NEW USER STARTER GUIDE

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Welcome to the Civil Rights Data Collection (CRDC) New User Starter Kit. This toolkit is designed to provide all entities and users with the information they need to begin their data collection and submission process in the CRDC data submission system. Please note, this document is not a substitute for other forms and instructions found on the Civil Rights Data Collection Resource Center website https://crdc.communities.ed.gov/#program). Rather, this is intended to be a supplemental tool that will assist schools and local educational agencies (LEA) to begin their data collection and submission process.

Introduction to The Civil Rights Data Collection (CRDC)

What is the CRDC?

The CRDC is a longstanding and important aspect of the U.S. Department of Education Office for Civil Rights' overall strategy for administering and enforcing civil rights laws that prohibit discrimination based on race, color, national origin, sex, disability, and age by schools, school districts and other entities that received Federal financial assistance from the Department.

What is the purpose of the CRDC?

The CRDC collects data on leading civil rights indicators related to access and barriers to educational opportunities at the early childhood through grade 12 levels. OCR relies on the CRDC data it receives from public school districts as it investigates complaints alleging discrimination, determines whether the Federal civil rights laws it enforces have been violated, initiates proactive compliance reviews, and provides policy guidance and technical assistance to schools and school districts.

CRDC Authorization

The Civil Rights Data Collection (CRDC) is a mandatory data collection that schools and school districts that received Federal financial assistance from the Department are legally obligated to complete.

Section 203(c)(1) of the 1979 Department of Education Organization Act (DEOA) conveys to the Assistant Secretary for Civil Rights the authority to "collect or coordinate the collection of data necessary to ensure compliance with civil rights laws within the jurisdiction of the Office for Civil Rights." See 20 U.S.C. § 3413(c)(1).

The civil rights laws enforced by OCR for which the CRDC collects data include Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin; Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex; and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability. OCR's implementing regulations for each of these statutes require recipients of ED's Federal financial assistance to submit to OCR "complete and accurate compliance reports at such times, and in such form and containing such information" as OCR "may determine to be necessary to enable [OCR] to ascertain whether the recipient has complied or is complying" with these laws and implementing regulations. See 34 C.F.R. § 100.6(b) (incorporated by reference into 34 C.F.R. §§ 104.61 and 106.81).

History of the CRDC

- The CRDC began in 1968.
- In 2000, the CRDC was conducted for every public-school district and public school in the country.
- The next 4 surveys (2002, 2004, 2006, and 2009-10) were conducted on a sample of school districts (approximately 7,000 LEAs and 90,000 schools).
- Starting with school year 2011-12, the CRDC returned to a universe collection, including every public

-school district and public school in the country. The surveys for the 2013-14, 2015-16, and 2017-18school years are universe collections.

- Beginning with the 2017–18 CRDC, OCR changed Limited English Proficient (LEP) to English Learner (EL) in the survey forms and other technical resource documents.
- Note: ED recognizes the impact that the Coronavirus (COVID-19) pandemic has had on SEAs, LEAs, and schools, beginning in March of the 2019–20 school year, in providing educational and support services to students and parents. To help inform ED's decision as to whether the 2019–20 CRDC should take place as scheduled, ED considered the many COVID-19 related challenges SEAs, LEAs, and schools are faced with ; the numerous CRDC inquiries ED received from LEAs; and the input ED received from several pertinent stakeholders. Based on this feedback, ED decided to shift the 2019–20 CRDC to the 2020–21 school year.
- Since the 2011-12 collection, the CRDC has been administered every two years to all public school districts and schools in the 50 states and Washington, D.C., and OCR added the Commonwealth of Puerto Rico for the 2017-18 CRDC. Due to the COVID-19 pandemic that resulted in school closures nationwide, OCR postposed the 2019-20 CRDC and instead collected data from the 2020-21 school year.

On April 18, 2023, OCR received approval from the U.S. Office of Management and Budget to require all local educational agencies (LEA) in the country that receive federal financial assistance from ED, including every public school district, charter schools, juvenile justice facilities, alternative schools, and schools serving only students with disabilities, to respond to the CRDC for the 2021-22 and 2023-24 school years. OCR made changes to the CRDC, including, but not limited to the restoration of long-standing and useful data elements that have been collected in previous CRDCs as well as some new data elements. For more details about changes in the 2021-22 and 2023-24 CRDCs, please see 2021-22 Questions and Answers PDF (183K) and 2023-24 Questions and Answers PDF.

CRDC Data

How are the data used?

- The CRDC provides valuable information about access to educational opportunities in our nation's public schools that is used by OCR and other program offices.
- The data collected by the CRDC plays a pivotal role in assisting policymakers, researchers, and others in the education community.

Which data for the CRDC are being collected through other ED collections?

To reduce the burden on LEAs, beginning with the 2009-10 CRDC, OCR leveraged data submitted to ED by state educational agencies (SEA). Specifically, OCR removed from the CRDC data collected by both the CRDC and EDFacts collections, i.e., school-level data on the number of students served under the Individuals with Disabilities Education Act (IDEA) by disability category or educational environment, and school-level data on the number of high school completers. Beginning with the 2009-10 CRDC, ED merged EDFacts data with the CRDC data set to provide more complete and robust data for civil rights purposes, but with no additional burden on LEAs. Beginning with the 2017-18 CRDC, OCR stopped collecting student chronic absenteeism data. ED began collecting that school-level data from SEAs through the EDFacts collection, beginning with data for the 2016-17 school year. Beginning with the 2020-21 CRDC, OCR removed school expenditures data elements from the CRDC. OCR is collaborating with ED's National Center for Education Statistics to make data elements in the 2021-22 and future school years' School-level Finance Survey (SLFS) mandatory. The SLFS expenditures data elements are similar to the former school-level expenditures data elements in OCR's 2017-18 CRDC. For the CRDC, OCR will continue to leverage school-level data submitted through other ED collections to reduce the burden on LEAs.

How can the CRDC data be accessed?

- Following the close of each survey, the data are made available to the public at https://civilrightsdata.ed.gov/. Data are currently available for survey years 2011-12, 2013-14, 2015-15, 2017-18, and 2020-21.
- Data from the 1968-69 through the 1998 CRDC surveys are available on the CRD Reporting website: https://civilrightsdata.ed.gov/.
- LEAs may also download a copy of the downloadable data files on the CRD Reporting website (https://civilrightsdata.ed.gov/data).

Data Quality

What is data quality?

- The quality of the CRDC data is affected by completeness, validity, and reliability.
- LEAs and their schools must participate to their fullest extent in the survey and ensure that all required information is provided in the required timeframe.
- It is equally important that LEAs make sure that their data are accurate, free of errors, and that all warnings are properly addressed.
- Reliability speaks to a factor of consistency among the data LEAs submit for a specific school year, as well as data from a previous collection compared to that in the current collection. LEAs should be aware of the data reported for the previous collections and be able to identify concerns of inconsistency between their previous submission and current submission. For instance, an LEA that reported 100 students enrolled in Algebra I for the previous submission, but for the current submission reports 1,000 students enrolled in Algebra I should be concerned of the inconsistency and explore whether there is an error in the reporting of the data.

How can LEAs make sure that their data meets high data quality standards?

- To assist LEAs in their endeavor to provide high quality data, the CRDC includes data validation checks, which are embedded in the data submission system, that detect incompleteness and inconsistencies in reported data. These data validation checks, also known as business rules, are performed automatically by the data submission system as data entered. As data are entered, the tool will generate errors or potential errors (warnings). The user can review and resolve these errors or warnings as they input data or once they have entered all their data. The Submission System User Guide will be of great assistance in helping LEAs to navigate the tool and address their warnings and errors. (The Submission System User Guide will be posted to the CRDC Resource Center website - https://crdc.communities.ed.gov/#program when it becomes available prior to each collection).
- To be sure that LEAs are reporting high quality data, LEAs must review their data with scrutiny and pay attention to how they are reporting their data. Establishing a review process among staff involved in reporting is key to a successful review. It is recommended that once a LEA has 100% completed each section of the survey, they should designate at least one person to review each section prior to certifying their data.
- To address accuracy and reliability, LEAs are encouraged to look for outliers in their data. This means to identify areas of concern such as: unlikely counts (either too large or too small), and checking identifier questions for accuracy (e.g., Are you sure you did not provide a preschool program? Are you sure that you did not have any students enrolled in grades 9-12?).
- Data tips and other useful technical assistance documents are posted on the CRDC Resource Center website (https://crdc.communities.ed.gov/#program). The Partner Support Center (PSC) anticipates adding more documents to its library of data tips and other useful documents

throughout the collection. Data tips on several topics include, but are not limited to, the following:

- Interscholastic Athletics
- Duplicated and Unduplicated Student Counts
- Race and Ethnicity Reporting
- How to Calculate Staff FTE
- CRDC Zeros, Blanks (i.e., Nulls), and NS

Structure of the CRDC

Data Reference Points:

CRDC data are typically reported based on two different points in time:

- Enrollment and placement data as of the fall snapshot date, October 1, 2021 (or the closest day to October 1). Please note that students with disabilities (IDEA) are reported as of the district's IDEA child count date or the fall snapshot date.
- Cumulative data are either reported based on the entire 2021-22 school year, not including intersession or summer
    - OR based on the entire 2021–22 school year, including summer, up to one day prior to the start of the following school year.

Two Levels of Data

The CRDC collects data at two different levels:

- LEA or District Level
- School Level

Please note: The LEA-level data are not an aggregate of the school-level data. Also, please note that all public LEAs are required to submit LEA-level data and school-level data for each school within the LEA. In other words, Each LEA must complete one LEA form and a school form for each school.

User Roles

The CRDC recognizes three distinct LEA user roles. These user roles determine everyone's responsibilities and expectations during the collection.

1. **Superintendent**: This role should be filled by the LEA's superintendent. If the LEA is a charter school, then this role should be filled by the individual who performs the duties most similar to that of a superintendent (e.g., CEO). It is the LEA superintendent's responsibility to ensure that the data are submitted and certified by the due dates. However, it is at the superintendent's discretion to decide whom to delegate the responsibility for collecting the information.
2. **Principal Contact Person (PCP)**: Ideally, the PCP is the person who completes the survey or the person who is coordinating the data collection activities. The PCP should be someone who can forward all pertinent information regarding the survey such as deadlines and information updates and can act as the liaison between the LEA and OCR. PCPs act as the primary data submitter for the CRDC. Examples of previously listed PCPs (but not limited to): Superintendents, assistant

superintendents, members of student services, information technology staff, human resources staff, or personnel who manage student information system.

3. **Alternate Contact Person (ACP):** This person will receive all correspondence concerning the CRDC. Usually, the ACP will assist with various tasks in relation to the collection but does not have the specific responsibilities of the PCP or Superintendent.

Phases of The Collection

Pre-Collection Phase Activities

In this phase of the collection, LEAs will begin to prepare to submit data for the CRDC. The first step is to complete the Registration; LEAs will update and verify their LEA profiles, which consists of contact information and a list of schools. After the Registration task, LEAs will begin to collect their LEA- and school-level data for the 2021-22 school year.

- During the registration (first) phase, it is essential that each LEA provide/verify their LEA profile information, including contact personnel and school identification. The superintendent must complete the requested profile update or promptly provide this information to the designated office or staff person who will be responsible for responding to the survey.

The purpose of the CRDC Registration is two-fold:

- Gather contact information from districts for future updates about the CRDC; and
- Provide a list of schools for each district to review and update as needed.

The CRDC Registration is not the actual Civil Rights Data Collection, but it is a critical preparation step that is required of every district. The CRDC Registration is separate from the survey and on a different schedule than the survey.

All previously identified Superintendents, Primary Points of Contact and Alternate Points of Contact will receive an email containing their username and web link to verify their account and create a password in the CRDC submission system when the collection opens.

The users listed will receive all information regarding the CRDC, and the schools listed will be expected to be reported by the LEA. It is extremely important that all information be current and correct.

If your LEA has not verified its user contact information and school list during registration, then please contact the CRDC PSC as soon as possible. PSC contact information is listed below in the contact support section of this guide.

During the pre-collection phase, LEAs should begin collaborating with their state educational agency (SEA). It is important that LEAs know the role of their SEA, and the extent to which their SEA will be involved in their submission process.

Planning and Preparation

All data elements and questions can be found in the LEA Form and School Form (located on the CRDC Resource Center website: https://crdc.communities.ed.gov/#program. To prepare for the collection, LEAs should review all elements and identify their local data source.

LEAs should utilize the pre-collection tools located on the CRDC Resource Center website to assist them with their preparation. Please find brief descriptions of the pre-collection tools below:

- **CRDC School Form** This document is designed for school-level data elements and includes all the

instructions and definitions needed to collect the correct data for each question.

- **CRDC LEA Form** This document is designed for LEA-level data elements and includes all the instructions and definitions to correctly collect the data for each question.
- **CRDC School Form Worksheet** This document is a resource for LEAs to collect their school-specific data.
- **CRDC LEA Form Worksheet** This document is a resource for LEAs to collect their LEA- specific data.
- **CRDC LEA-Level Table Layout** This document is specifically designed for LEA-level data elements and include the corresponding table layouts for those elements.
- **CRDC School-Level Table Layout** This document is specifically designed for school-level data elements and includes the corresponding table layouts for those elements.
- **Excel Template Instructions** A list of instructions based on how to complete the LEA Form template and the School Form template.
    - **Excel Template LEA Form** This document is a resource for LEAs to input their LEA-specific data.
    - **Excel Template School Form** LEAs can use this document to enter school-specific information. The template has 10 columns for entering data for up to 10 schools. (An LEA with more than 10 schools may use additional template documents to accommodate their needs—there is no limit to the number of templates an LEA may use).
- **List of Elements (Flat File Specifications)** This Excel document contains the complete list of the 2021-22 CRDC data elements that LEAs are required to submit. The Flat File Specifications assist LEAs in formatting their CSV file for submission.
- **Flat File Submission Instructions** This document contains a list of instructions that describe how LEAs use the Flat File Submission option and a list of parameters for each 2021-22 data element.

Please note: Links to the documents described above can be found in the PSC Document Guide section of this document.

Collection Phase Activities

In this phase of the collection, LEAs will be able to begin uploading and submitting their data. When the submission system is officially available, there will be an official user guide document available on the CRDC Resource Center website. Please find a brief overview of the collection phase below.

Collection Phase Timeline

The CRDC submission system for the 2021-22 school year will open on **December 11th, 2023** to all LEAs and SEAs assisting their LEAs with the 2021-22 school year data submission. In previous years, OCR has implemented a staggered open and close of the online submission site; however, for the 2021–22 CRDC, there will be no staggered opening and closing of the site. Please note the Office for Civil Rights (OCR) continues to make enhancements to the CRDC Data Submission System and a staggered open is no longer needed.

- All LEAs and SEAs assisting their LEAs will have the standard 75 calendar days and must submit and certify their data by the February 26th, 2024 close date.
- SEAs and large LEAs can also request access from the PSC to access 'Pilot' to test their files. SEAs

and LEAS must refrain from submitting test files in the production site.

- SEAs submitting data on behalf of their LEAs should communicate the following with their LEAs:
    - What data they are submitting
    - When they are ready for the LEA to review/submit

On the submission system opening date, all registered Superintendents, PCPs, and ACPs will receive an email containing information regarding their login rights and a link to verify their accounts in the submission tool. **(Please see the section above describing CRDC user roles)** To avoid the misplacement of CRDC correspondence, it is strongly advised that users add the following internet domain names to their trusted senders list:

- @ed.gov
- @edlistservs.org
- @lyris.dundee.net
- @aemcorp.com

The Submission System

The core purpose of the CRDC submission system is to report data relevant to the CRDC survey tool. This can be done in two ways:

- By using the data entry tool to enter data directly into the online LEA and School form(s) and/or
- By uploading files in comma-separated value (CSV) format or also known as flat files.
- LEAs may opt to use one method or the other, or to combine the two, reporting some data one way and some data 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 other reports.

Please note: For users to gain access to the tool, they must use a registered email address and a current password. To obtain a registered email address and a current password, an administrator will first create a CRDC account for the user's email address. This will result in the new user receiving an email a new CRDC account has been created.

Once a user has entered a valid email and password combination, the user will be brought to the homepage of the CRDC Submission Sytem.

- From this point, the Submission System User Guide will be of great assistance in helping LEAs to navigate the tool and address their warnings and errors. **(The user guide will be posted to the CRDC Resource Center website when it becomes available**).

To proceed to final certification of an LEA's data submission, all required data elements must be submitted for both the LEA form and the school form, and all warnings and errors have been addressed.

Please note: To complete the certification process, it is required that the submission be certified by the LEA's superintendent. Only those authorized to certify data for the LEA will have this item in their menus.

Post-Collection Activities

The Post-Collection phase is comprised of improvement activities performed after the CRDC collection closes. Post-Collection activities include:

- Extensive data quality review of certified data,
- Outreach and corrections to data,
- Gathering feedback from LEAs, and
- Identification of strategic improvements in the processes or technology supporting the CRDC.

CRDC Resource Center Website Navigation Guide

The Civil Rights Data Collection Resource Center is an interactive, online platform that provides CRDC participants (e.g., LEAs; some SEAs that voluntarily provide CRDC data on behalf of their LEAs) easy access to a range of technical assistance products and resources, and allows users to quickly navigate to more detailed information and additional resources.

CRDC Resource Center Homepage

The CRDC Resource Center homepage contains two major sections:

- Announcements
- CRDC Phases (interactive resources graphic)

The contact information for the CRDC PSC is located on the homepage. It is visible on every page of the website and is linked to the Contact PSC Email form.

There are two blue buttons linked to the **Submission System** (external website) and to **Search Resources** page on the website.

In the upper middle is the "**Announcements**" section. The PSC posts important information and updates in this section.

Users may use the scroll bar located on the right in announcements section to read previous announcements.

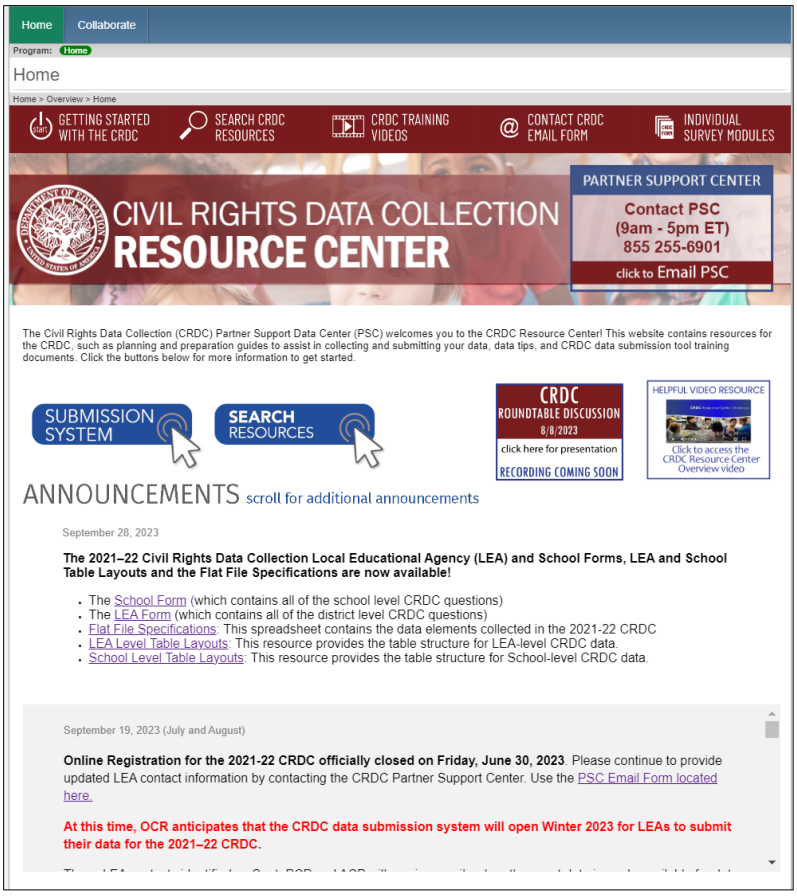


Figure 1 CRDC Resource Center homepage

Below the Announcements section, is a **CRDC Phases interactive graphic** that allows you to hover over a phase's colored title box to access instructions, and other guidance documents associated with that phase. Note some documents may be applicable for multiple phases.

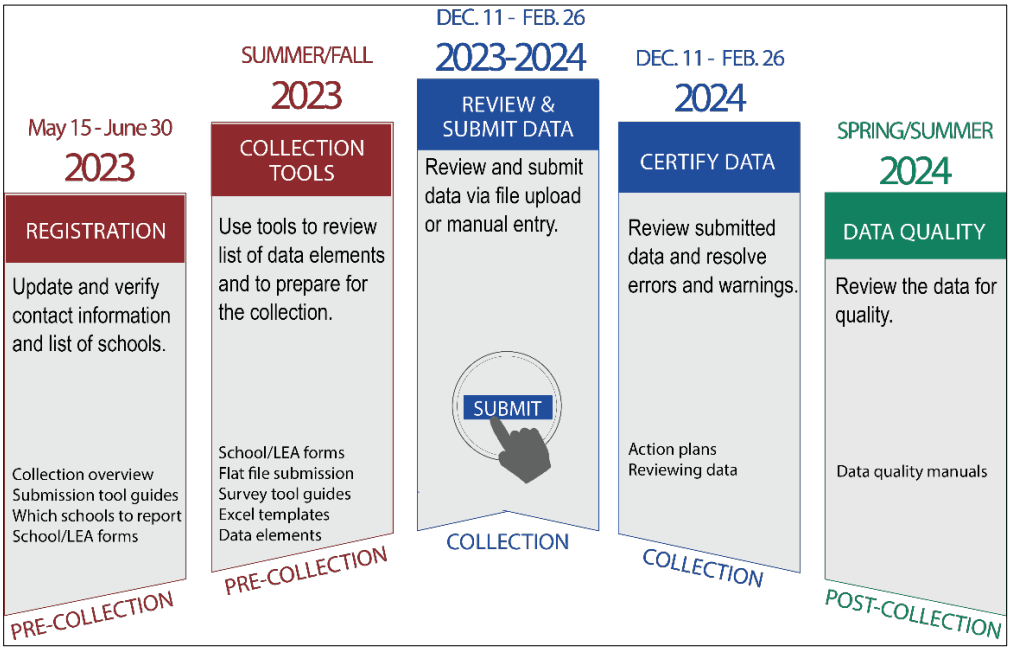


Figure 2 CRDC Phases graphic

Getting Started

This page contains technical assistance documents which provide a foundational overview of the Civil Rights Data Collection and the tools and resources needed to begin the data collection and submission process into the CRDC Submission System.

The Getting Started Page contains two major sections:

New User Videos illustrate and provide instruction for using the CRDC Resource Center, completing an LEA Registration and navigating the submission System.

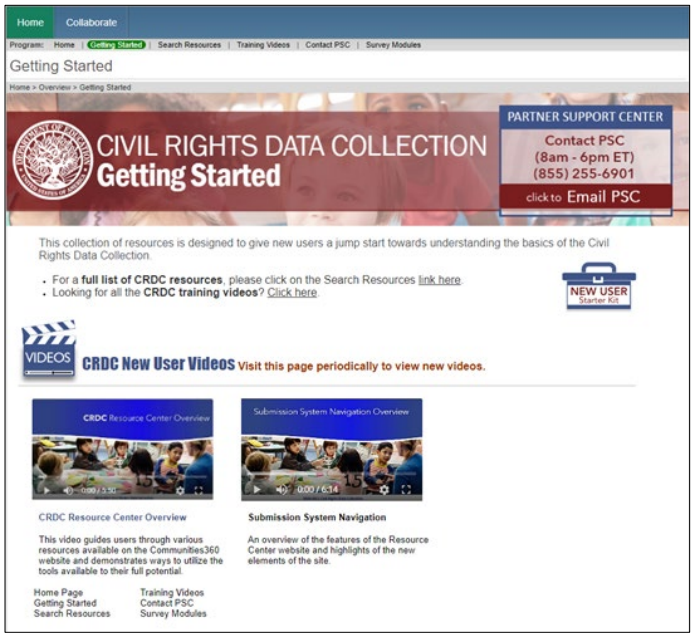


Figure 3 New User Getting Started webpage – Videos

CRDC New User Documents highlight the suggested documents someone new to the CRDC should review first. For a full list of the CRDC resources available, please click on the Search Resources link here.

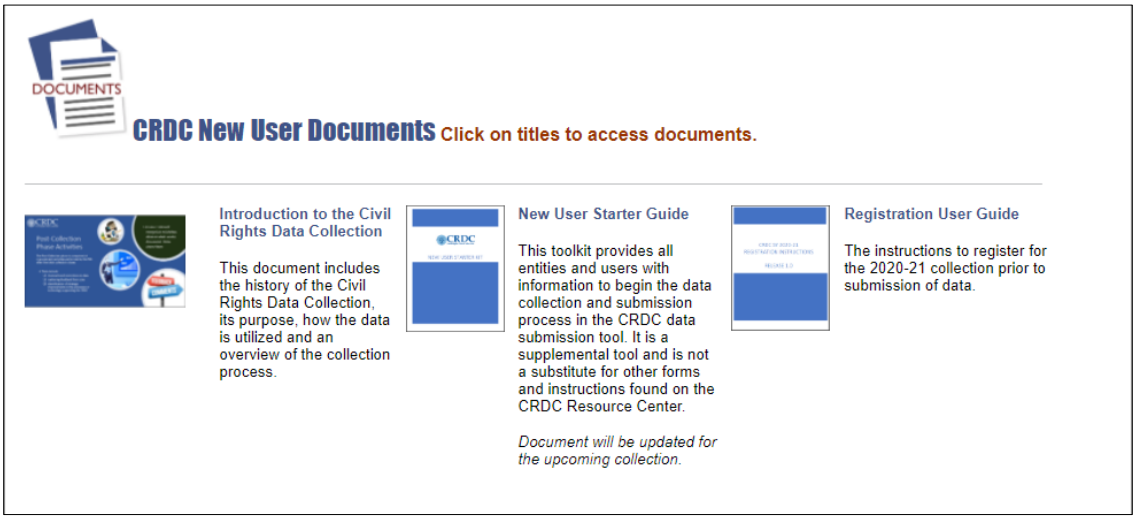


Figure 4 New User Getting Started webpage – Documents

Search Resources

The Search Resources Page contains a **Resource Locator** table to quickly find resources. The Resource Locator is a repository of all available technical assistance and collection documentation.

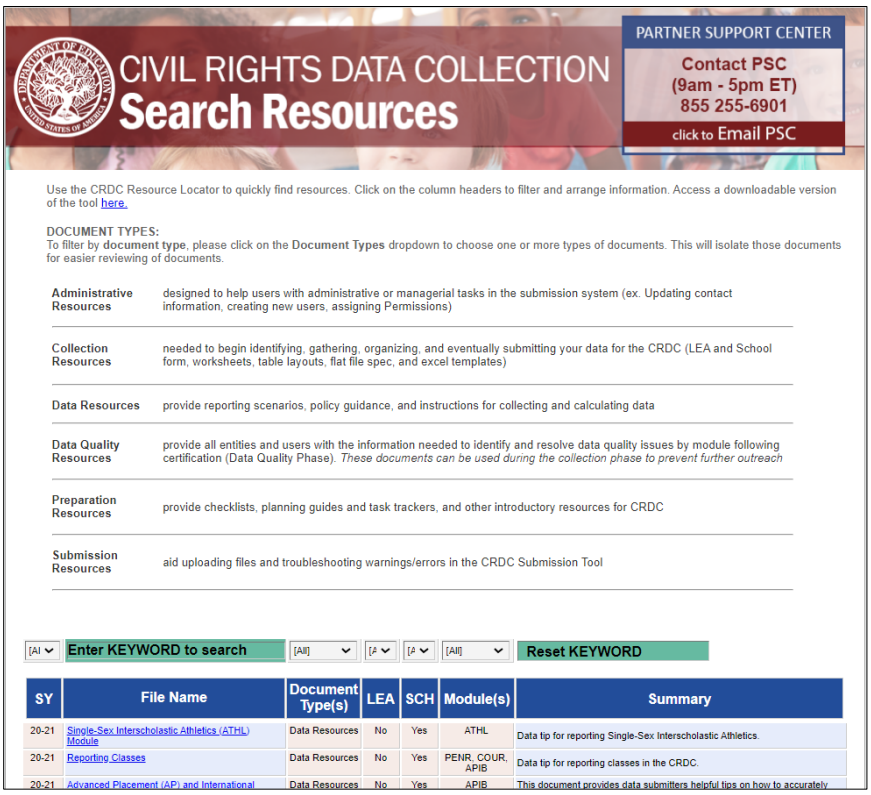


Figure 5 Search Resources webpage

Narrow searches by clicking column headers to filter and arrange information. Filter by Survey Year (SY), Document Type, LEA & SCH Form Level, or by Module Name to narrow your search.

Enter KEYWORD Search allows you to search for documents using single words such as “Discipline” or “Harassment”.

Find tools such as the LEA Form, School Form, and the LEA and school table layouts to assist you with collecting and storing your data.

Access technical assistance and guidance resources to ensure that the data you are collecting is up to date and accurate.

Access and download the flat file specifications or the Excel templates here.

Training Videos

This page contains technical assistance videos which provide step-by-step guidance to assist with the Civil Rights Data Collection process. These videos provide guidance for using the tools, submitting data, and completing data submission using the CRDC Submission System.

The Training Videos page consists of four expandable sections:

- Getting Started/New Users
- LEA Modules
- School Modules
- Technical & Administrative

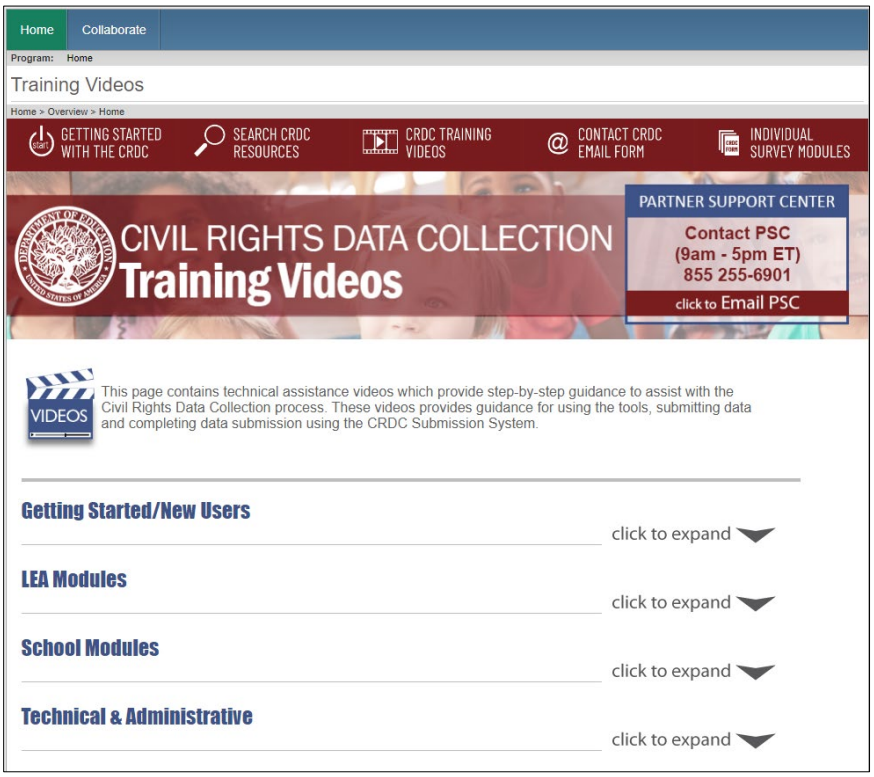


Figure 6 Resource Center Training Videos

Getting Started/New Users

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

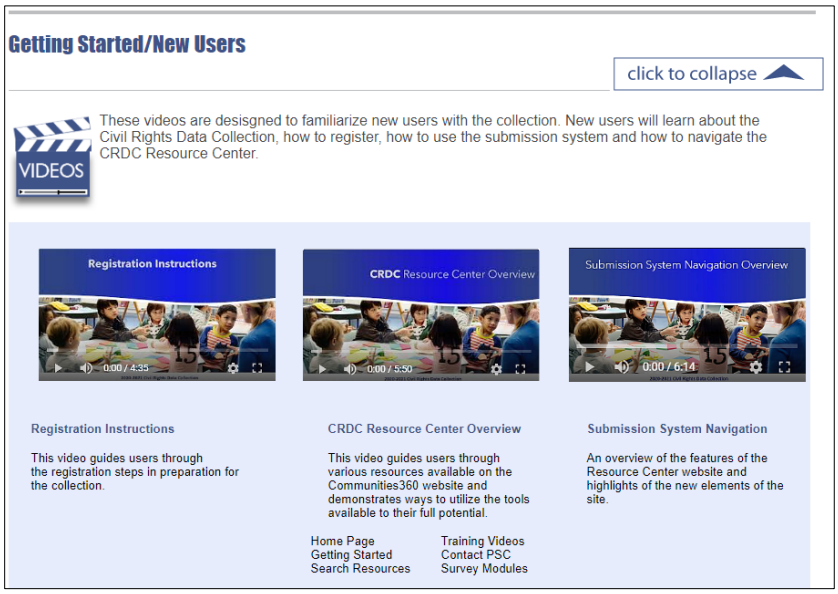


Figure 7 Getting Started/New Users videos on the Training Videos webpage.

LEA Modules and School Modules

These videos provide guidance about the individual modules and data entry tips for a particular module.

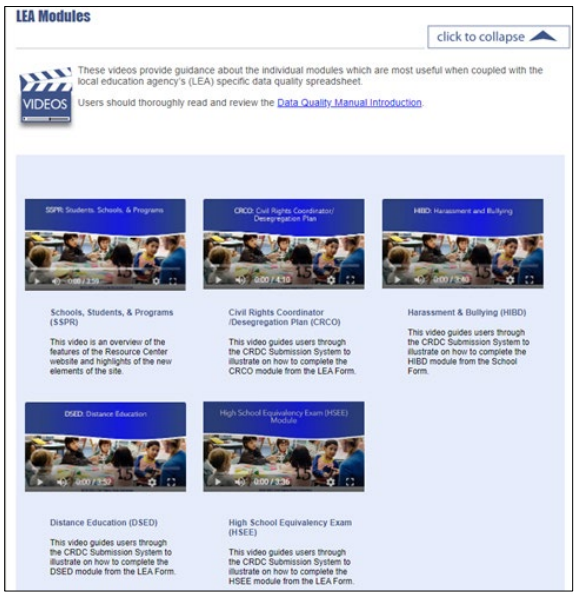


Figure 8 LEA Form Videos

Figure 9 School Form Videos

Technical & Administrative

These videos provide technical and administrative guidance including submission system navigation assistance, troubleshooting, and template and flat file support.

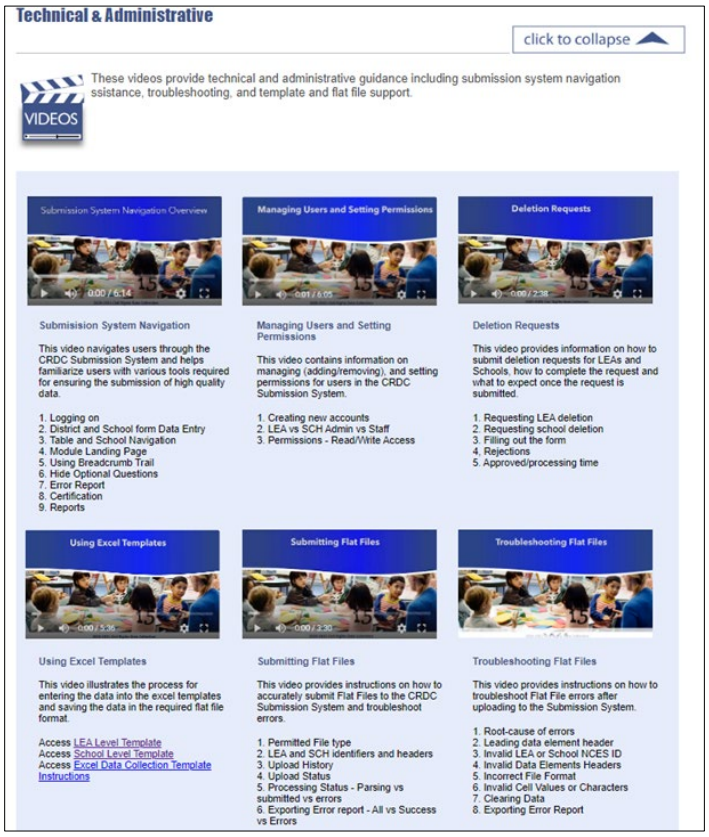


Figure 10 Technical & Administrative Videos

Contact PSC Form

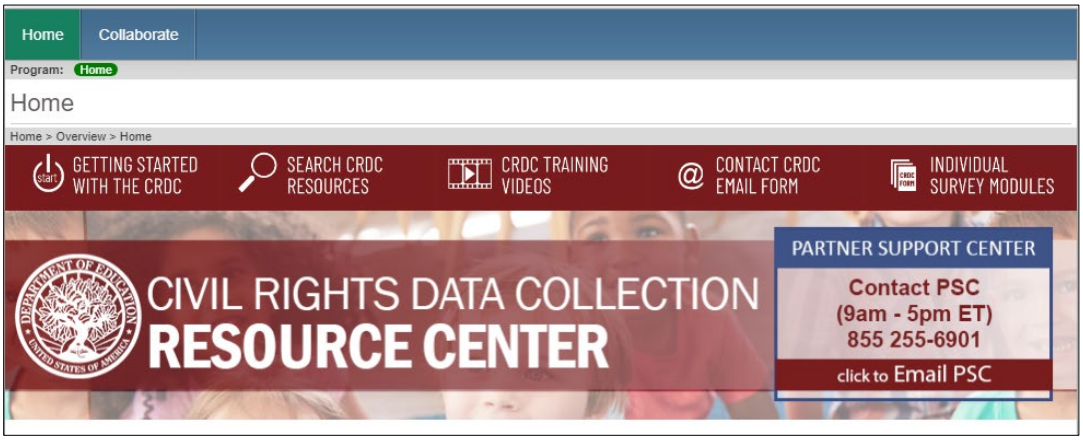


Figure 11 PSC Email Form Access

The Contact PSC Form can be accessed by clicking on the title banner on every page of the CRDC Resource Center as shown above.

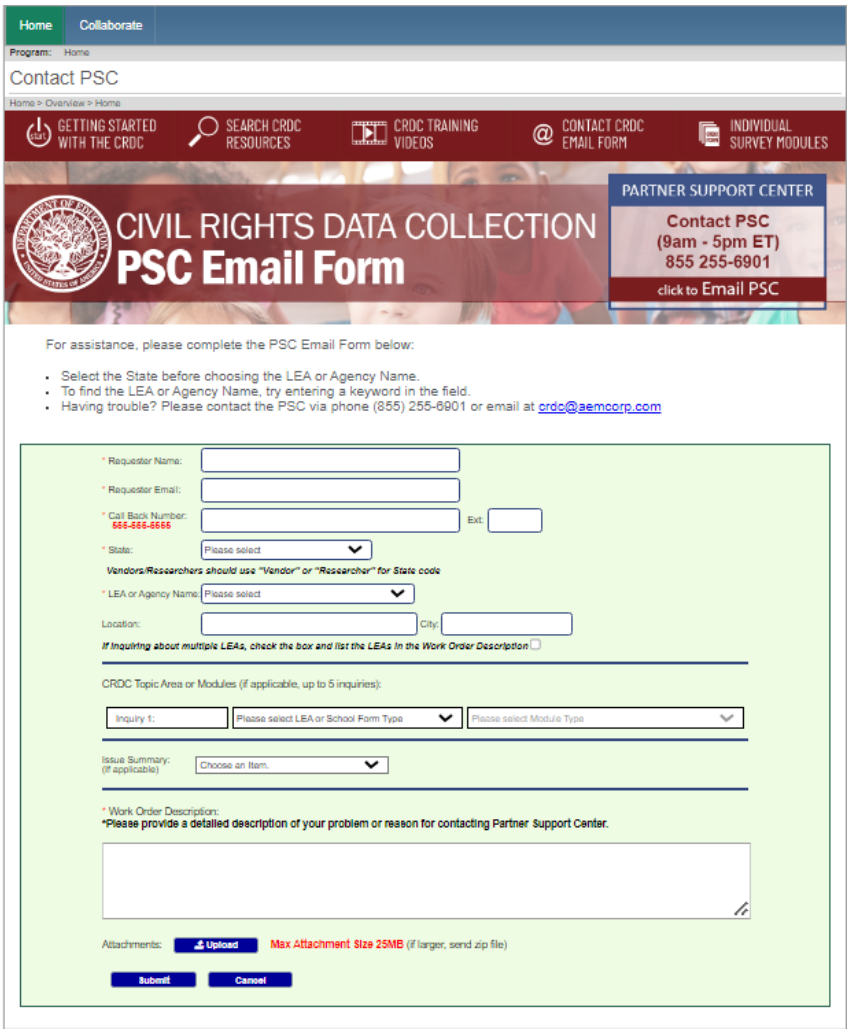
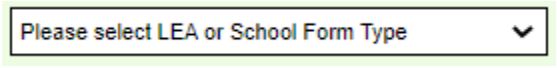


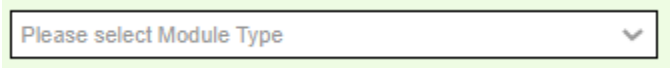
Figure 12 PSC Email Form to contact the CRDC Partner Support Center

The PSC Email Form, shown above, allows for drop down choices based on the ***State:*** that the user chooses. This choice will populate the dropdown for ***LEA or Agency Name*** dropdown.

The **CRDC Topic Area or Modules (if applicable, up to 5 inquiries)** selection for LEA or School Form type.



will populate the next dropdown with related modules.



Please note that there is no need to contact the PSC multiple times-. Additional outreach attempts will result in a delayed response.

The CRDC Resource Center website has several helpful documents and other tools that can support your LEA's collection process. But if you have additional questions, concerns, or feedback regarding the CRDC process, you can contact Partner Support Center (PSC) between 9 a.m. – 5 p.m. ET. Outside of these hours or on federal holidays, you can leave a voice message for the PSC. Also, note that emails are accepted at any time and can be submitted using the automated PSC email form.

Quick Links

CRDC Resource Center https://crdc.communities.ed.gov/#program

CRD Reporting Site https://civilrightsdata.ed.gov/

OCR Home Page https://www2.ed.gov/about/offices/list/ocr/data.html

NCES Public School Search https://nces.ed.gov/ccd/districtsearch/

CRDC Submission System https://surveys.nces.ed.gov/CRDC/

CRDC Acronyms

Common CRDC Terminology

Abbreviation	Definition
ACP	Alternate Contact Person (second contact person for CRDC)
AP	Advanced Placement
AYP	Adequate Yearly Progress
BOCES	Board of Cooperative Educational Services
CCD	Common Core of Data
CRDC	Civil Rights Data Collection
CSV	Comma-separated Values file
DAEP	Disciplinary Alternative Education Program
ED	Department of Education
ED*Facts*	U.S. Department of Education (ED) initiative to collect, analyze, and promote the use of high-quality, pre-kindergarten through grade 12 data
EL	English Learner formerly referred as ESL (English as a Second Language)
ESSA	Every Student Succeeds Act
FAQ	Frequently Asked Questions
FTE	Full Time Equivalent
GED	General Educational Development

Abbreviation	Definition
HSEE	High School Equivalency Test
IB	International Baccalaureate Diploma Programme (IBDP)
IDEA	Individuals with Disabilities Education Act
JJAEP	Juvenile Justice Alternative Education Program
LEA	Local Education Agency
NCES	National Center for Education Statistics
NCLB	No Child Left Behind
PCP	Principal Contact Person or Primary Contact Person for CRDC
PSC	Partner Support Center
RESA	Regional Education Service Agency
OCR	Office for Civil Rights
OMB	Office of Management and Budget
SRO	School Resource Officer
SY	School Year
TK	Transitional Kindergarten (AKA preschool)
UG	Ungraded

CRDC Module Acronyms

LEA Level	
SSPR	Students, Schools, & Programs
CRCO	Civil Rights Coordinator/Desegregation Plan
HIBD	Harassment & Bullying
NBIN	Nonbinary Student Indicator ***Required for 2021-22!***
DSED	Distance Education
HSEE	High School Equivalency Exam
School Level	
DIND	COVID-related Directional Indicators ***Required for 2021-22!***
SCHR	School Characteristics
PSCH	Preschool
NBIN	Nonbinary Student Indicator ***Required for 2021-22!***
ENRL	Enrollment
PENR	Program Enrollment (Gifted & Talented, Dual Enrollment, Credit Recovery)
COUR	Courses & Classes

APIB	Advanced Placement (AP) & International Baccalaureate Diploma Programme (IB) Enrollment
EXAM	SAT/ACT & Advanced Placement (AP) Exams
STAF	School & School Support Staff
SECR	School Security Staff
RETN	Retention
ATHL	Single-Sex Interscholastic Athletics
DISC	Student Discipline (Suspension, Expulsion, Corporal Punishment)
ARRS	Student Discipline (Referrals to Law Enforcement & School-Related Arrests)
OFFN	Offenses
HIBS	Harassment & Bullying
RSTR	Restraint & Seclusion
JUST	Justice Facilities
INET	Internet Access and Devices