Registration Instructions

The U.S. Department of Education (ED) will conduct the next collection of the Civil Rights Data Collection (CRDC) for school year (SY) 2021-22. The population of the CRDC survey is the universe of approximately 17,000+ local educational agencies (LEAs). This includes traditional school districts, charter-only school districts, and state-operated programs, such as those that serve children in hospitals, long-term justice facilities, and facilities for blind and deaf students. There are two three phases for the SY 2021-22 CRDC. During the first phase, LEAs update their profiles. During the second phase, LEAs submit their data for the CRDC. During the third phase, LEAs address possible data quality issues and recertify.

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:

(1) Gather contact information from districts for future updates about the CRDC; and

(2) 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.

NEW

for 2021-22 CRDC

Users will now receive a confirmation email upon completion of their LEA registration.

CRDC Registration:
Login ID and password will be sent in email to Superintendent, Principal Contact Person (PCP), and Alternate Contact Person (ACP).
Timeframe: May 15th, 2023 through June 30th, 2023
URL: https://surveys.nces.ed.gov/CRDC/

CRDC Survey Collection:
Timeframe: Dates to be provided to Superintendent and Principal Contact Person (PCP)
URL: https://surveys.nces.ed.gov/CRDC/

CRDC Data Quality:
Districts with data quality concerns will be contact by the Partner Support Center after the close of the survey.
Timeframe: Dates to be provided to Superintendent and Principal Contact Person (PCP)
URL: https://surveys.nces.ed.gov/CRDC/

Whitelist

All previously identified Superintendents, Principal 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. We strongly encourage you to add the following Internet domain names to your trusted senders list as soon as possible. This will ensure that email correspondence is not categorized as spam.

> @edlistservs.org
> @aemcorp.com

Please take the following steps to add these email addresses to your trusted senders list. Contact your IT department for assistance in adding email addresses to your trusted senders list.

1. Select Actions from the toolbar at the top of the screen.
2. Select Junk E-mail.
3. Select Junk E-mail Options.
4. Click the Safe Sender tab.
5. Click Add.
6. Type in the email address you wish to add to your safe sender list.
7. Click OK.

Login Screen

To log into the CRDC Registration, go to URL: https://surveys.nces.ed.gov/CRDC/ and enter your Username and Password; then click the Log In button.
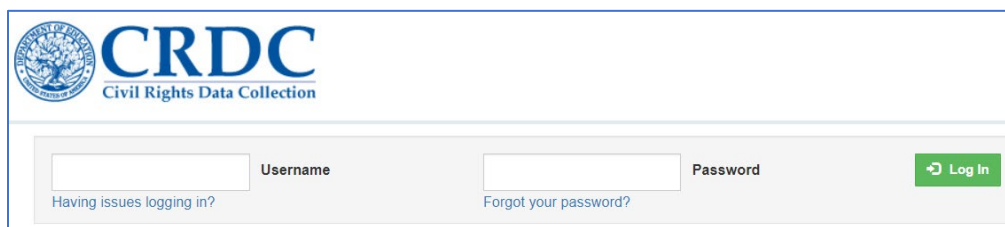
Figure 1 CRDC login screen

Note: your username is the last email address on file. Username and Password information can be found in the electronic message sent to the district superintendent and PCP. If you do not have this information, then you may contact the CRDC Partner Support Center (PSC) via email (crdc@aemcorp.com) for assistance in retrieving this information.

Forgot Password

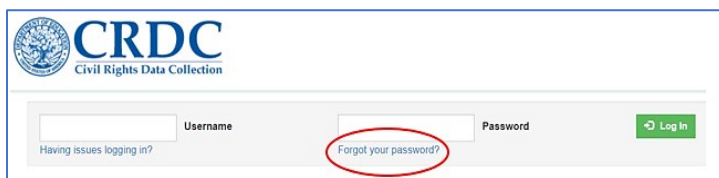If you have forgotten your password, you may click on the 'Forgot your Password?' Link!

Figure 2. CRDC Login screen with Forgot Your Password circled in red.

Another screen will open. Enter your email address and click Reset Password. If you do not receive an email with your password, contact the CRDC PSC for further assistance.

Figure 3 Reset Password screenshot.

Once you are successfully logged into the CRDC Submission System, you will need to provide/verify your survey contact information for the District, Superintendent, Principal Contact Person (PCP) and Alternate Contact Person (ACP). It is essential that you provide accurate contact information for the survey (See Registration Instructions).

Registration Instructions

All LEAS must complete the registration even if they believe they are not required to report. There are 3 required steps to complete the registration. After completing Step 1: LEA Details, you will have the ability to request removal from the CRDC by submitting an LEA deletion request if applicable.

Note: If your districts status has changed (e.g., closed, inactive, no students, etc.), please *"Request LEA Deletion."* Instructions for "Request LEA Deletion" can be found at the end of Step 1: LEA Details.

> **Not sure which schools should be reported? Click *here* to see which schools are required to report for the CRDC.**

Step 1: LEA Details
Review LEA Contacts and Details

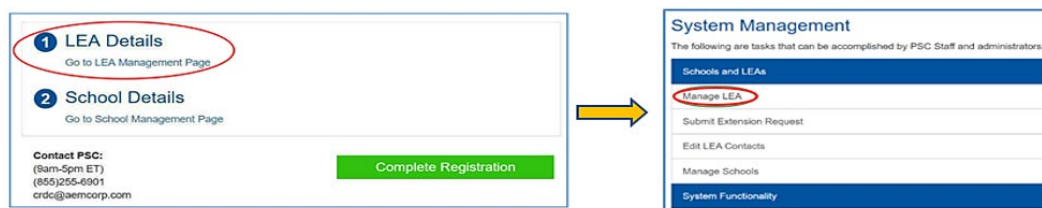1. Click "Go to LEA Management Page." Then click on "Manage LEA."

Figure 4 LEA Illustration of steps to access the Manage LEAs section.

2. Update and verify contact information by clicking "Edit Contact Info." Click "Save" once completed.

Figure 5 Illustration of steps to Edit LEA Contacts.

If the LEA's **Superintendent is also the Primary (Principal) Contact Person**, click on the button "Superintendent is Primary Contact" to autofill the Principal Contact Info fields.

3. Update and verify LEA Details by clicking "Edit LEA Details." Click "Save LEA Details" once completed.

Figure 6 Illustration of steps to Edit LEA Contacts highlighting DAVE LEA Details button.

4. Return to Home Page and complete school list review.

Figure 7 CRDC Submission page menu

For Justice LEAs Only

For each LEA in the CRDC, a status flag is used to identify the LEA's justice facility status.

- A "**Yes**" status indicates LEA contains at least one justice facility.
- A "**No**" status indicates LEA does not contain any justice facilities.

For each School in the CRDC, a status flag is used to identify the school's justice facility status.

- A "**Yes**" status indicates the school is a justice facility.
- A "**No**" status indicates the school is not a justice facility.

**Determine the school's justice facility status:**

- Justice facility status for a school should be "***Yes***" if the school is one of the following facility types:

  ➢ A pre-adjudication facility confines pre-adjudicated juveniles. A pre-adjudicated juvenile is an individual (typically under 18 years of age) who has been charged, but who has not participated in the court process that determines whether he/she has committed the crime. Adjudication is the court process that determines (judges) if the juvenile committed the act for which he/she is charged.

  ➢ A post-adjudication facility confines post-adjudicated juveniles. A post-adjudicated juvenile is an individual (typically under 18 years of age) who has been charged and determined to have committed the crime. Adjudication is the court process that determines (judges) if the juvenile committed the act for which he/she is charged.

  ➢ A pre-conviction facility confines pre-convicted adults. A pre-convicted adult is an individual (typically 18 years of age or older) who has been charged, but who has not participated in the court process that determines (judges) if he/she committed the act for which he/she is charged.

  ➢ A post-conviction facility confines post-convicted adults. A post-convicted adult is an individual (typically 18 years of age or older) who has been charged and determined to have committed the crime.

  ➢ ***Short-term justice facility*** (such as detention center; emergency crisis shelter; justice facilities with a transient student population) – Even if its justice facility status is a "***Yes***", ***the requirement to report in the CRDC is determined by the student membership count in the survey year***.

- If the school's membership in the 2021-22 school year is above five (5) The school is required to report in the 2021-22 CRDC.

- If the school's membership in the 2021-22 school year is below five (5), the school is not required to report in the 2021-22 CRDC. The LEA would submit a request to PSC to have the school deleted from the LEA's school list for 2021-22 CRDC.

Refer to CRDC Justice Facility Supplemental Information instructions for determining whether a justice facility meets the requirement to report as a school in the CRDC.

Deletion Requests (Lea-Level)

If the LEA determines they are not required to report for the 2021-22 collection, please request an LEA deletion under LEA Management by selecting "Request LEA Deletion."

Note: Users requesting an LEA deletion will receive a confirmation email for their request. All deletion requests are subject to review and approval by the Partner Support Center. Users will receive an email notification if their request has been approved/denied.
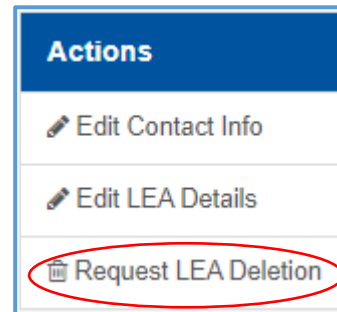
Deletion may result in permanent loss of submitted data and validations for this entity. Please download your data by navigating to the reports tab and downloading the "LEA Submissions Download".

Upon submission, your request will be sent to the Partner Support Center and Office for Civil Rights for their review.

To request a deletion, please provide a detailed explanation for the reason for the deletion request (e.g., closed, merged with another LEA, etc.) and submit your request.

Explanation:

Please provide an explanation.

Submit   Cancel

Figure 8 Illustration of steps to Request a Deletion.

Step 2: School Details

Review School List
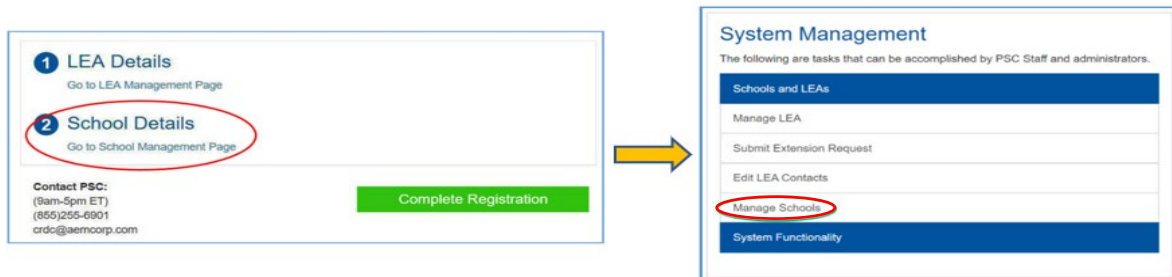
Click "Go to School Management Page."

Figure 9 Steps to Manage Schools.

Updating School Info

Review list of schools and verify they are required to report. Need more help with Which Schools to Report? View the data tip.

The most common reasons for making changes to school lists are to either identify a change in the name or address of the school, or to request that the school be removed from the district's list of schools for which CRDC data must be reported.

For CRDC purposes, a facility in your district is considered a school and must be included in the CRDC if any elementary and/or secondary students attend for more than 50% of their school day, even if that school does not report AYP because its students are registered and have accountability elsewhere. Please note that a "school" for the CRDC purposes may include an entity that is classified by ED's Common Core of Data (CCD) as an "alternative school" or "reportable program." For the

Optional: For larger LEAs, downloading the list of schools by clicking Download Schools may help with the review process.

Figure 10 School Details

Justice Facility Flag

If the school is a Justice Facility, ensure that the Justice Facility Flag is selected as "Yes" under the school's details. Users may update the flag by clicking "Edit Details" under the Action tab after selecting the school. Be sure to click "Save" after making any changes.

Justice Facility

Is a public or private facility that confines pre-adjudicated/pre-convicted individuals, post-adjudicated/post-convicted individuals, or both. Justice facilities include short-term (90 calendar days or less) and long-term (more than 90 calendar days) facilities, such as correctional facilities, detention centers, jails, and prisons. These facilities may confine juveniles (individuals typically under 18 years of age), adults (individuals typically 18 years of age and older), or both. Some states and jurisdictions include individuals younger than age 18 as adults due to statute/legislation and/or justice procedures. For the purposes of the CRDC, only individuals up to 21 years of age who are confined in justice facilities are of interest.

Figure 11 School Details with Justice Facility - YES circled.

Adding School(s)

If there are schools (or reportable programs) in your district that do not appear on the list and have students in attendance. Add schools required to report by clicking **"+ Request Add School."**

Not sure which schools should be reporting? Click *here* to see which schools are required to report for the CRDC.
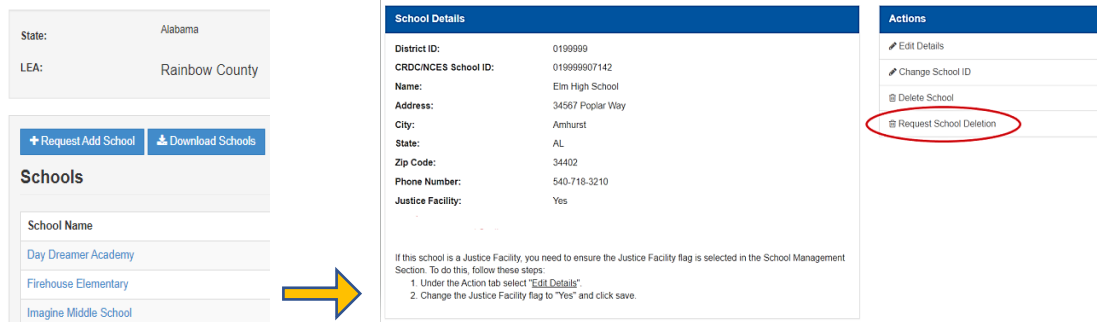
Figure 12 Manage Schools screen with Request to Add School button circled.

Deletion Requests (School-Level)

Figure 13 Deletion Requests

Figure To request that a school be removed from your district's School List, select the school name and the Request School Deletion button.

> **Note:** Users requesting adding/deleting schools will receive a confirmation email for their request. All add/delete requests are subject to review and approval by the Partner Support Center. Users will receive an email notification if their request has been approved/denied.

Another window will open with a set of questions to be completed.

Figure 14 Questionnaire for Deleting Schools

See Table 1 in the appendix section for reasons for not reporting and explanation requirements.

Step 3: Complete Registration

1. Verify all contacts have been updated.

2. Verify all schools required to report are in the submission system.

3. Click "Complete Registration."

Note:

Users may make changes to schools or contact information after completing registration by following the same steps through the admin tab.
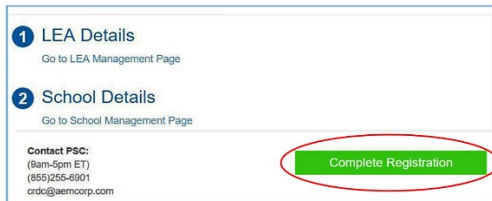
NEW!

Users will receive a confirmation email upon completion of their LEA registration.

Figure 15 Compete Registration button.

Appendix

Reason for Not Reporting	Definition	LEA will be expected to provide the following information
Closed: ceased operation	Not in operation in 2021-22 SY; is not expected to operate in the future.	Where do students attend instead? What was the last year in operation? Can you provide a date if the facility closed in 2021-22 SY?
Closed: reorganization within district	School merged into another school in the same district, other school is on the list; school divided and original school is no longer open(don't forget to add new schools under Add a school).	Name of school it merged into or name of schools it divided into and last year in operation.
Closed: cross-district restructuring	School ceased to operate under this district due to merger, consolidation, division, etc. involving other district(s).	Name of other districts involved in the restructuring and last year in operation.
Inactive	School is temporarily closed for the 2021-22 SY but may reopen.	When do you expect it to reopen? What was the last year of operation?

Reason for Not Reporting	Definition	LEA will be expected to provide the following information
No students in actual attendance	No students are in physical attendance at this school. Example: students' tuition-ed to another agency; homebound programs providing short term (less than 50% of the school day) educational services to students enrolled in a regular school; regular school in operation but no students enrolled; non - district school(for student tracking only).	What type of program services does it offer or what provisions are made for students who might otherwise attend this school? If a non - district school, provide the name of the district to which the school belongs.
Half-day services or less	School providing half day (50% of the day or less) educational services to students enrolled in a regular school. Example: Vocational school offering part day classes. Note: 50% does not include travel time. 50% reflects half of a typical school day. Please note that preschool programs may have a shorter typical school day.	What type of program services does it offer and what portion of the day is the most the students would attend? Are all students receiving services somewhere else? (Y/N) – If 'No', change school Status back to 'Open and Must Report.'
Not a public school	Not a public elementary or secondary school. Example: a private school; a parochial school; standalone tuition-based preschool program.	What type of non-public school?
Not a regular or elementary/ secondary school	A facility that does not provide regular education to elementary and secondary students. Example: administrative site; adult only school; day care facility; tutoring program; after school program; Independent study program; early childhood center; migrant program; Summer school program; GED only program; school operated by a third party (e.g., a higher education institution) under contract with the district.	What type of program services does it offer and for what type of attendee?

Reason for Not Reporting	Definition	LEA will be expected to provide the following information
Charter school operated outside of district's jurisdiction	Charter school operating as a separate district even though the initial directory has the charter school listed as part of an existing district. This exception covers only a charter school that is not affiliated with the district that is in the survey. Note that a district must report on charter schools for which the district is the chartering agency. Please note: removing the school from your list does not absolve the school of the responsibility to report. They will be responsible for reporting independently of your LEA.	What is the chartering agency for this charter school? Is it a charter school operating as its own LEA? Provide the name of the director and legal name of the charter LEA (if different from the listed school name).
Future	School is not in operation in the 2021-22 SY; expected to open in the future.	When is the school expected to open? What other schools will be affected at that time?
Error in school file	Examples: A duplicate listing of a school in the same school list; school never existed under this district; school belongs to another district.	Explain the specific error. If school belongs to another district, provide the district name and location.
District is not responsible for providing educational services, or providing any type of educational-related services	School belongs to another district (non-district facility; district includes school in its list to track its students who attend classes there); district provides professional training or services to teachers.	If the district is not providing educational services, what type of services are provided? If educational services are provided, what is the name of the district responsible for providing educational services at the school? How many district students attend the school for more than 50% of their day in 2021-22 SY?
Short-term justice facility	Examples: Detention center; emergency crisis shelter; justice facilities with a transient student population.	Is this a long-term secure facility? If yes, change status back to "Open - Must report." If no, how many students stayed at the school/facility for more than 60 cumulative days? If more than 5 students stayed for more than 60 days, change status back to "Open and must report."

Reason for Not Reporting	Definition	LEA will be expected to provide the following information
Adult justice facility	Example: Correctional facilities where inmates are adults, (or include youth under 21 incarcerated as adults) and received GED services, except: school districts run education programs at adult facilities. Post-adjudication facility where the LEA is offering a secondary education program to juveniles would be required to report. All others would not be required to report.	Is this a district run PK-12 education program at an adult facility? If yes, change status back to "Open -Must report."
Justice Facility or Residential Treatment facility – not responsible for providing educational services to students.	Example: Youth at the justice facility or residential treatment facility attend the regular public schools.	Provide the name of the districts responsible for providing educational services.
Other		Provide a detailed explanation for why the LEA or schools should be excluded from reporting.