

## How to Create and Submit an Action Plan

### Purpose

When a school or local educational agency (LEA) is unable to provide data for the Civil Rights Data Collection (CRDC), the Office for Civil Rights (OCR) requires the development of an Action Plan to ensure that accurate and complete data are submitted for the next collection cycle.

### Reasons to Submit an Action Plan

Generally, LEAs must submit an Action Plan if a required data element was not collected for the collection year. If the LEA is unsure if an Action Plan is needed, then please contact the Partner Support Center (PSC) by sending an email to [CRDC@aemcorp.com](mailto:CRDC@aemcorp.com).

### Requesting an Action Plan

In order to submit an Action Plan,

- 1) LEAs must submit all available data.
- 2) Request to enable the Action Plan feature for unavailable data.
- 3) Submit the Action Plan.
- 4) Receive OCR's approval of the Action Plan.
- 5) Certify the data.

To activate the Action Plan feature in the CRDC data submission system, send an email to [CRDC@aemcorp.com](mailto:CRDC@aemcorp.com) with the subject line "Action Plan Request" and provide the following information in the body of the email:

- **LEA information:** LEA Name, State, and seven (7) digit NCES LEA ID.
- **Certifier details:** Name of the person who will certify the data on behalf of the LEA (usually the Superintendent or Primary Contact), Title, Email, and Phone Number.
- **The modules** or questions where data are missing.

**Note:** Prior to activating a LEA's Action Plan in the data submission system, confirm that zeros were not used to represent any missing data in the system. Cells with missing data should be left blank to ensure the system generates the appropriate Action Plan form template for completion.



### **AN ACTION PLAN LOCKS THE DATA ENTRY TOOL.**

It is recommended that **PRIOR TO** requesting an Action Plan, users ensure all data are entered and any errors not relating to the section(s) with missing data are resolved.

### Steps for Completing an Action Plan

Once a LEA's Action Plan form has been activated, a user may access it on the Certification Dashboard page by clicking the "Certification" tab.

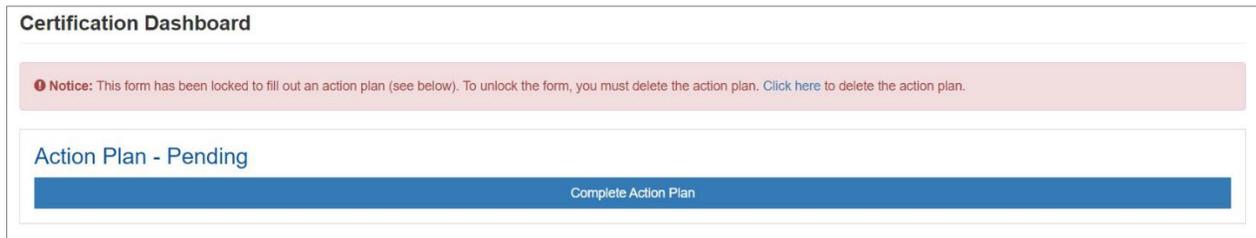


Figure 1. Certification Dashboard with Action Plan Pending.

### Action Steps:

The following are required:

- A description of the data that are missing.
- A description of why the LEA was not able to collect these data. Be as specific as possible.
- The Action Steps (minimum of 3) that will be taken to ensure the data are collected and submitted for the next CRDC.

**Related Elements:** Select the modules or elements that are referenced in each Action Step.

**Timeline:** Enter a timeframe for when the LEA expects personnel to be notified and the missing data to be collected.

**Responsible Parties:** List who and what office will be responsible for collecting these data. At minimum, provide the name(s) of the person(s) and the office(s) that will be responsible.

**Additional Action Steps:** Repeat steps 1 through 4 of the Action Plan to ensure data will be reported for the next collection.

Note: The more detailed the Action Plan, the better it can serve as a planning and tracking document.

**A minimum of 3 Action Steps are required.** Please avoid including multiple unrelated elements under one Action Step (unless the Action Steps, timeline, and responsible party are the same).

To begin adding Action Steps for the missing data, click the corresponding button. These Action Steps will form a chart that will contain an overview of the information that was entered by the LEA.

**Action Plan for Alabama Clinical School : 0100183** Status: Pending

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**Completing an Action Plan**

**Action Steps:** Provide a minimum of three (3) Action Steps for each module that cannot be reported. Describe the data, why the data are unable to be reported and the steps you will take to collect this data for the 2025-26 CRDC.

**Related Tables:** Select the modules or tables that are referenced in the Action Steps above.

**Timeline:** Enter a timeframe for when the LEA expects personnel to be notified and the missing data to be collected.

**Responsible Parties:** List who and what office will be responsible for collecting these data. At minimum, provide the name(s) of the person(s) of and the office(s) that will be responsible.

**Note:** The more detailed the action plan, the better it can serve as a planning and tracking document. Do not include large amounts of unrelated tables under one Action Step (unless the Action Steps, Timeline, and Responsible Parties are the same).

Please begin adding Action Plans for the missing data by clicking the button below. These Action Plans will form a chart that will contain an overview of the information that was entered by your district.

**List of Action Steps**

You haven't added any Action Steps to your action plan.

Add Action Plan
Submit For Review
Delete Action Plan
Cancel

Figure 2. Steps for Creating an Action Plan Page.

## Action Steps

When creating Action Steps, address all questions on the Action Plan form. LEAs are encouraged to enter as much information as possible to explain why the data were not able to be collected and what Action Steps will be taken to ensure the data are collected and reported for the next collection. If a LEA has multiple sections of missing data, then it is suggested that multiple Action Steps be created to address the various reasons why the data were not available. Each Action Step will include a course of action, related data element, timeline, and responsible party.

### Guiding Questions

- Are related data currently being collected? If so, where? This may help in determining how to collect the missing data in the future.
- Is there a current collection instrument that could be modified to collect the necessary data? Is a new collection instrument needed?
- How will this data collection be piloted to ensure the collection adequately captures all the information that is needed? What information is needed to ensure that users understand the data collection system?
- How will the data be extracted? Do new processes need to be created to extract this data?
- What steps will be taken to ensure that data are being entered into the collection?
- Is there a way to collect the data in parallel to verify consistency?
- What reports might be needed to review the data for accuracy? Who is responsible for reviewing the data that are collected?
- Is there an approval process to go through in order to modify or create a new collection?
- Is any public notification needed for collecting this new data? If so, then how will that be accomplished?
- How will notification take place?

### Action Plan

For more information on how to submit an Action Plan, access the "How to Create and Submit an Action Plan" technical assistance document on the CRDC CoP site as the following location: <https://crdc.communities.ed.gov/#communities/pdc/documents/17928>

#### Action Steps

A minimum of three (3) Action Steps are required for each module. Each Action Step must include the following information: :

- What module or data elements is the school or LEA unable to report for the 2021-22 CRDC ?
- Which demographic data the school or LEA unable to report (e.g., race/ethnicity, disability status, sex, and/or English Learner status)?
- Why are the data unable to be reported? Are the data not collected at all or are the data not collected in the manner that is needed for submitting data to the CRDC?
- What steps will you take to collect these data for the 2025-26 CRDC?

For each Action Step, information is required for Related Tables, Timeline and Responsible Parties must be submitted below. Please ensure the information is clearly outlined for each Action Step.

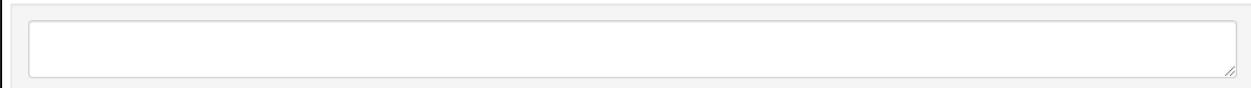


Figure 3. Action Steps Textbox.

## Related Elements

When entering the related elements, please only select the elements that are referenced in the Action Step above. The user may switch between the form and module view at any point.

### Guiding Questions

- What data are the school or LEA unable to report for the 2021-22 CRDC?
- Are the data not collected at all, or are they not collected in the manner that is needed for submitting data to the CRDC?
- Are related data currently being collected? If so, where? This may help in determining how to collect the missing data in the future.

**Related Tables**

Please select the modules or tables that are referenced in the Action Steps above.

- Only tables with missing data will be available. If you entered zero for missing values, then please unlock your submission and remove these data.
- You can select tables by school, form, module, or table. You can also alter your view between forms or modules.
- All tables can be collapsed or expanded by selecting "Collapse All/Expand All"
- Clicking on the module or school names will expand the selection. Checking a check box will automatically select all corresponding options.

Module  
  Question  
  Table  
  School
 
  

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**LEA LEVEL**

Select All LEA Modules

- Students, Schools, & Programs
- Civil Rights Coordinator/Desegregation Plan
- Harassment Or Bullying
- Distance Education
- High School Equivalency Exam

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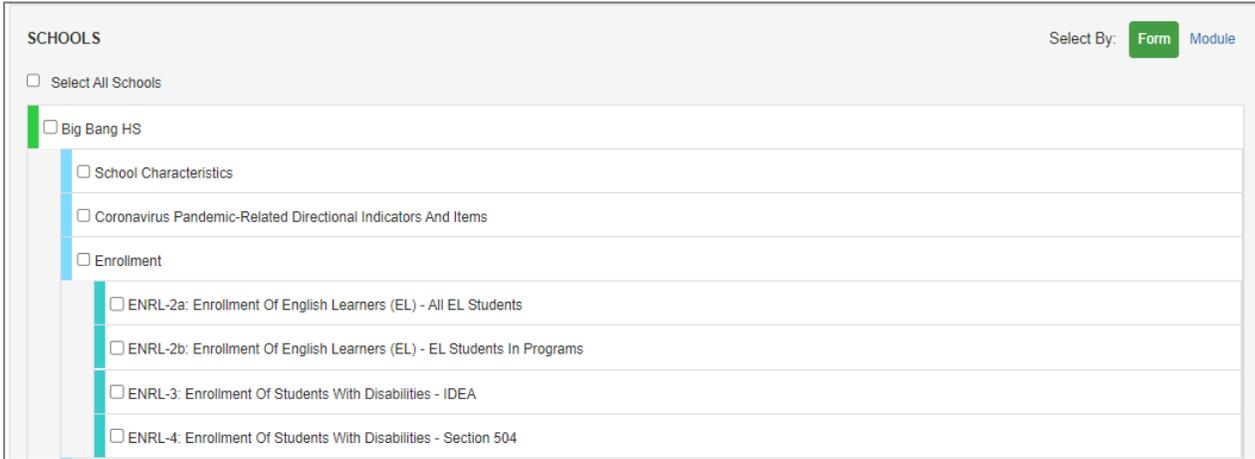
**SCHOOLS** Select By:

Select All Schools

- Big Bang HS
  - School Characteristics
  - Coronavirus Pandemic-Related Directional Indicators And Items
  - Enrollment
    - ENRL-2a: Enrollment Of English Learners (EL) - All EL Students
    - ENRL-2b: Enrollment Of English Learners (EL) - EL Students In Programs
    - ENRL-3: Enrollment Of Students With Disabilities - IDEA
    - ENRL-4: Enrollment Of Students With Disabilities - Section 504
  - Program Enrollment (Gifted & Talented, Dual Enrollment, Credit Recovery)

Figure 4. Related Elements.

**Form View** - Allows the user to start with the school list. This is useful when there are data issues that may only impact select schools. An example is when one out of several schools is unable to report Interscholastic Athletics data.



The screenshot shows a web interface titled "SCHOOLS". At the top right, there is a "Select By:" dropdown menu with "Form" selected and "Module" as an alternative. Below this, there is a "Select All Schools" checkbox. The main content area is a checklist for "Big Bang HS". The checklist items are:
 

- School Characteristics
- Coronavirus Pandemic-Related Directional Indicators And Items
- Enrollment
  - ENRL-2a: Enrollment Of English Learners (EL) - All EL Students
  - ENRL-2b: Enrollment Of English Learners (EL) - EL Students In Programs
  - ENRL-3: Enrollment Of Students With Disabilities - IDEA
  - ENRL-4: Enrollment Of Students With Disabilities - Section 504

Figure 5. Related Elements Checklist (Form view).

**Module View**– Allows the user to start with the data module. At the end, the LEA may select several schools that apply to the Action Step.



The screenshot shows a web interface titled "SCHOOL MODULES". At the top right, there is a "Select By:" dropdown menu with "Form" selected and "Module" as an alternative. Below this, there is a "Select All Schools" checkbox. The main content area is a checklist for "SCHOOL MODULES". The checklist items are:
 

- School Characteristics
- Coronavirus Pandemic-Related Directional Indicators And Items
- Preschool
- Nonbinary Student Indicator
- Enrollment

Figure 6. Related Elements Checklist (Module view).

The related elements section allows LEAs to expand/collapse the list of data elements. Data elements previously explained in other Action Steps can also be hidden.

The “Select All Schools” option can be used when the missing data elements the user is entering impacts all the schools in a LEA. This option will quickly select all the remaining schools on the user’s list.



Figure 7. Buttons to Hide Tables.



The screenshot shows a web interface titled "SCHOOLS". Below the title, there is a "Select All Schools" checkbox which is checked.

Figure 8. Select All Schools option.

## Timeline

For a LEA’s timeline, a user will be required to enter a timeframe for when the LEA expects personnel to be notified and the missing data to be collected. A user may enter multiple timeframes or a range (e.g.,

May – July 2024). If an Action Step has multiple timeframes, then the user must make sure to enter each timeframe, and note which timeframe corresponds to which activity. The timeline should ensure that the data will be collected for the respective school year.

- **Guiding Questions** What is the timeline for notification?

**Timeline**  
Please enter a timeframe for when the LEA expects personnel to be notified and the missing data to be collected (e.g., May – July 2024).

Figure 9. Timeline Textbox.

## Responsible Parties

The LEA will need to enter who and what office will be responsible for collecting these data. At minimum, provide the name(s) of the person(s) and the office(s) that will be responsible. If an Action Step has multiple activities with different responsible parties, then ensure that each responsible party is entered, and note which party is responsible for which activity.

- Guiding Questions**
- Who is responsible for designing a change to an existing collection system or the creation of a new collection system?
  - Who will be using the new or modified system? How will users be notified about the new collection? What training will be provided?
  - Who is knowledgeable about this data? Who are the subject matter experts? Who would know if the newly collected data makes sense? What is the plan for involving these personnel?
  - Who would be responsible for tracking this data?
  - Who has the authority to change an existing data collection system or create a new one?
  - Who is responsible for creating the public notification?

### Responsible Parties

Who and what office will be responsible for collecting these data? At minimum, provide the name(s) of the person(s) of and the office(s) that will be responsible.

Save Cancel

Figure 10. Responsible Party Textbox.

## Additional Action Steps

Repeat process steps 1 through 4 to develop a thorough Action Plan. An Action Plan must have a minimum of three Action Steps. The more data elements that are missing, the more Action Steps are required. Every Action Step must reference a missing data element. Each Action Step will form a chart where the user will see an overview of the LEA’s plan to collect the data. This chart will contain the LEA’s explanation of data that are missing, why the data are missing, the timeline for collecting the data, and the responsible party. The more thorough and detailed the steps are, the increased likelihood the Office for Civil Rights (OCR) will approve the Action Plan.

### List of Action Steps

#	Action Steps	Timeline	Responsible Parties
1	We are unable to collect the module INET data. We will work with the College Board in a timely manner.	May - July 2024	John Doe-student data manager



Figure 11. List of Action Steps Page.

## Submitting an Action Plan

Once the Action Plan is complete, please select the green “Submit for Review” button. The user will then be prompted to confirm their submission.

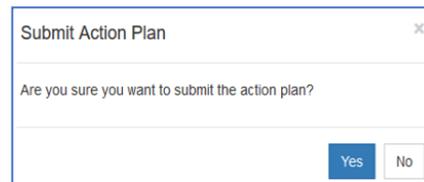


Figure 12. Confirm the submission button.

All missing data elements must be included in an Action Step, or the user will receive an error that shows the number of data elements that have not been justified.

**! Errors:**  
There are 25 data element(s) that need to be included in the Action Plan. All missing data elements must be included in the Action Plan.

A quick way to locate the missing data element(s) is to:

- Add a new Action Step.
- Click the “Hide Elements In Other Steps” button. 
- All elements that have not been addressed in one of the user’s previously submitted Action Steps will appear.
-  Click the “Expand All” button to quickly see all the errors. Once the LEA submits its Action Plan, the status of the Action Plan on the Certification Dashboard page will be updated to “Submitted,” and will then be ready for OCR to review. The LEA may view the Action Plan from the

Certification Dashboard. If the LEA can submit all the data that are outlined in the Action Plan after the plan has been submitted for OCR review, the user can delete the Action Plan, submit the missing data, and certify the submission.

**Note:** *Once the Action Plan is deleted, all the information entered in the Action Plan form will be erased. It is advised to save a copy of the Action Plan in a Word document.*

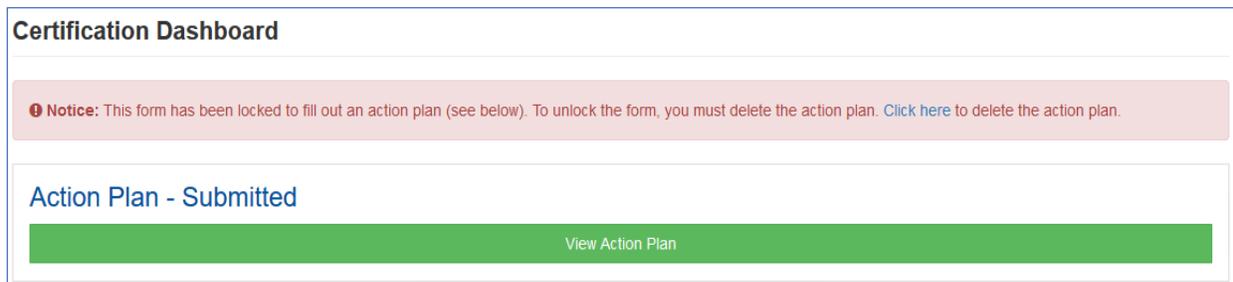


Figure 11. Certification Dashboard Depicting Action Plan has been Submitted.

After the Action Plan is approved by OCR, the certifier who is listed will receive an email from the system that notifies them of the approval. The submission status for the LEA will be updated to “Certified by Action Plan.” The LEA may check its certification status by logging into the system.

Thank You. Your District Certified by Action Plan on Mon Feb 19, 2024. To view your action plan, [click here](#).

If an Action Plan is denied, then the user who requested the activation of the Action Plan will receive an email notifying them of the status change. This email will include a comment to address why the Action Plan was denied. The user can make the necessary changes and re-submit the Action Plan for review or delete the Action Plan and attempt to submit the data.

### Example of Action Steps, Timeline, and Responsible Parties Information

#	Action Steps	Timeline	Responsible Party
1	<i>Summer 2024: meetings commenced with Discipline Services and Counseling Services to inform them of mandatory harassment or bullying data requirements.</i>	<i>June 2024</i>	<i>John Doe, Asst Superintendent School &amp; Admin Support</i>
2	<i>Online collection application developed</i>	<i>June – Nov 2024</i>	<i>Julie Doe, Data Specialist School &amp; Admin Support</i>
3	<i>Online application reviewed to ensure each required data element will be collected</i>	<i>June – Nov 2024</i>	<i>Julie Doe, Data Specialist School &amp; Admin Support</i>
4	<i>Train school personnel in use of new online application</i>	<i>Oct – Nov 2024</i>	<i>Joe Doe, Supervisory Counselor Student Counseling Services</i>
5	<i>Online harassment or bullying data collection into production</i>	<i>Nov 2024</i>	<i>Julie Doe, Data Specialist School &amp; Admin Support</i>
6	<i>Summary presentations to administrators</i>	<i>Nov 2024, March 2025, May 2025</i>	<i>Joe Doe, Supervisory Counselor Student Counseling Services</i>
7	<i>Generate trial extract of 2024-25 data to ensure ability to report 2025-26 data.</i>	<i>June - July 2025</i>	<i>Julie Doe, Data Specialist School &amp; Admin Support</i>

### Training Videos

 [CRDC Resource Center Training Videos](#)

### Contact the Partner Support Center

(855) 255-6901

Email: [crdc@aemcorp.com](mailto:crdc@aemcorp.com)

[PSC Email Form](#)