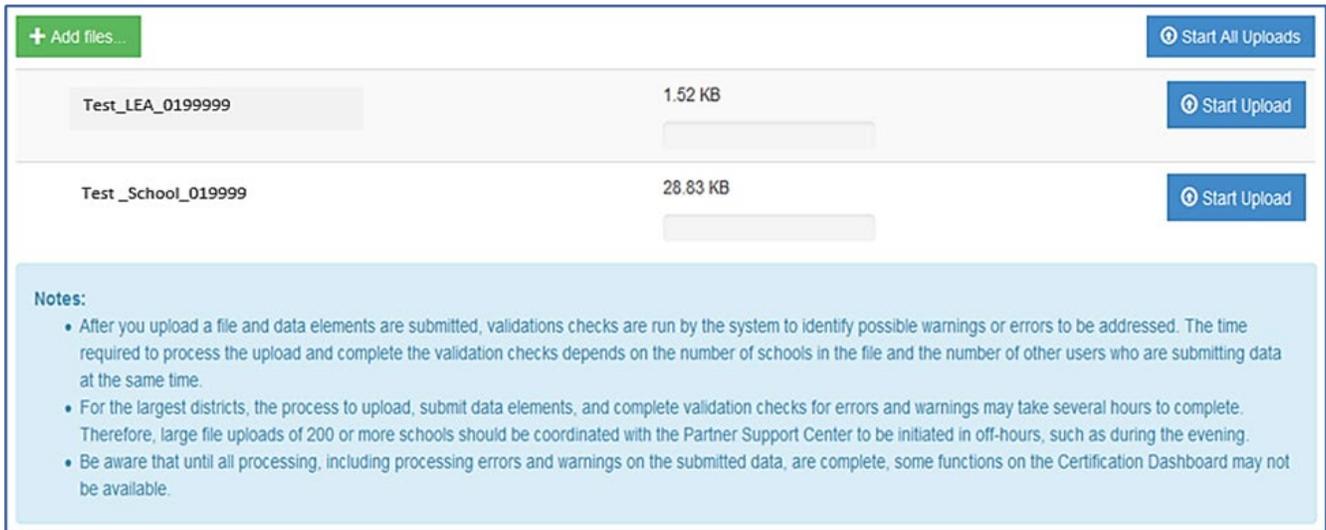


Figure 68 Submission System File Upload Add File Browser Window

Next, the user selects a file or files and selects the Open button to add them to the upload queue, returning to the File Upload screen upon completion. The files to be uploaded are now shown on the File Upload screen (see Figure 69).



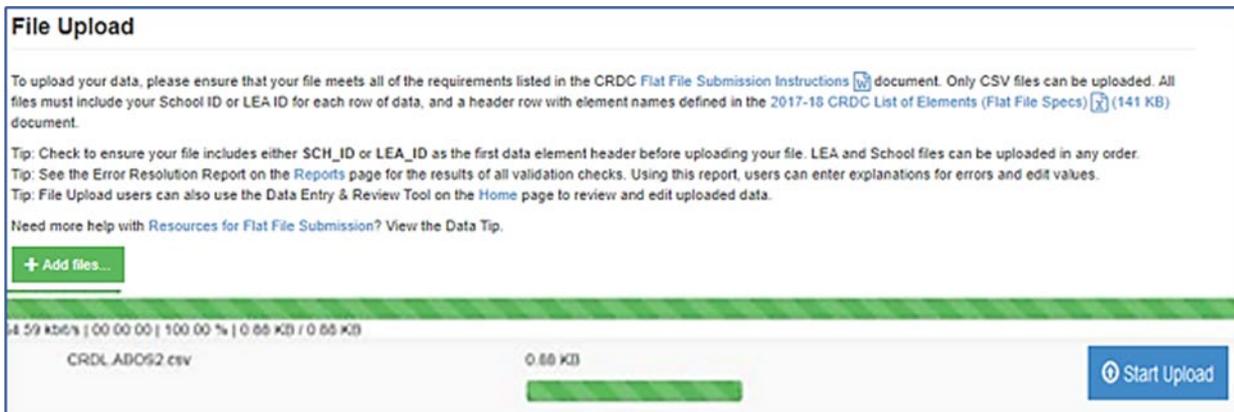
Notes:

- After you upload a file and data elements are submitted, validations checks are run by the system to identify possible warnings or errors to be addressed. The time required to process the upload and complete the validation checks depends on the number of schools in the file and the number of other users who are submitting data at the same time.
- For the largest districts, the process to upload, submit data elements, and complete validation checks for errors and warnings may take several hours to complete. Therefore, large file uploads of 200 or more schools should be coordinated with the Partner Support Center to be initiated in off-hours, such as during the evening.
- Be aware that until all processing, including processing errors and warnings on the submitted data, are complete, some functions on the Certification Dashboard may not be available.

Figure 69 Submission System File Upload Files Added

Initiating File Upload

Once files have been selected and added, the user simply selects the Start Upload button (or, in the case of multiple files, Start All Uploads) to initiate the actual upload. The screen will show the progress of the upload itself in real time, which will likely occur quickly for files of a reasonable size (see Figure 70).



File Upload

To upload your data, please ensure that your file meets all of the requirements listed in the [CRDC Flat File Submission Instructions](#) document. Only CSV files can be uploaded. All files must include your School ID or LEA ID for each row of data, and a header row with element names defined in the [2017-18 CRDC List of Elements \(Flat File Specs\)](#) (141 KB) document.

Tip: Check to ensure your file includes either SCH_ID or LEA_ID as the first data element header before uploading your file. LEA and School files can be uploaded in any order.

Tip: See the Error Resolution Report on the [Reports](#) page for the results of all validation checks. Using this report, users can enter explanations for errors and edit values.

Tip: File Upload users can also use the [Data Entry & Review Tool](#) on the [Home](#) page to review and edit uploaded data.

Need more help with [Resources for Flat File Submission](#)? View the [Data Tip](#).

4.59 kb/s | 00:00:00 | 100.00 % | 0.88 KB / 0.88 KB

CRDL_ABO92.csv | 0.88 KB

Figure 70 Submission System File Upload in Progress

Upon completion of the upload, the File Upload screen will display as follows (see Figure 71).

Test_LEA_0199999.csv	1.52 KB
Test_School_0199999.csv	28.83 KB

Notes:

- After you upload a file and data elements are submitted, validations checks are run by the system to identify possible warnings or errors to be addressed. The time required to process the upload and complete the validation checks depends on the number of schools in the file and the number of other users who are submitting data at the same time.
- For the largest districts, the process to upload, submit data elements, and complete validation checks for errors and warnings may take several hours to complete. Therefore, large file uploads of 200 or more schools should be coordinated with the Partner Support Center to be initiated in off-hours, such as during the evening.
- Be aware that until all processing, including processing errors and warnings on the submitted data, are complete, some functions on the Certification Dashboard may not be available.

Upload History

Your Files

Show entries Search:

ID	Username	Timestamp	File Name	Size	File Upload Status	File Processing Status
509	crdc@aemcorp.com	Fri Sep 17 th 2021 02:37:21 pm	Test_School_0199999.csv	28.8 KB	Upload complete.	3 lines parsed. 1375/1375 elements submitted with 0 successes and 1375 errors.
508	crdc@aemcorp.com	Fri Sep 17 th 2021 02:37:21 pm	Test_LEA_0199999.csv	1.5 KB	Upload complete.	1 lines parsed. 61/61 elements submitted with 0 successes and 61 errors.

Figure 71 Submission System File Upload Files Uploaded

Note that the Upload History now reflects the new uploads and their processing status. When the file checking is completed, the file status will be reflected in an updated Upload History table. In Figure 71, both files have been uploaded successfully.

Following the link for “1375/1375 elements submitted with 0 successes and 1375 errors.” will bring up the following Element Submission table (see Figure 72), which may be broken down into several screens depending on length.

Uploaded by crdc@aemcorp.com 2/17/2021 02:37:21 PM

Show: All results Successful submissions Submission errors Download Errors Only

Show entries Search:

Form ID	Element ID	Element Value	Message
<input type="text" value="Search Form ID"/>	<input type="text" value="Search Element ID"/>	<input type="text" value="Search Element Val"/>	<input type="text" value="Search Message"/>
019999900001	SCH_GRADE_PS	NO	Submission error: User 'crdc@aemcorp.com' tried to submit a value for SCH_GRADE_PS, but he or she does not have permissions for form 019999900001, module SCHR.
019999900001	SCH_GRADE_KG	YES	Submission error: User 'crdc@aemcorp.com' tried to submit a value for SCH_GRADE_KG, but he or she does not have permissions for form 019999900001, module SCHR.
019999900001	SCH_GRADE_G01	YES	Submission error: User 'crdc@aemcorp.com' tried to submit a value for SCH_GRADE_G01, but he or she does not have permissions for form 019999900001, module SCHR.

Figure 72 Submission System File Upload Element Submission Table

The Element Submission table shows all of the forms (by Form ID), elements, and values submitted within

the relevant file. Most files will contain a much greater number of submitted element values than are shown in Figure 72.

Real-Time Feedback

Direct feedback within the File Upload area consists of the progress bars, Upload History table, and Element Submission table. Users may also check the results of their file uploads in the Online Data Entry area or in the Reports section of the Submission System.

Data Submission Reports

At this time, data submission reports consist of the Element Submission tables discussed above, the Error Reports available within the Online Data Entry area, and the file downloads and other reports available in the Reports section of the Submission System.

Of particular interest in the Reports section is the Error Resolution Report, a downloadable Excel spreadsheet of all detected errors and warnings that may be edited by the user with changed values, reason codes, and comments, and then uploaded again using the Add File and Start Upload functionality just discussed.

Addressing File Upload Issues

Issues with the data contained in file upload submissions may be addressed either by further file uploads with corrected data using the Flat File Submission templates, file uploads using the Error Resolution Report template that contain data corrections and/or explanations by means of reason codes and comments or handling of individual issues using the Data Entry portion of the CRDC Submission System.

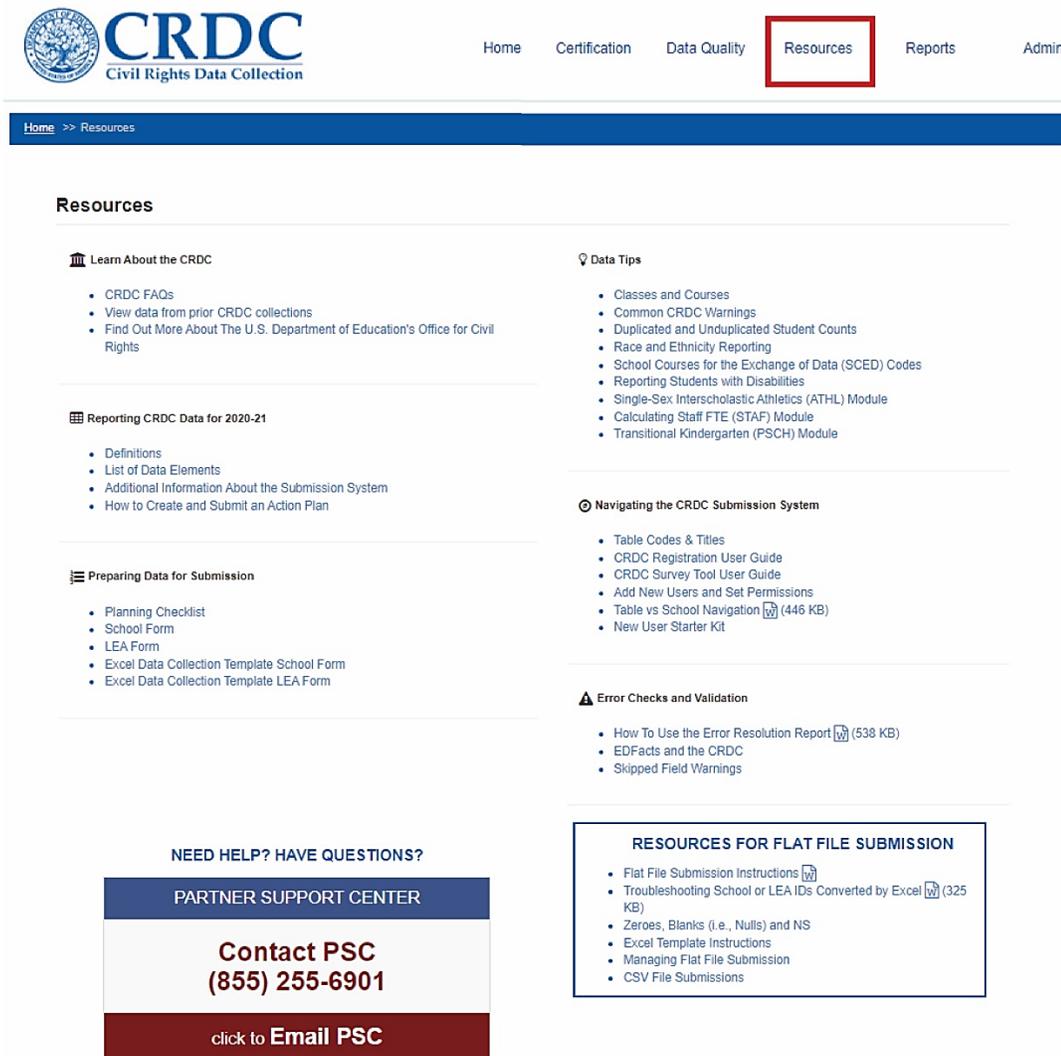
Combining Reporting Methods

The data submitted to the CRDC Submission System using either the Data Entry or File Upload functionality all go to the same data stores. As such, some data may be reported using one means, while other data are submitted using the other, and each method may be used to correct or address errors arising from the other.

Resources Page

The purpose of the Resources section of the Submission System is to provide a consolidated resources page where users may go for contact information, important and helpful links, and downloads of documents relevant to the data collection.

The Resources page may be accessed from any screen within the Submission System by selecting the Resources menu link from the top-level menu present on each screen. While constantly being updated, the current Resources page appears as shown in Figure 73.



The screenshot shows the CRDC website's Resources page. At the top, there is a navigation menu with links for Home, Certification, Data Quality, Resources (highlighted with a red box), Reports, and Admin. Below the navigation is a breadcrumb trail: Home >> Resources. The main content area is titled "Resources" and is organized into several sections:

- 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 for 2020-21**
 - Definitions
 - List of Data Elements
 - Additional Information About the Submission System
 - How to Create and Submit an Action Plan
- 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
 - Common CRDC Warnings
 - Duplicated and Unduplicated Student Counts
 - Race and Ethnicity Reporting
 - School Courses for the Exchange of Data (SCED) Codes
 - Reporting Students with Disabilities
 - Single-Sex 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 (PDF) (446 KB)
 - New User Starter Kit
- Error Checks and Validation**
 - How To Use the Error Resolution Report (PDF) (538 KB)
 - EDFacts and the CRDC
 - Skipped Field Warnings

At the bottom left, there is a "PARTNER SUPPORT CENTER" box with the text "NEED HELP? HAVE QUESTIONS?", "Contact PSC (855) 255-6901", and a button "click to Email PSC". At the bottom right, there is a "RESOURCES FOR FLAT FILE SUBMISSION" box containing links to "Flat File Submission Instructions (PDF)", "Troubleshooting School or LEA IDs Converted by Excel (PDF) (325 KB)", "Zeroes, Blanks (i.e., Nulls) and NS", "Excel Template Instructions", "Managing Flat File Submission", and "CSV File Submissions".

Figure 73 Submission System Resource Page

Reports

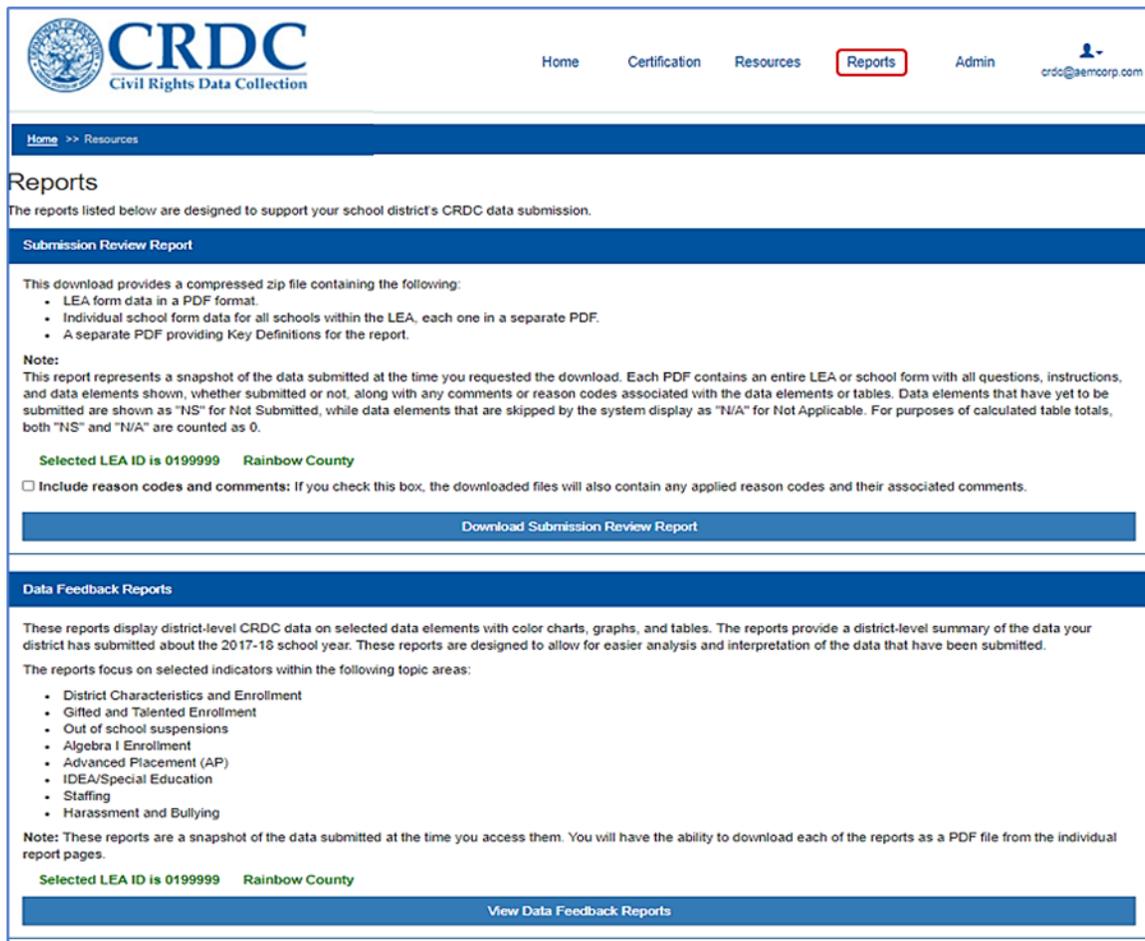
The purpose of the Reports section of the Submission System is to provide the user primary access to reporting functionality. The Reports screen supports the download of seven report types for LEAs: Submission Review Report, Data Feedback Reports, LEA Submissions Download, Error Resolution Report for Advanced

Users, Submission Progress Report, User Access Report, and Domino Effect of Changes Report.

To access the Reports feature, the user must first select the Reports menu item found at the top of the screen. This brings the user to the Reports screen (see Figure 74). There is an eight report: State Certification Progress Report [for state educational agencies (SEA) only].

State Certification Progress Report

The State Certification Progress Report provides a SEA-level summary of the current submission progress for the districts in a state. They are designed to provide SEAs with higher visibility into the real-time submission status for their districts. Only SEA administrators and SEA staff can run this report.



The screenshot shows the CRDC website interface. At the top, there is a navigation bar with links for Home, Certification, Resources, Reports (highlighted with a red box), and Admin. The user's email address, crdc@aemcorp.com, is displayed on the right. Below the navigation bar, the page title is "Reports" and a sub-header indicates that the reports are designed to support school district data submission. The main content area is divided into two sections: "Submission Review Report" and "Data Feedback Reports".

Submission Review Report

This download provides a compressed zip file containing the following:

- LEA form data in a PDF format.
- Individual school form data for all schools within the LEA, each one in a separate PDF.
- A separate PDF providing Key Definitions for the report.

Note: This report represents a snapshot of the data submitted at the time you requested the download. Each PDF contains an entire LEA or school form with all questions, instructions, and data elements shown, whether submitted or not, along with any comments or reason codes associated with the data elements or tables. Data elements that have yet to be submitted are shown as "NS" for Not Submitted, while data elements that are skipped by the system display as "N/A" for Not Applicable. For purposes of calculated table totals, both "NS" and "N/A" are counted as 0.

Selected LEA ID is 0199999 Rainbow County

Include reason codes and comments: If you check this box, the downloaded files will also contain any applied reason codes and their associated comments.

[Download Submission Review Report](#)

Data Feedback Reports

These reports display district-level CRDC data on selected data elements with color charts, graphs, and tables. The reports provide a district-level summary of the data your district has submitted about the 2017-18 school year. These reports are designed to allow for easier analysis and interpretation of the data that have been submitted. The reports focus on selected indicators within the following topic areas:

- District Characteristics and Enrollment
- Gifted and Talented Enrollment
- Out of school suspensions
- Algebra I Enrollment
- Advanced Placement (AP)
- IDEA/Special Education
- Staffing
- Harassment and Bullying

Note: These reports are a snapshot of the data submitted at the time you access them. You will have the ability to download each of the reports as a PDF file from the individual report pages.

Selected LEA ID is 0199999 Rainbow County

[View Data Feedback Reports](#)

Figure 74 Submission System File Reports Screen



LEA Submissions Download

This download provides a compressed zip file containing the following:

- LEA form data in a comma delimited format
- Individual school form data for all schools within the LEA, each one in a comma delimited format
- A certification form in pdf

Note:
This report is a snapshot of the data submitted at the time you requested the download. If certification has already been requested, then most empty fields will have been populated by NA and/or 0's during the certification process. If certification has not been requested, empty fields will not be populated with NA and/or 0's in the download. Skipped fields will also be shown as blanks.

Selected LEA ID is 0199999 Rainbow County

Include totals: If you check this box, the downloaded files will also contain pseudo-elements representing demographic subtotals and totals. If the resulting files are re-submitted via File Upload the subtotal and total pseudo-elements will be ignored.

Download Zipped LEA Submissions

Error Resolution Report for Advanced Users

This feature is only recommended for users that know the CRDC data elements well and understand the technical requirements of the submission. Other users should resolve errors using the CRDC online tool.

Instructions: This file is in Excel 2003 (xls) format and contains the results of all validation checks run based on the data currently submitted for the selected LEA and School forms. You can enter reason codes and comments to explain validation errors, edit existing codes and comments, or enter new data values, and then submit the edited file via File Upload.

Note: If you have recently submitted a large volume of data (e.g. by means of a file upload), please be aware that the results may be incomplete until all processing, including the running of data validation checks on the submitted data, are complete. The time required to process the upload and complete all validation checks depends on the file size and number of other users who are submitting data at the same time. The Scheduled Jobs progress bar on the Certification Dashboard will indicate the system's progress in running these checks.

Did you get a "Have I entered data in other fields correctly so that this field is not considered inapplicable" warning? If you have reviewed your data and these fields should be inapplicable, then you do not need to do anything else. The fields will automatically be filled with "N/A" during certification.

Need more help? View How To Use the Error Resolution Report (538 KB).

Read more in the Data Tip for Skipped Field Warnings (176 KB).

Selected LEA ID is 0199999 Rainbow County

Check this box if you would like to include submission-level checks. These checks compare data across all schools in the district and thus require more processing time. You may not want to check this box until data have been entered for all schools in the district, as these checks are normally only performed as part of certification.

Download Error Resolution Report

Submission Progress Report

This file is in Excel 2003 (xls) format and contains the progress report for the selected LEA.

Completion percentage is calculated using the following formula:

$$\frac{(\text{Number of entered values in required cells} + \text{Number of auto-zeros})}{(\text{Number of required cells} - \text{Number of skips})}$$

Note: "NS" values are not included

Selected LEA ID is 0199999 Rainbow County

Download Submission Progress Report

User Access Report

This report shows your user access permissions by State ANSI State Code (FIPS code), LEA ID, School ID, and module. If you are an Admin user and would like to see user access permissions for other users you manage, you can view these in the Admin tool.

View User Access Report

Domino Effect of Changes Report

A lookup that shows a list of the elements that have failing errors, elements skipped, or elements auto-zeroed because of the element's current value.

Domino Effect of Changes Report

Figure 75 Submission System File Reports Screen (continued)

Submission Review Report

This report represents a snapshot of the data submitted at the time the user requested the download. Each PDF contains an entire LEA or school form with all questions, instructions, and data elements shown, whether submitted or not, along with any comments or reason codes associated with the data elements or tables. Data elements that have yet to be submitted are shown as NS for not submitted, while data elements that are skipped by the system display as N/A for not applicable. For the purposes of calculated table totals, both NS and N/A are counted as 0.

Data Feedback Reports

These reports display district-level CRDC data on selected data elements with color charts, graphs, and tables. The reports provide a district-level summary of the data the district has submitted about the 2017–18 school year. These reports are designed to allow for easier analysis and interpretation of the data that has been submitted.

LEA Submissions Download

The LEA Submissions Download is a CSV report on all LEA and school data submitted to date, plus a PDF certification form, downloadable in the form of a compressed zip file. Selecting the Download Zipped LEA Submissions button starts the download process. Selecting Open, or Save and then Open, results in a view of the zip file as shown in Figure 76.

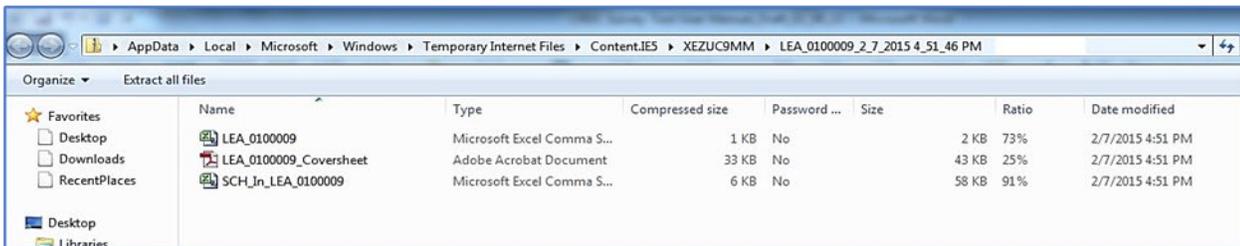
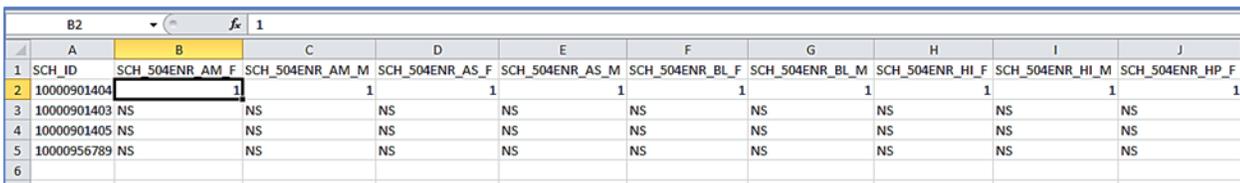


Figure 76 Submission System File Reports Download

The individual CSV files may be opened in Excel or another spreadsheet program, or in a text editor to see the raw format. Figure 77 below illustrates how a school in LEA file (the file containing School Form data for schools within a given LEA) might look in Excel.

These CSV files may be used for the purpose of review or edited and then uploaded using the File Upload functionality in order to submit new or changed data.



	A	B	C	D	E	F	G	H	I	J
1	SCH_ID	SCH_504ENR_AM_F	SCH_504ENR_AM_M	SCH_504ENR_AS_F	SCH_504ENR_AS_M	SCH_504ENR_BL_F	SCH_504ENR_BL_M	SCH_504ENR_HI_F	SCH_504ENR_HI_M	SCH_504ENR_HP_F
2	10000901404	1	1	1	1	1	1	1	1	1
3	10000901403	NS								
4	10000901405	NS								
5	10000956789	NS								
6										

Figure 77 Submission System Downloaded Report in Excel

Error Resolution Report for Advanced Users

As already mentioned under section [File Upload functionality](#), the Error Resolution Report not only provides a list of all errors and warnings based on the data as currently submitted but may also be edited to either change submitted data values or to provide explanations for reason codes and/or comments, then uploaded

as a CSV file to submit the new data. (Note that users may also use the online Data Entry and Review Submission System to review and revise data.) To view and edit the Error Resolution Report, the user must first download it from the Reports screen (see Figure 78).

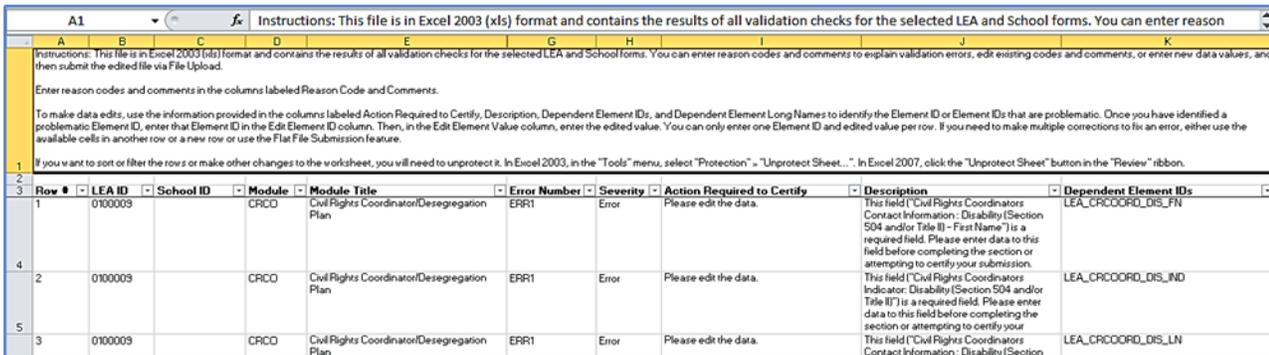
Download Error Resolution Report

Figure 78 Submission System Error Resolution Report Selection

The user is given the option of including submission-level validation checks. As the explanation beside the check box indicates, submission-level checks compare data across all schools in the district in various ways. Not only does this require significant processing time, but if data has been entered for some, but not all schools within the district, these checks can fail in two ways. They may fail to detect issues within the district submission due to insufficient data to work with, or they may return false positives based on expected data being missing. For these reasons, it is most useful to leave the submission-level checks unchecked until all the data have been entered.

Once the user selects the Download Error Resolution Report button, the system will generate the file according to the latest data submitted.

Once downloaded and opened, the resulting Excel file will appear as shown in Figure 79.

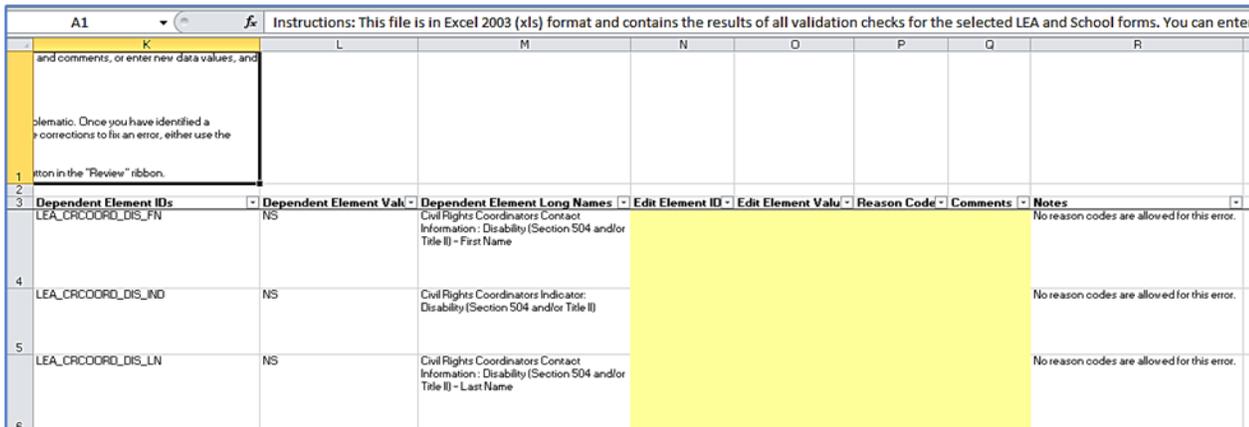


Row #	LEA ID	School ID	Module	Module Title	Error Number	Severity	Action Required to Certify	Description	Dependent Element IDs
1	0100003		CRCD	Civil Rights Coordinator/Desegregation Plan	ERR1	Error	Please edit the data.	This field ("Civil Rights Coordinators Contact Information - Disability (Section 504 and/or Title II) - First Name") is a required field. Please enter data to this field before completing the section or attempting to certify your submission.	LEA_CRCCOORD_DIS_FN
2	0100003		CRCD	Civil Rights Coordinator/Desegregation Plan	ERR1	Error	Please edit the data.	This field ("Civil Rights Coordinators Indicator: Disability (Section 504 and/or Title II)") is a required field. Please enter data to this field before completing the section or attempting to certify your	LEA_CRCCOORD_DIS_IND
3	0100003		CRCD	Civil Rights Coordinator/Desegregation Plan	ERR1	Error	Please edit the data.	This field ("Civil Rights Coordinators Contact Information - Disability (Section	LEA_CRCCOORD_DIS_LN

Figure 79 Submission System Error Resolution Report in Excel (Part 1)

Detailed instructions on using the Error Resolution Report as a template for File Upload are provided in the first row of the Excel file.

If the user scrolls to the right, he/she will see additional columns, including those used to insert changed element values, reason codes, and comments (see Figure 80).



Dependent Element IDs	Dependent Element Value	Dependent Element Long Names	Edit Element ID	Edit Element Value	Reason Code	Comments	Notes
LEA_CRCOORD_DIS_FN	NS	Civil Rights Coordinators Contact Information: Disability (Section 504 and/or Title II) - First Name					No reason codes are allowed for this error.
LEA_CRCOORD_DIS_IND	NS	Civil Rights Coordinators Indicator: Disability (Section 504 and/or Title II)					No reason codes are allowed for this error.
LEA_CRCOORD_DIS_LN	NS	Civil Rights Coordinators Contact Information: Disability (Section 504 and/or Title II) - Last Name					No reason codes are allowed for this error.

Figure 80 Submission System Error Resolution Report in Excel (Part 2)

Once all the desired edits have been made, the user can upload the report from the File Upload area of the Submission System to correct and explain issues in the data submission.

Submission Progress Report

The Submission Progress Report is a downloadable report on the submission progress of all LEA and school forms for a given LEA. The user need only select the Download Submission Progress Report button on the Reports screen to download an Excel report in the format shown in Figure 81.

0199999 (Rainbow County) - 9/19/2021		Progress toward completion by LEA, School and Module						
LEA or School Form	Progress	SSPR	CRCO	HIBD	DSED	HSEE	SCHR	PSCH
0199999-Rainbow County	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %		
019999900001-Day Dreamer Academy	0.00 %						0.00 %	0.00 %
019999901010-Firehouse Elementary	0.00 %						0.00 %	0.00 %
019999901212-Imagine Middle School	0.00 %						0.00 %	0.00 %
019999907770-Lucky Strikes High School	0.00 %						0.00 %	0.00 %
019999903456-Second Chance Alternative	0.00 %						0.00 %	0.00 %
019999944444-Test School	0.00 %						0.00 %	0.00 %
Total % Complete for submission	0.46 %							

Figure 81 Submission System Submission Progress Report in Excel

User Access Report

When the user selects the View User Access Report button, the user is taken to the screen with a table that lists the permissions that the user’s account possesses. This is the same screen that is accessed from the User Access item on the main User Menu.

Additional Reporting Functionality

While the Reports screen is intended as the primary point through which to access reporting functionality, other areas do exist within the Submission System where the user can access reports and feedback on submission status, progress, and errors.

Submission Status Reporting

The LEA Submissions Download provides a complete submission status, as it shows all data as currently submitted for the LEA. However, there are other ways to view this submitted data. Any user with the required Read privileges for the LEA and its schools may review the submitted data by viewing it in

individual cells and tables within the online Data Entry & Review Submission System screens, as discussed in detail in the [Data Entry](#) section. In addition, a user may review recently submitted data element values using the Element Submission tables available through the [File Upload](#) screens.

Submission Progress Reporting

The Submission Progress Report shows completion percentages by form for the LEA and is the easiest place to look for data on progress for the LEA. However, a user may also see completion percentages for each form, as well as by module and individual table, within the online Data Entry & Review Submission System screens. A user with the authority to certify the LEA’s data submission may also check the LEA’s overall progress by district and school using the Certification Submission Status table in the Certification Dashboard.

Error Reporting

The Error Resolution Report is intended as a consolidated means to view errors and warnings and to address them, whether by changing or explaining data submissions. However, users may also view and address them using the Error Report, Error and Warning Summary, and individual error and warning icons available through the online Data Entry & Review Submission System screens or through the Element Submission tables for a particular file upload. Those authorized to certify their district’s data submission may also access the Pre-Certification Check Preview and Ready for Certification functions from the Certification Dashboard.

The Error Report available from the Module Landing pages in the Data Entry & Review Submission System, not having been covered in depth in the data entry section, is discussed in more detail next.

Error Report

As discussed under Data Entry, the Module Landing page for each form contains an Error Report button next to the screen title with the district or school name. Selecting this button brings up a detailed Error Report for the entire District or School Form (see Figure 82).

Day Dreamer Academy (019999900001) Error Report

This report provides you with the error and warning counts of your selected school. Click on the questions to review and fix its errors.

Errors require review and must be resolved prior to certification.

Warnings indicate potential problems that should be reviewed but that do not block certification if left unresolved. If you receive a warning that states "Have I entered data in other fields correctly so that this field is considered inapplicable", this warning will be automatically resolved during certification and "N/A" will be reported—this will not impact certification.

[Having Issues with Warnings and Skip Values?](#)

Form-Level Checks (Not specific to a single question)	Warning Count: 0	Error Count: 1
SCHR	Warning Count: 4	Error Count: 0
PSCH	Warning Count: 0	Error Count: 0
ENRL	Warning Count: 0	Error Count: 0
PENR	Warning Count: 0	Error Count: 0
COUR	Warning Count: 24	Error Count: 6

Figure 82 Submission System Error Report

The Error Report provides a list of data modules for the District or School Form and the number of warnings and errors currently known to exist according to the validation checks.

The user may expand any module in the Error Report to see more detail on the specific questions with warnings or errors (see Figure 83). Errors are defined as conditions where the data must either be corrected by changing the value in the field or the apparent discrepancy must be explained prior to certification of the district’s data submission. Warnings are defined as conditions where a possible issue has been identified, but a correction or explanation is not necessary prior to certification.

Day Dreamer Academy (019999900001) Error Report

This report provides you with the error and warning counts of your selected school. Click on the questions to review and fix its errors.

Errors require review and must be resolved prior to certification.

Warnings indicate potential problems that should be reviewed but that do not block certification if left unresolved. If you receive a warning that states "Have I entered data in other fields correctly so that this field is considered inapplicable", this warning will be automatically resolved during certification and "N/A" will be reported—this will not impact certification.

Having Issues with Warnings and Skip Values?

Form-Level Checks (Not specific to a single question)	Warning Count: 0	Error Count: 1
SCHR	Warning Count: 4	Error Count: 0
PSCH	Warning Count: 0	Error Count: 0
ENRL	Warning Count: 0	Error Count: 0
PENR	Warning Count: 0	Error Count: 0
COUR	Warning Count: 24	Error Count: 6

Question	Warning Count	Error Count
Grade 7/8 Algebra I Classes	0	0
Grade 7/8 Algebra I Classes Taught by Certified Teachers	1	0
Grade 7 Algebra I Enrollment Indicator	0	0
Grade 8 Algebra I Enrollment Indicator	1	0
Total Grade 7 Algebra I Enrollment	0	1
Student Enrollment in Mathematics Courses in Grade 8 - Algebra I	17	0

Figure 83 Submission System Error Report Expanded

Again, this functionality is the same regardless of whether the user is in Table Navigation or School Navigation mode in the School Form or in the District Form.

Selecting the link for a particular question shown in the Error Report takes the user to the individual data entry screen where the error or warning occurs (see Figure 84).

Home >> Table Navigation >> Alabama >> Rainbow County >> Day Dreamer Academy (NCES School ID: 019999900001) >> ENRL >> ENRL-3a

ENRL-3a: Enrollment of Students with Disabilities - IDEA Only

Day Dreamer Academy (NCES School ID: 019999900001)

Save and Review Save & Go To Previous Table Switch Mode Save & Go To Next Table Table Navigation

Instructions:
Enter the number of students in grade 7 enrolled in Algebra I. Do not count students scheduled to take the Algebra I course, but not yet enrolled. For schools that use regular scheduling, the count should be based on a single day at the end of the regular school year. For schools that use block scheduling that allows a full-year course to be taken in one semester, the count should be based on the sum of a count taken on a single day at the end of the first block, and on a single day at the end of the second block.

LEGEND: ● Errors ▲ Warnings

Enter the number of students in GRADE 7 enrolled in Algebra I.

	Number of Students
Total number of students in GRADE 7 enrolled in Algebra I	71

Additional Information

Should I include EL students and students with disabilities in the race/ethnicity table?
Yes. The race/ethnicity table includes ALL students.

Can I count students in more than one race/ethnicity column?

Figure 84 Submission System Error Report Link Destination

Once at the individual table, the individual errors and warnings will be indicated by icons), and the user may address errors directly at the table level.

Administrative Functions

In the context of the CRDC Submission System, Administrative Functions refer to those functions within the Submission System that are only accessible to certain users with specified administrative permissions that are assigned by CRDC, district, and school personnel with CRDC submission authority. A user can view his/her current permissions using the User Access feature. Administrative Functions currently break down into two types: User Management and System Management.

User Management

User Management refers to the part of the Submission System in which users with administrative permissions may manage the permissions of other users within their respective domains (e.g., school, district, state). The purpose of the User Management section of the Submission System is to provide a user-friendly interface for the management of user accounts and permissions.

Entering User Management

For users with the proper administrative permissions, selecting the Admin menu item toward the top right of the Home page will bring up Admin Home. Admin Home contains the User Management and System Management areas (see Figure 85).

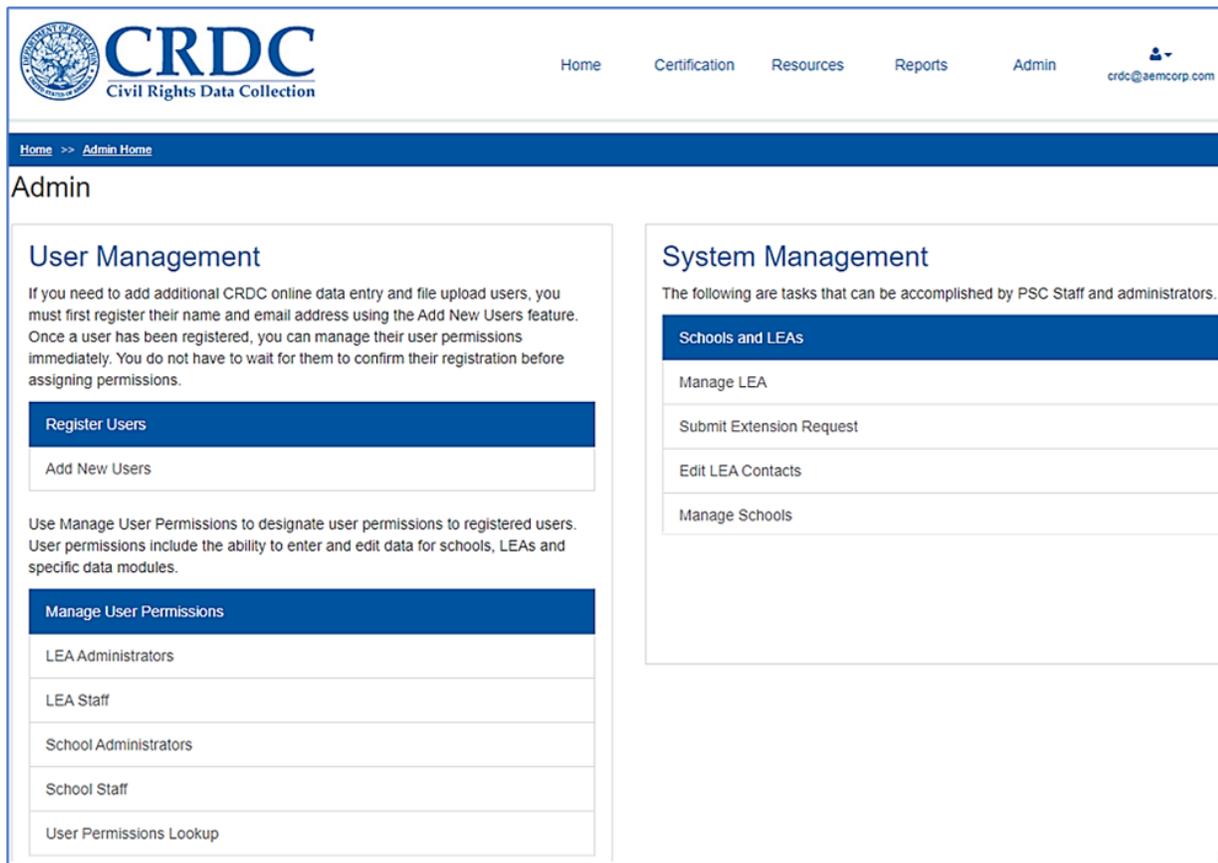


Figure 85 Admin Home

The example shown is for a user with LEA administrator permissions, so there are User Management options for controlling the permissions of LEA and school users and a limited menu of options under System Management. School administrators or staff would see a more limited menu of options still, while SEA and U.S. Department of Education users would see different options (unless granted LEA-level permissions by an LEA administrator).

PSC users not only have all User Management options available, but an extended System Management menu in order to allow them to help LEAs through the submission process.

Below are further details of the use of the selections under User Management.

Add New User

Selecting Add New Users under the Register Users section of User Management brings the administrator to the screen shown in Figure 8.6

Register New User



Figure 86 Register New User

The right-side text explains the email verification process and the importance of informing new users that they will be receiving confirmation emails. The administrator simply enters the new user’s information as indicated and selects Confirm Registration or, alternatively, decides to select Cancel. Upon selecting Confirm Registration, the following confirmation popup is displayed (see Figure 87).

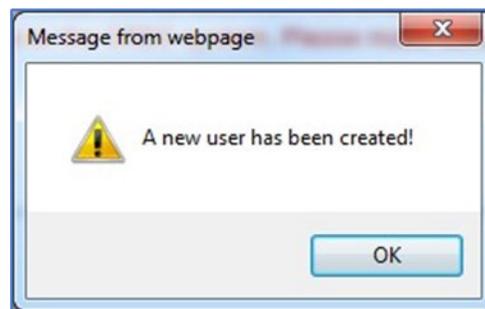


Figure 87 Register New User Confirmation

The user will not be able to access the system before following the email link to verify his/her email address and completing the registration process. However, the administrator does not need to wait for the new user to verify his/her email before setting the user’s.

Manage User Permissions

Under the Manage User Permissions section of User Management, the administrator will see selections for each role whose user permissions he/she may manage.

For each LEA Staff user assigned to the LEA, the administrator may manage permissions for the modules within both the District and School Forms or wholly remove or disable access for that user (see Figure 88).

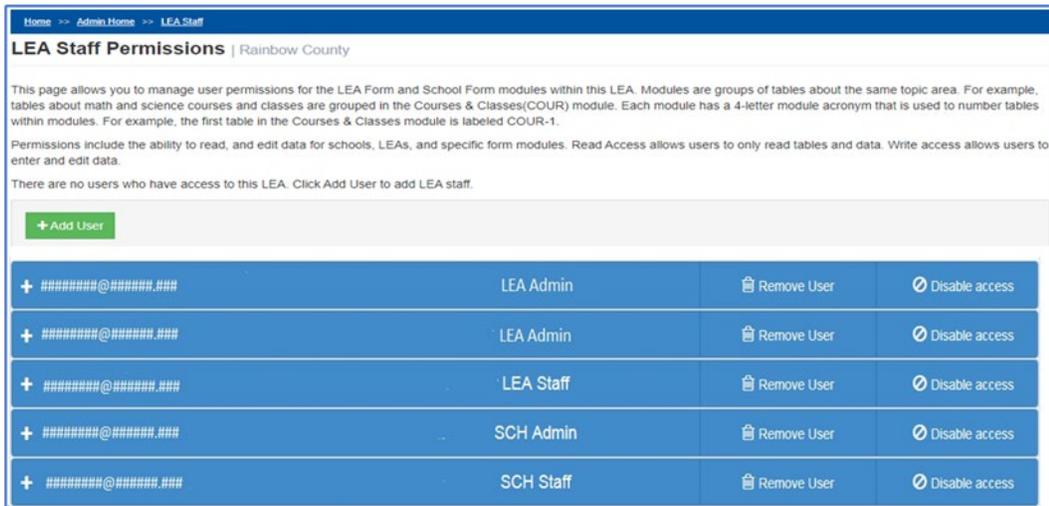


Figure 88 Manage User Permissions – LEA Staff

The administrator may also add new users to the list of LEA Staff for this LEA or change LEAs entirely. To add a user to the list of LEA Staff for a particular LEA, the administrator selects the +Add User button, bringing up the “Add user to this group” dialog box (see Figure 89).



Figure 89 Admin User Dialog Box

In this dialog box, the administrator has the option of searching for an existing user in the CRDC Submission System by email address or, if the user cannot be found, selecting Create New User to add a new user.

Entering the beginning characters of an existing user’s email address will bring up a list of possible matching addresses in the system (see Figure 90)

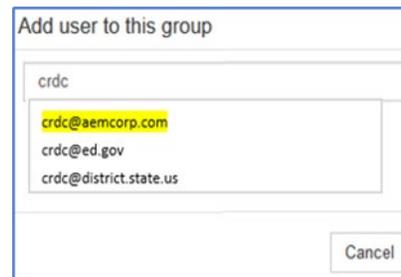


Figure 90 Add User Dialog Email Search

Selecting one of these results brings up the version of the dialog shown in Figure 91.

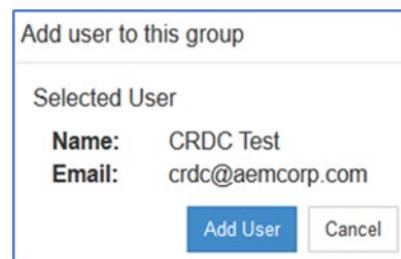


Figure 91 Add User Dialog Email Selected

From here, selecting the Add User button will add the selected user to the permissions list for the given LEA. The added user will now show up in the list of those with LEA Staff Permissions (see Figure 92).

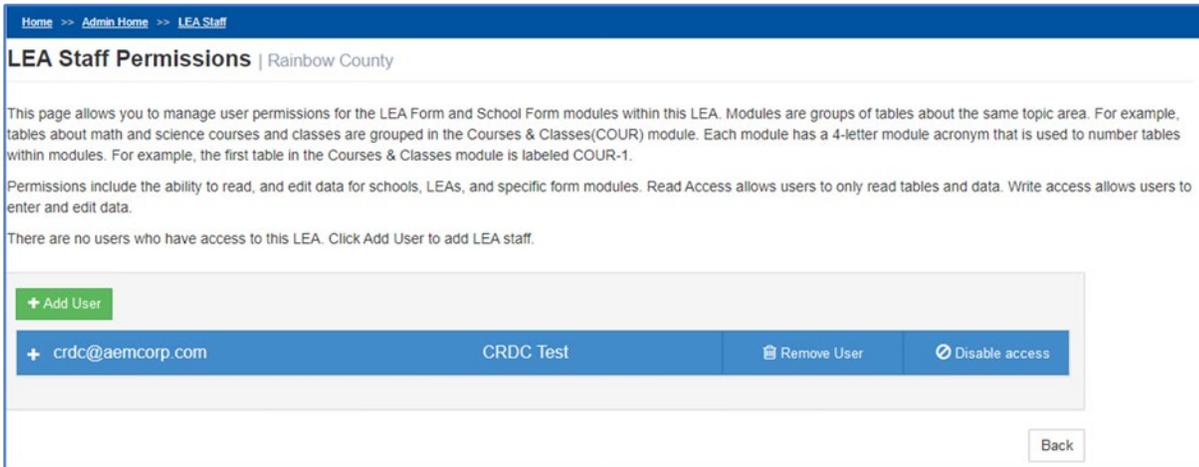


Figure 92 User Added

If instead the administrator selects the Create New User button from the Add User dialog, then this brings up the Register New User screen previously discussed under Add New User.

In this case, once a new email address has been entered into the system, the administrator would still have to search for that email address, select it, and add the user to the LEA as shown previously. The Add User functionality works in the same manner for all Manage User Permission screens.

Once all desired users are shown in the user permissions list, the administrator must then set their permissions. First, the administrator would expand the entry for a specific user by selecting the plus (+) sign next to that user’s email address (see Figure 93).

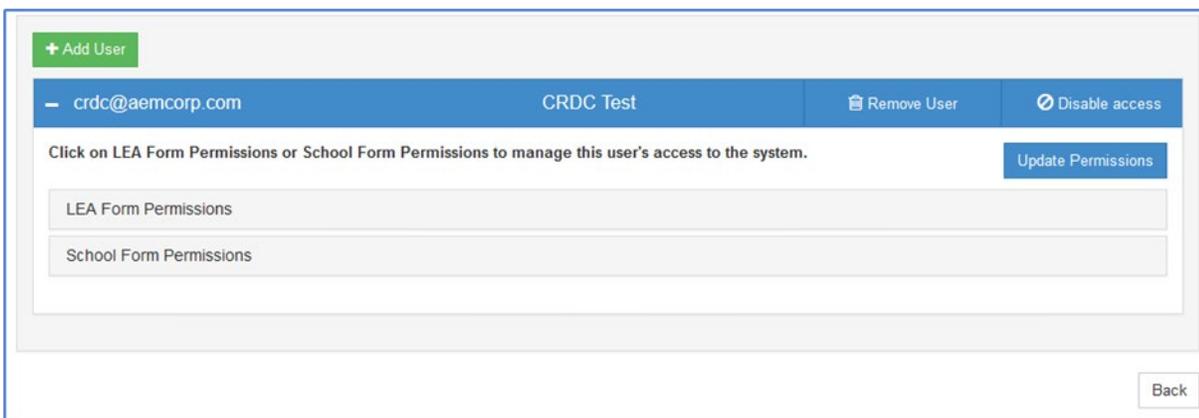
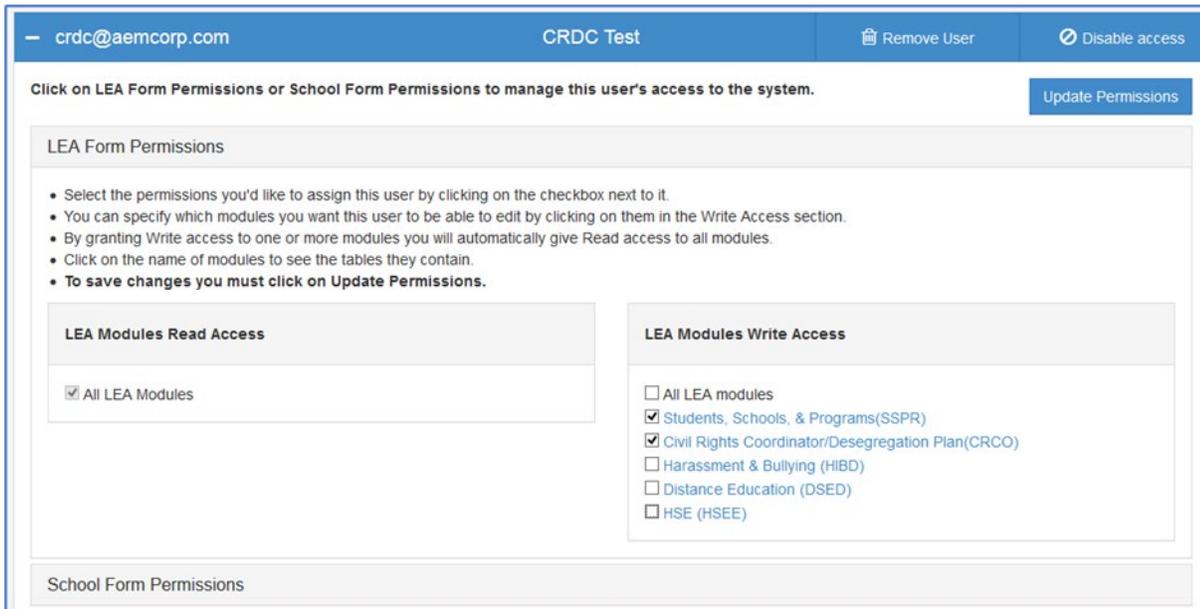


Figure 93 User Permissions Expanded

Second, the administrator would select either LEA or School Form Permissions. Selecting LEA Form Permissions expands that area of the page as shown in Figure 94.



crdc@aemcorp.com CRDC Test Remove User Disable access

Click on LEA Form Permissions or School Form Permissions to manage this user's access to the system. Update Permissions

LEA Form Permissions

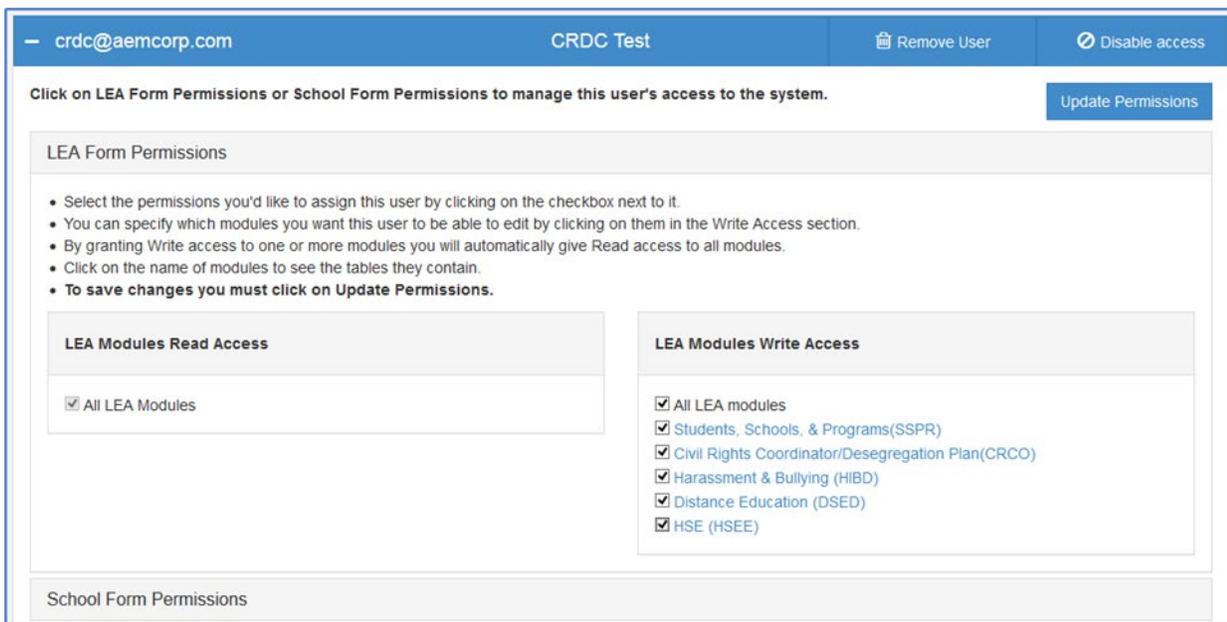
- Select the permissions you'd like to assign this user by clicking on the checkbox next to it.
- You can specify which modules you want this user to be able to edit by clicking on them in the Write Access section.
- By granting Write access to one or more modules you will automatically give Read access to all modules.
- Click on the name of modules to see the tables they contain.
- To save changes you must click on Update Permissions.

LEA Modules Read Access	LEA Modules Write Access
<input checked="" type="checkbox"/> All LEA Modules	<input type="checkbox"/> All LEA modules <input checked="" type="checkbox"/> Students, Schools, & Programs(SSPR) <input checked="" type="checkbox"/> Civil Rights Coordinator/Desegregation Plan(CRCO) <input type="checkbox"/> Harassment & Bullying (HIBD) <input type="checkbox"/> Distance Education (DSED) <input type="checkbox"/> HSE (HSEE)

School Form Permissions

Figure 94 LEA Form Permissions Expanded

As the instructions in this view explain, here the administrator may give this user read access (the ability to view data already submitted) to all LEA modules and write access (the ability to enter new data to questions and tables) to either all, or only selected, LEA modules. Write access to any LEA module requires read access to all of them (see Figure 95).



crdc@aemcorp.com CRDC Test Remove User Disable access

Click on LEA Form Permissions or School Form Permissions to manage this user's access to the system. Update Permissions

LEA Form Permissions

- Select the permissions you'd like to assign this user by clicking on the checkbox next to it.
- You can specify which modules you want this user to be able to edit by clicking on them in the Write Access section.
- By granting Write access to one or more modules you will automatically give Read access to all modules.
- Click on the name of modules to see the tables they contain.
- To save changes you must click on Update Permissions.

LEA Modules Read Access	LEA Modules Write Access
<input checked="" type="checkbox"/> All LEA Modules	<input checked="" type="checkbox"/> All LEA modules <input checked="" type="checkbox"/> Students, Schools, & Programs(SSPR) <input checked="" type="checkbox"/> Civil Rights Coordinator/Desegregation Plan(CRCO) <input checked="" type="checkbox"/> Harassment & Bullying (HIBD) <input checked="" type="checkbox"/> Distance Education (DSED) <input checked="" type="checkbox"/> HSE (HSEE)

School Form Permissions

Figure 95 LEA Form All Permissions Granted

Changes to these permissions are not effective until the administrator selects the Update Permissions button and sees the message shown in Figure 96.

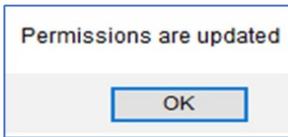


Figure 96 Permissions Updated

When the administrator selects School Form Permissions, the process is somewhat more complicated—not only because there are a greater number of modules in the School Form, but because there are multiple schools within most LEAs (see Figure 97 which has been updated for the 2021-22 CRDC).

NEW
for 2021-22 CRDC

The Permissions by Module table, shown on the right, has been updated.

- The Header row with column labels is now a freeze pane allowing users to scroll through the list of schools while viewing the modules.
- The DIND module has been moved to first module on left in the list of modules on the header row as it appears in the School Form.

Click on LEA Form Permissions or School Form Permissions to manage this user's access to the system. Update Permissions

LEA Form Permissions

School Form Permissions

- Select schools and modules to grant this user permission to the School Form for specific schools and modules. The default permissions for each school are set to No Permissions. You can change the permissions for specific schools to Read Access, Write Access, or Admin (ability to enter data AND manage user permissions).
- To give this user access to a module for all schools, click on the box above that module.
- Click on the column titles or module acronyms to view the list of questions within them.
- **To save changes you must click on Update Permissions.**

Show Acronyms

School Name	General Permission Levels			Grant "Write" Permissions by Module																			
	Read	Write	Admin	DIND	SCHR	PSCH	ENRL	PENR	COUR	APIB	EXAM	STAF	SECR	RETN	ATHL	DISC	ARRS	OFFN	HIBS	RSTR	JUST	INET	
Day Dreamer Academy 01999900001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
Firehouse Elementary 01999901010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imagine Middle School 01999901212	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lucky Strikes High School n10000017770	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 97 School Form Permissions Updated

The School Form Permissions area allows the administrator to give the user Read, Write, or Admin permissions for all schools within the LEA or only for selected ones. Write permissions may also be given for all modules within the School Form or only for selected ones. In each case, any Write permissions for a given school, even if only for a single module, will include Read permissions for that entire School Form. In addition, Admin permissions for a given school include both Read and Write permissions.

Figure 99 displays an example in which the user is given Admin permissions for one school, full/general Write permissions for a second school, and Write permissions for one module for all schools. The gray checkmarks indicate permissions that were not manually selected by the administrator but were automatically included in those the administrator did select.

As before, none of these changes are effective until the administrator selects the Update Permissions button.

Within the LEA Staff Permissions screen, the administrator may also opt to remove a user’s permissions for the LEA and its schools entirely, or to temporarily disable a user’s access to the LEA and schools without changing permissions.

Selecting Remove User for a specific user brings up the following dialog box (see Figure 98).

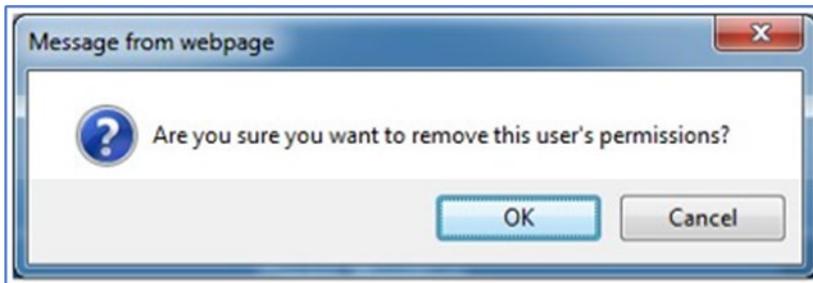


Figure 98 Remove User Check

If the administrator selects OK, then all user permissions for this LEA and associated schools will be erased and will have to be manually redone, through the process just covered, to be reinstated.

Selecting “Disable access” for a specific user disables that user’s permissions until reinstated, with the user email and name shaded in as shown in Figure 99.

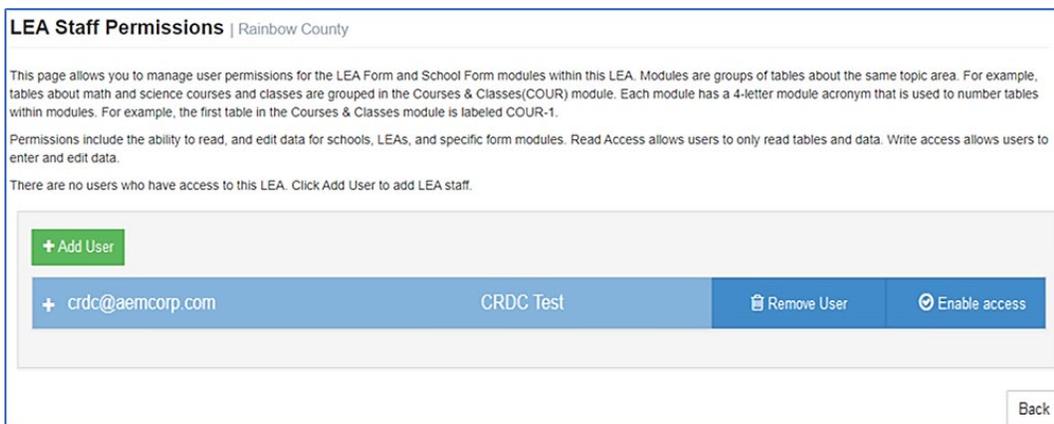


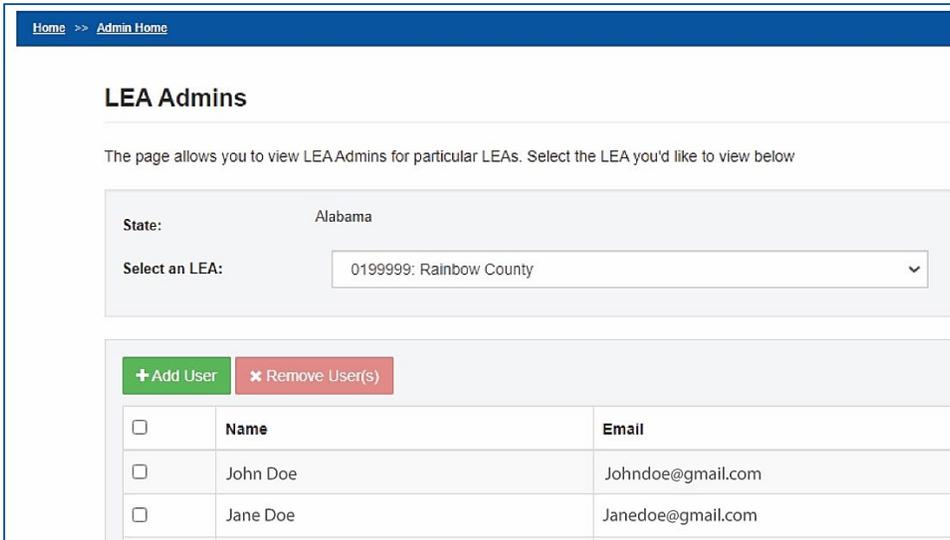
Figure 99 User Disabled

However, all the administrator needs do to reinstate this user is to select the Enable Access button in this view. No selection of the actual user permissions is required.

If an administrator wishes instead to manage user permissions for LEA Administrators, then the process and screens are far simpler.

For LEA Admins for a particular LEA, the only options are to add or remove users from the list of LEA Admins. Add User works just as shown previously for LEA Staff, while the Remove User(s) button applies to any users with checked boxes when it is selected. There is no need to define specific permissions, as every LEA Admin always has full Read, Write, and Admin permissions for their LEA and all schools within it (see

Figure 100).

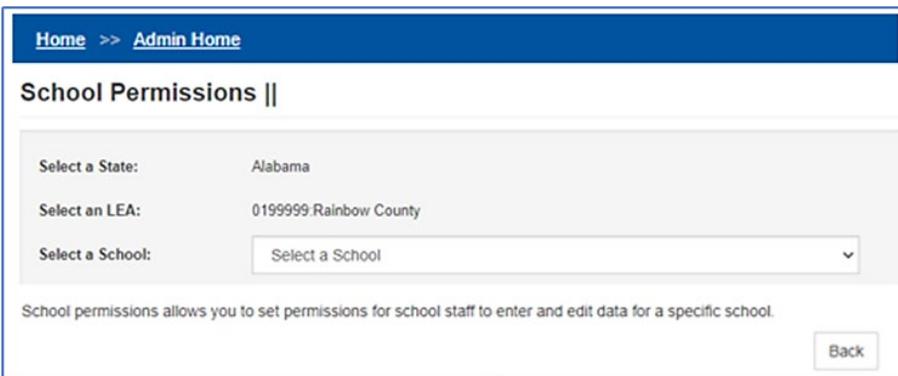


The screenshot shows the 'LEA Admins' management interface. At the top, there is a breadcrumb trail: 'Home >> Admin Home'. Below this is the title 'LEA Admins' and a descriptive sentence: 'The page allows you to view LEA Admins for particular LEAs. Select the LEA you'd like to view below'. The form includes a 'State:' dropdown menu set to 'Alabama' and a 'Select an LEA:' dropdown menu set to '0199999: Rainbow County'. Below these are two buttons: '+ Add User' (green) and 'x Remove User(s)' (red). A table lists the current users:

<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	John Doe	Johndoe@gmail.com
<input type="checkbox"/>	Jane Doe	Janedoe@gmail.com

Figure 100 Manage User Permissions – LEA Admins

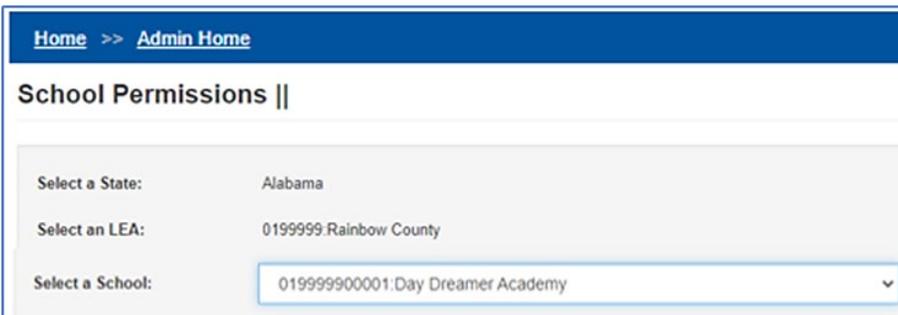
Managing user permissions for School Staff is likewise simpler than for LEA Staff, for the simple reason that permissions need only be defined for one school (see Figure 101).



The screenshot shows the 'School Permissions' management interface. At the top, there is a breadcrumb trail: 'Home >> Admin Home'. Below this is the title 'School Permissions ||'. The form includes three dropdown menus: 'Select a State:' set to 'Alabama', 'Select an LEA:' set to '0199999: Rainbow County', and 'Select a School:' set to 'Select a School'. Below these is a descriptive sentence: 'School permissions allows you to set permissions for school staff to enter and edit data for a specific school.' and a 'Back' button.

Figure 101 Manage User Permissions – School Staff

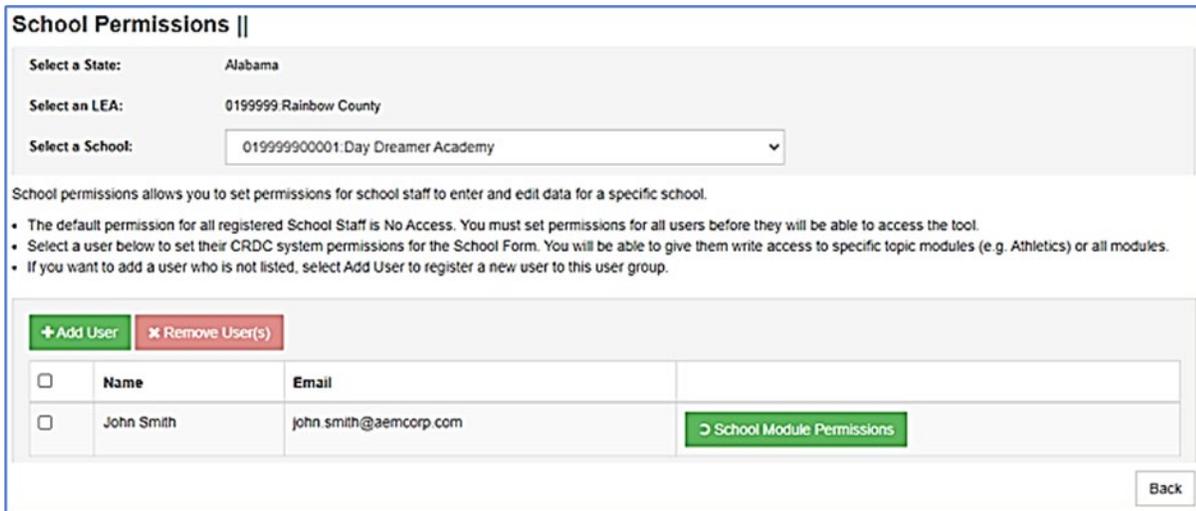
The user must select a school (see Figure 102).



The screenshot shows the 'School Permissions' management interface, similar to Figure 101, but with the 'Select a School:' dropdown menu now set to '01999990001: Day Dreamer Academy'.

Figure 102 Manage User Permissions – Select School

Once a school is selected, the administrator selects a user whose permissions need to be modified, then selects the School Module Permissions button (see Figure 103).



School Permissions ||

Select a State: Alabama

Select an LEA: 0199999 Rainbow County

Select a School: 019999900001: Day Dreamer Academy

School permissions allows you to set permissions for school staff to enter and edit data for a specific school.

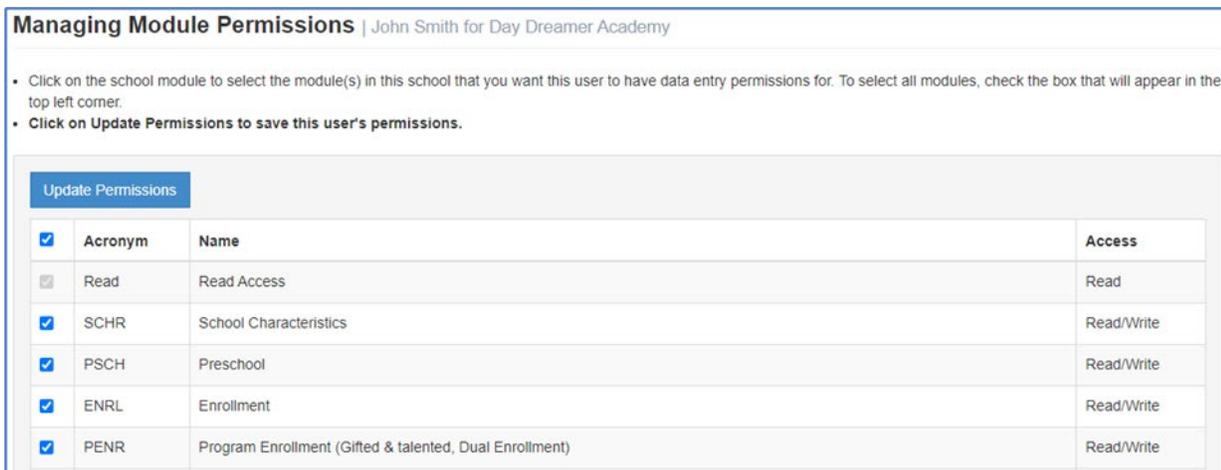
- The default permission for all registered School Staff is No Access. You must set permissions for all users before they will be able to access the tool.
- Select a user below to set their CRDC system permissions for the School Form. You will be able to give them write access to specific topic modules (e.g. Athletics) or all modules.
- If you want to add a user who is not listed, select Add User to register a new user to this user group.

+ Add User ✕ Remove User(s)

<input type="checkbox"/>	Name	Email	
<input type="checkbox"/>	John Smith	john.smith@aemcorp.com	<input type="button" value="School Module Permissions"/>

Figure 103 Manage User Permissions – Select School User

Once in this view, the administrator simply selects the modules for which the user should have data entry (Write) permissions, then selects Update Permissions to make any changes effective. Selecting the top check box selects all modules for the School Form (see Figure 104).



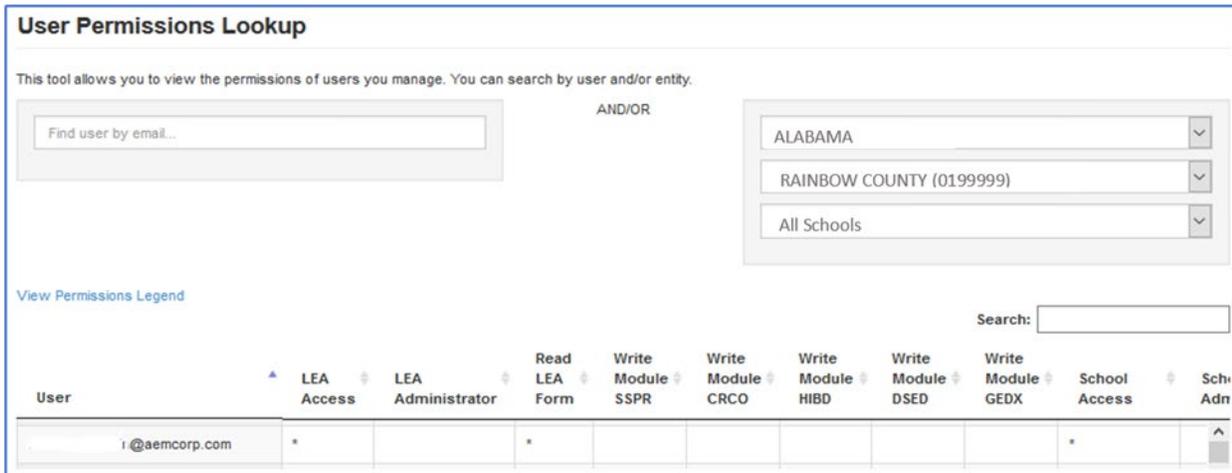
Managing Module Permissions | John Smith for Day Dreamer Academy

- Click on the school module to select the module(s) in this school that you want this user to have data entry permissions for. To select all modules, check the box that will appear in the top left corner.
- Click on **Update Permissions** to save this user's permissions.

<input checked="" type="checkbox"/>	Acronym	Name	Access
<input checked="" type="checkbox"/>	Read	Read Access	Read
<input checked="" type="checkbox"/>	SCHR	School Characteristics	Read/Write
<input checked="" type="checkbox"/>	PSCH	Preschool	Read/Write
<input checked="" type="checkbox"/>	ENRL	Enrollment	Read/Write
<input checked="" type="checkbox"/>	PENR	Program Enrollment (Gifted & talented, Dual Enrollment)	Read/Write

Figure 104 Manage User Permissions – School Module Permissions Selected

The User Permissions Lookup selection under Manage User brings up the search screen shown in Figure 105.



User Permissions Lookup

This tool allows you to view the permissions of users you manage. You can search by user and/or entity.

Find user by email... AND/OR

ALABAMA

RAINBOW COUNTY (0199999)

All Schools

View Permissions Legend

Search:

User	LEA Access	LEA Administrator	Read LEA Form	Write Module SSPR	Write Module CRCO	Write Module HIBD	Write Module DSED	Write Module GEDX	School Access	Sch Adn
@aemcorp.com	*		*						*	

Figure 105 Manage User Permissions – User Permissions Lookup

This screen allows the administrator to search for users by email address (and optionally by state, LEA, and school) to see what user permissions they have been assigned. Leaving the school unselected allows for a search of users assigned to all schools (and SEA and PSC users can likewise search across all LEAs or all states as well) and leaving the email address blank shows all users for the selected school(s) or larger entities. The small Search box nearest the table of results filters by any item showing up in the table, including email addresses and NCES IDs.

There is also a legend that explains how to interpret the results of such a search (see Figure 106).

Permissions Legend

Below is a legend explaining the permission values for your reference.

Form Value	Applicable to	Meaning
*	All levels	For PSC or ED-level permissions: the permission is held. For state-level permissions: the permission is held for every state. For LEA-level permissions: the permission is held for every district. For school-level permissions: the permission is held for every school.
{2-digit ANSI State Code (FIPS code)}	State level	The permission is held for that particular state.
{2-digit ANSI State Code (FIPS code)}*	LEA and school levels	The permission is held for every LEA or school in the state.
{7-digit LEA ID}	LEA level	The permission is held for that particular district.
{7-digit LEA ID}*	School level	The permission is held for every school in the district.
{12-digit School ID}	School level	The permission is held for that particular school.

Examples

- Having * for **PSC Staff** means that the in the Partner Support Centef.
- Having **01*** for **Read School Form** meithe user can read the data fery school in Alabama.
- Having **0112345** for **Write Module SSPs** that the user can edit data: SSPR module for the district whose NCES ID is 0112345.

Figure 106 Manage User Permissions – User Permissions Lookup Legend

An asterisk (*) in a cell indicates that the given user has that permission globally within the search parameters, while narrower permissions are shown using Federal Information Processing Standard (FIPS) codes and NCES IDs for specific LEAs and schools.

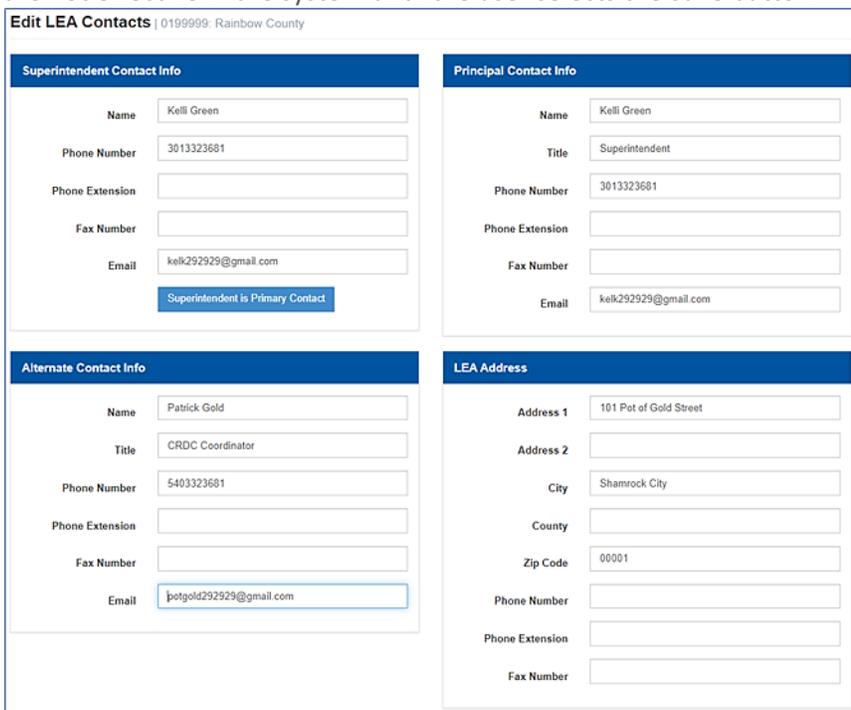
System Management

The System Management area of the Admin Home screen (see Figure 84) contains only the limited functions that are available to LEA administrators: Edit LEA Contacts and Manage Schools. Additional functions are available to PSC users in order to assist LEAs with the data collection.

Edit LEA Contacts

Selecting Edit LEA Contacts from the Admin Home page brings up the screen shown in Figure 107.

This allows the LEA administrator to edit the LEA’s contact information for purposes of the CRDC. Changes are not effective in the system until the user selects the Save button.



Edit LEA Contacts | 0199999: Rainbow County

Superintendent Contact Info	Principal Contact Info
Name: Kelli Green	Name: Kelli Green
Phone Number: 3013323681	Title: Superintendent
Phone Extension: [Empty]	Phone Number: 3013323681
Fax Number: [Empty]	Phone Extension: [Empty]
Email: kelli292929@gmail.com	Fax Number: [Empty]
<input type="button" value="Superintendent is Primary Contact"/>	Email: kelli292929@gmail.com

Alternate Contact Info	LEA Address
Name: Patrick Gold	Address 1: 101 Pot of Gold Street
Title: CRDC Coordinator	Address 2: [Empty]
Phone Number: 5403323681	City: Shamrock City
Phone Extension: [Empty]	County: [Empty]
Fax Number: [Empty]	Zip Code: 00001
Email: potgold292929@gmail.com	Phone Number: [Empty]
	Phone Extension: [Empty]
	Fax Number: [Empty]

Figure 107 LEA Contact Information

Manage Schools

Selecting Manage Schools brings the LEA administrator to the Manage Schools screen (see Figure 108).

Since this is the view of the LEA administrator for one LEA, the state and LEA are already selected, and only schools remains to be selected. This screen shows a list of schools organized by school name, as well as a Search box that may be useful to LEAs with a large number of schools.

Home >> Admin Home >> Manage Schools

Manage Schools

Select a State:

LEA:

[+ Request Add School](#) [Download Schools](#)

Schools

School Name
Day Dreamer Academy
Firehouse Elementary
Imagine Middle School

Figure 108 LEA administrator/Manage Schools screen

Day Dreamer Academy

School Details	Actions
District ID: 0199999	Edit Details
CRDC/NCES School ID: 019999900001	Request School Deletion
Name: Day Dreamer Academy	
Address: 202 1st Street	
City: Shamrock City	
State: AL	
Zip Code: 00001	
Phone Number: 555-555-5555	
State Assigned ID:	

Figure 109 School Management – Manage Existing School

Certification

Only certain users are authorized to certify the data submissions for their LEA by selecting the Certification menu item from the top menu appearing on every screen within the CRDC Submission System. Only users who are authorized will see the Certification selection within this menu.

Requirements for Certification of Submissions

To proceed to final certification of an LEA's data submission, all required data fields must be submitted for both the District Form and all related School Forms (unless exempted by OCR), and no errors may exist for any data submitted that have not been either explained using a reason code and/or comment or overridden by the PSC.

Certification Process

To start the certification process, the user must first go to the Certification Dashboard using the Certification menu link provided in the menu at the top of every screen.



Figure 110 Submission System Navigation Menu

The Current Submission Status table provides an executive summary of the completion status, errors, and warnings for all forms relevant to the LEA, with links to the Data Entry & Review Submission System screens relevant to working in those forms.

Only those authorized to certify data for the LEA will have this item in their menus. The Certification Dashboard appears as shown in Figure 111.

|

At the top of this screen is the Current Submission Status, a table that shows a snapshot of completion status, number of errors, and number of warnings for each LEA and School Form currently in the process of being submitted.

Each entry in this table may be selected to get an expanded view of the completion status of that LEA or School Form. For example, selecting the LEA in this case brings up an expanded table as shown in Figure 112.

District/LEA Form Submission Error Report

Rainbow County (NCES LEA ID: 0199999)

The Data Entry tool is organized by topical modules. Modules are groups of tables about the same topic area. For example, tables about harassment and bullying form the Harassment & Bullying module. Each module has a 4-letter module acronym which is used to number tables within modules. For example, the first table in the Harassment & Bullying module is labeled as HIBD-1.

Select a data module from the list below to enter your data

NOTE: Throughout the CRDC, there are questions requiring a yes/no response that are considered "guiding questions". A "no" answer to a guiding question lets the system know that additional questions on that topic do not apply. The CRDC will skip these questions for you and populate these questions with "NA" (not applicable). Read more in the Data Tip for [Skipped Field Warnings](#) (176 KB).

Acronym	Name	Status	Percentage of Required Cells Filled	Data Entry Done
SSPR	Students, Schools, & Programs	In Progress Last Edited: 9/2/2021	100.00 %	<input type="checkbox"/>
CRCO	Civil Rights Coordinator/Desegregation Plan	In Progress Last Edited: 9/2/2021	100.00 %	<input type="checkbox"/>
HIBD	Harassment & Bullying	In Progress Last Edited: 9/2/2021	100.00 %	<input type="checkbox"/>
DSED	Distance Education	In Progress Last Edited: 9/2/2021	100.00 %	<input type="checkbox"/>
HSEE	High School Equivalency Exam	In Progress Last Edited: 9/2/2021	100.00 %	<input type="checkbox"/>

Overall Completion Percentage: 100.00 %

Figure 112 Submission System Current Submission Status LEA Detail

This is the same as the Module Landing page for the LEA shown in Figure 41. From here, the user can access the Error Report (to determine which tables have triggered errors or warnings) or navigate within the Data Entry & Review Submission System, by following the links for the various modules (to add to or correct submitted data or to provide explanatory comments).

Likewise, selecting one of the school entries in the Current Submission Status table (see Figure 112) will bring up the Module Landing page for the relevant school (see Figure 113).

School Form Submission Error Report				
Day Dreamer Academy (NCES School ID: 019999900001)				
<p>The Data Entry tool is organized by topical modules. Modules are groups of tables about the same topic area. For example, tables about math and science courses and classes form the Courses & Classes module. Each module has a 4-letter module acronym which is used to number tables within modules. For example, the first table in the Courses & Classes module is labeled COUR-1.</p> <p>Select any module acronym or name to begin data entry or data review for the school listed.</p>				
Acronym	Name	Status	Percentage of Required Cells Filled	Data Entry Done
SCHR	School Characteristics	Not Started	0.00 %	<input type="checkbox"/>
PSCH	Preschool	Not Started	0.00 %	<input type="checkbox"/>
ENRL	Enrollment	Not Started	0.00 %	<input type="checkbox"/>
PENR	Program Enrollment (Gifted & Talented, Dual Enrollment)	Not Started	0.00 %	<input type="checkbox"/>
COUR	Courses & Classes	Not Started	0.00 %	<input type="checkbox"/>

Figure 113 Submission System Current Submission Status School Detail

Pre-Certification Check Preview

Next on the Certification Dashboard is the Pre-Certification Check Preview. This function allows the user to generate a comprehensive error and warning report for all data that need to be submitted prior to certification for this LEA. The user starts the process by selecting the Run Pre-Certification Check Preview button, at which point the system informs the user of the progress in running the checks (see Figure 114).

- Warnings in skipped fields will be converted to NA once certified
- 3. Click **Pre-Certification Check Preview** button
 - **Resolve any Submission-Level Errors.** These data validation checks are a full list of warnings and errors found in your entire submission
 - Warnings in skipped fields will be converted to NA once certified
- 3. Click **Pre-Certification Check Preview** button
 - Warnings in skipped fields will be converted to NA once certified
- 3. Click **Pre-Certification Check Preview** button
 - Warnings in skipped fields will be converted to NA once certified
- 3. Click **Pre-Certification Check Preview** button
 - Warnings in skipped fields will be converted to NA once certified
- 3. Click **Pre-Certification Check Preview** button
 - Warnings in skipped fields will be converted to NA once certified
- 3. Click **Pre-Certification Check Preview** button
 - **Resolve any Submission-Level Errors.** These data validation checks are a full list of warnings and errors found in your entire submission
- 4. Click **Ready for Certification** button
 - Resolve any remaining errors

Pre-Certification Check Preview

The pre-certification check preview will provide a full list of warnings and errors in your submissions. **All errors must be resolved** by updating your data, providing an explanation, and/or working with the Partner Support Center (PSC). We also encourage you to carefully review all warnings to ensure your submission accurately reflects data for your schools. *Note: Any warnings present will not prevent you from certifying.*

The **buttons** for "Run Pre-Certification Check Preview" and "Ready for Certification" **may appear faded out** and not allow you to select them. This can occur for one of two reasons:

1. **Data was recently submitted through data entry or file upload** and the **system still needs to perform data validation checks**, including submission-level checks, before you can proceed. The Scheduled Jobs progress bar will indicate the system's progress in running these checks. Upon completion the buttons will become active again.
2. **Data submission is not at or above 75.00% complete** for the entire LEA, as is required prior to running the pre-certification and certification check. This button will automatically become active once this threshold has been reached. Your current total % complete for submission is **78.40 %**.

Clicking the "**Pre-Certification Check Preview**" and "**Ready for Certification**" buttons will start a review of submitted data. Depending on the size of your submission and the number of other users also submitting and checking their data, **these processes could take several minutes to complete.**

The "**Pre-Certification Check Preview**" function is **intended for data submissions that are close to completion.** If you know that your submission is incomplete or that it contains a significant number of unresolved warnings or errors, **use the Error Resolution Report** on the Reports page prior to running the Pre-Certification Check Preview.

Run Pre-Certification Check Preview

Figure 114 Submission System Running Pre-Certification Checks

Upon completion, the results of these checks are displayed in two tables. The first one details errors that can be resolved either by changing the data submitted, or by means of a reason code and/or comment explaining the validation check error listed in the first table (see Figure 115).

Pre-Certification Check Preview

Use the search boxes at the top of each error list to find errors related to particular topics or error types. For example, search for "Algebra" to find errors related to Algebra tables and elements. You can also search for common table terms, such as "Hispanic," "LEP," "IDEA," etc., or "Required Field" to find errors related to missing data that have not yet been reported. Tip: If you search for an abbreviation and nothing is returned in the search, try spelling out the term. For example, use "Advanced Placement" instead of "AP." Search terms are not case sensitive.

Note:

- The Pre-Certification Check Preview will only display up to 500 errors or warnings. To view more errors and warnings use the [Error Resolution Report](#).
- Once you have reviewed and corrected all errors, re-run the pre-certification check to refresh the error and warning list.

Errors Requiring a Data Change or Reason Code

The following errors require a data change or reason code. If no reason code is allowed for the particular error, it must be resolved by making a data change:

Show entries Search:

School/LEA	Error Description	Action
Rainbow County (0199999)	"Civil Rights Coordinators Contact Information : Disability (Section 504 and/or Title II) - Email" is a required field. Please enter data to this field before attempting to certify your submission.	Go to Question
Rainbow County (0199999)	"Civil Rights Coordinators Contact Information : Disability (Section 504 and/or Title II) - First Name" is a required field. Please enter data to this field before attempting to certify your submission.	Go to Question
Rainbow County (0199999)	"Civil Rights Coordinators Indicator: Disability (Section 504 and/or Title II)" is a required field. Please enter data to this field before attempting to certify your submission.	Go to Question

Figure 115 Submission System Pre-Certification Check Results (Reason Codes)

If the user scrolls down, then a second table is displayed for errors that require review from the PSC if the submitted data underlying the validation check error are not going to be changed (see Figure 116).

Errors Requiring Review from the Partner Support Center

Unless the following errors are resolved by a data change, they will require review from the Partner Support Center, whether or not a reason code is entered:

Show entries Search:

School/LEA	Error Description	Action
Rainbow County (0199999)	You have not yet provided all required counts for male and female students in each racial/ethnic category within this table. Until you do so, the system will be unable to calculate table totals and you will be unable to certify your submission. In order to resolve this error, please provide a count/value in each cell within this table, or provide an explanation using a reason code and comment of why the disaggregated data cannot be reported.	Go to Question
Rainbow County (0199999)	You have not yet provided all required counts for male and female students in each racial/ethnic category within this table. Until you do so, the system will be unable to calculate table totals and you will be unable to certify your submission. In order to resolve this error, please provide a count/value in each cell within this table, or provide an explanation using a reason code and comment of why the disaggregated data cannot be reported.	Go to Question
Rainbow County (0199999)	"Students receiving a high school equivalency credential: Number of American Indian/Alaska Native Female Students" is a required field. Please enter data to this field before attempting to certify your submission.	Go to Question

Figure 116 Submission System Pre-Certification Check Results (PSC Review Required)

These errors cannot be resolved simply by explaining an apparent discrepancy with a reason code and/or comment, but need to be reviewed by the PSC and, in some cases, by OCR. One common type of error that falls within this table is a lack of required data in the submission, as a lack of data in required fields will always block certification unless an exemption is granted based on a data collection plan.

Since missing data result in failed validation checks, running the Pre-Certification Check on an LEA with this level of progress will result in a large list of errors in both tables. Users can use the Search boxes to filter for

specific common table topics and terms. Each error is identified by the District or School Form in which it occurs and the error description and provides an Action link allowing the user to go straight to the relevant question in the correct form in the Data Entry & Review area of the Submission System. There, the user may change the value of the data or enter a reason code and/or comment, as appropriate. The Pre-Certification Check therefore serves as a more global version of the Error Reports available in the Data Entry & Review Submission System area from the Module Landing pages, covering all data submitted for the LEA to date.

To attempt certification, the user will want to ensure that all the errors identified in the Pre-Certification Check Preview have been eliminated, either by changing values so the errors no longer occur, by explaining them using reason codes and/or comments, or by contacting the PSC. At that point, the Ready for Certification function at the bottom of the Certification Dashboard comes into play. If the user selects the Ready for Certification button before the submission is complete and before errors have been eliminated, then the system will attempt to run the appropriate certification checks (see Figure 117).

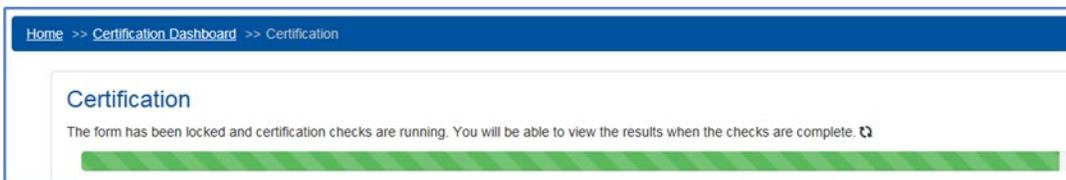


Figure 117 Submission System Running Certification Checks

However, once the checks have been completed, the system will inform the user that certification is blocked, that the form is unlocked to allow for further data entry, and what the specific errors involved are, duplicating the results of the Pre-Certification Check (see Figure 118).

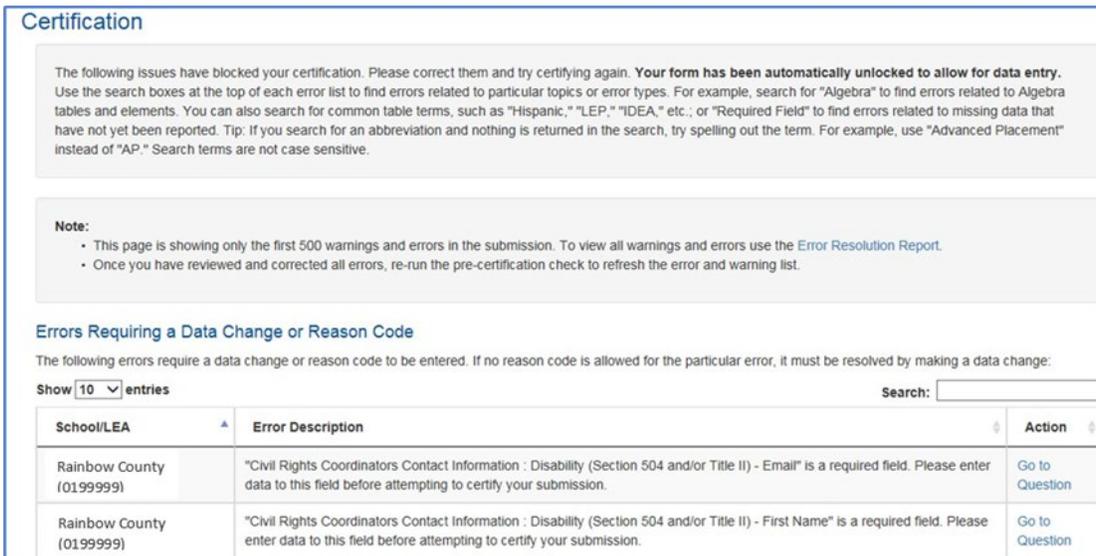


Figure 118 CRDC Submission System Certification Blocked

Actual locking and certification of the submission will not be possible until all required data have been entered and there are no unresolved errors. At that point, the Certification Dashboard will appear as shown in Figure 119.

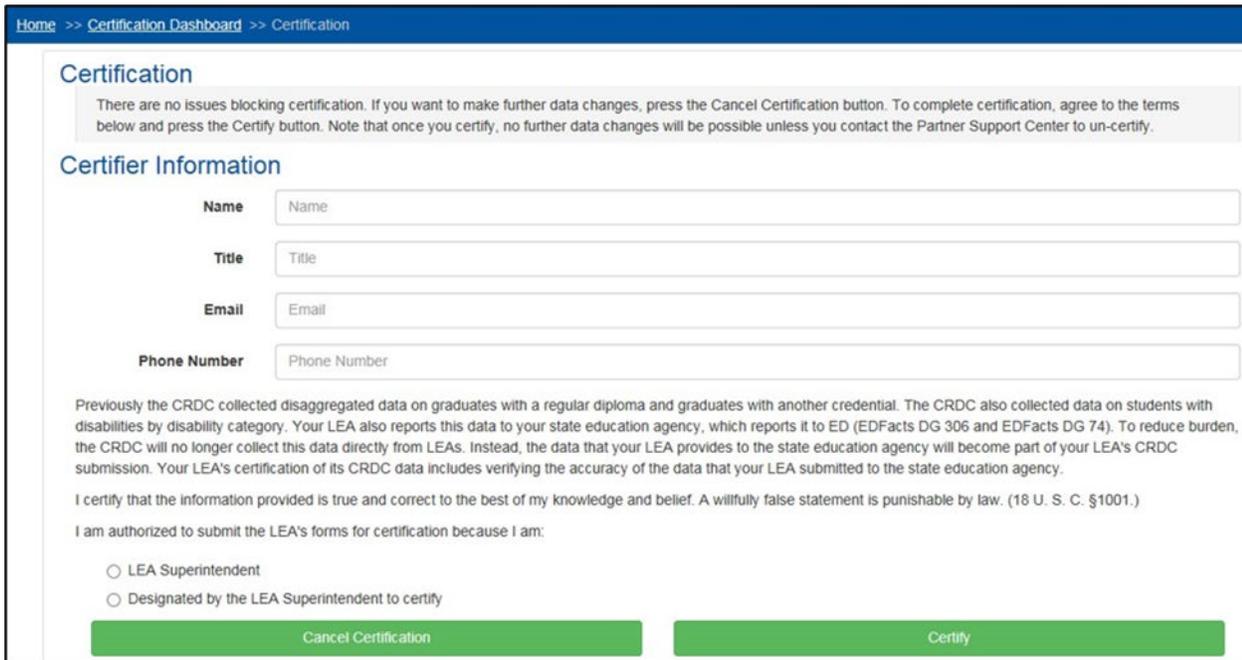


Figure 120 CRDC Submission System Ready for Certification (Complete)

As there are no issues blocking certification, the system presents the (authorized) user with the form used to certify the data submission. Only the LEA superintendent, or another person designated by the LEA superintendent, is authorized to complete this form and fully certify the LEA's CRDC submission.

Certification Issues

Potential Issues Preventing Certification

Any missing required data, or data triggering an error according to the validation checks, may prevent certification for the LEA until they are either corrected, explained using a reason code and/or comment, or overridden or exempted by the PSC or OCR.

Requesting Reversal of Certification by PSC

There may be circumstances in which an LEA decides that some of its data needs to be revised or updated, even after certification. In these cases, the LEA must contact the PSC to request that the certification be reversed, and the forms unlocked to allow further editing by the LEA.