Skipped Fields Warnings

Indicator or Guiding Questions

Throughout the CRDC, there are indicator 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).

For example, if a school indicates that no students are enrolled in Advanced Placement (AP) Math, then the system will skip over the question asking for counts of students in AP Mathematics based on demographic subgroups.

NOT APPLICABLE (NA) and ZERO (0) FILLS IN TABLES

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

ERR2 and Skip Logic

For the 2021-22 Civil Rights Data Collection, ERR2 (SKIP_CONFLICT) has been converted from a warning to an error. This business rule monitors for when data are entered in places where a field or fields should be skipped. Data flagged by ERR2 in the Submission Tool must now be updated in order to certify, unless a reason code is allowed.

What should I do if my data are flagged with this error?

- ✓ The original data entered for a question should be removed or you must update any dependent or related data.

- ✓ ERR2 flags data entered in a field considered not applicable due to related data entered elsewhere on the survey. For example, if a user enters "0" for Asian Male enrollment in ENRL-1, that field is considered not applicable in other ENRL questions.
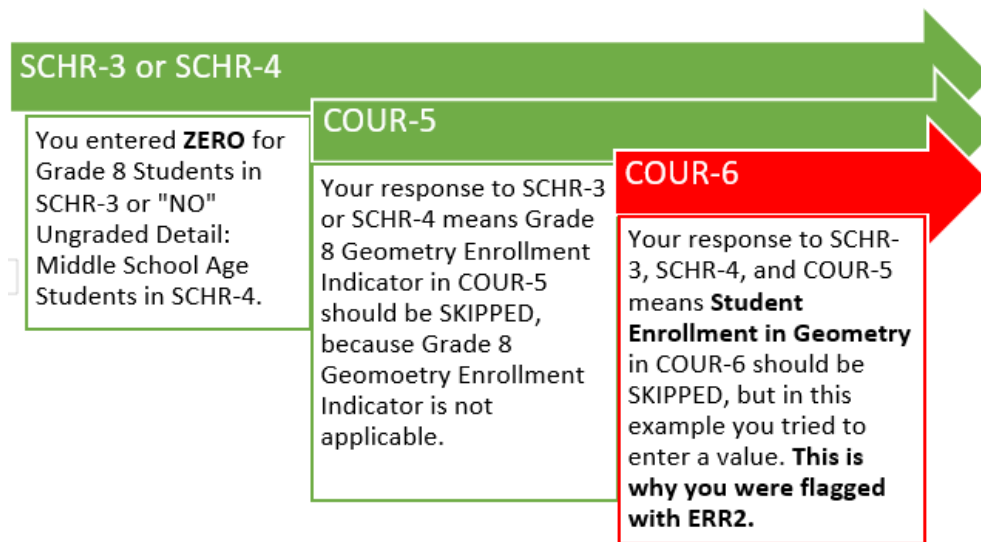
Dependent or Related Data

Dependent or related data include any data elements that are connected to indicator questions or questions that dictate other responses. For example, ENRL-2a: Enrollment of EL Students is a dependent field connected to ENRL-1: Student Enrollment.

ERR2 Example

You receive the following Error Message:

"Grade 8 Geometry Enrollment is considered not applicable (NA) due to related data entered elsewhere in the survey. Any data entered in this field will not be saved. To report a value here, you must edit the other data responsible for this element being considered not applicable. The related data that should be checked are listed below and to the right."

SCHR-3 or SCHR-4

You entered **ZERO** for Grade 8 Students in SCHR-3 or "NO" Ungraded Detail: Middle School Age Students in SCHR-4.

COUR-5

Your response to SCHR-3 or SCHR-4 means Grade 8 Geometry Enrollment Indicator in COUR-5 should be SKIPPED, because Grade 8 Geomoetry Enrollment Indicator is not applicable.

COUR-6

Your response to SCHR-3, SCHR-4, and COUR-5 means **Student Enrollment in Geometry** in COUR-6 should be SKIPPED, but in this example you tried to enter a value. **This is why you were flagged with ERR2.**

When to Report Zero (0)

If data are available and applicable for a given school or LEA, but no students fall in that category, then report 0.

Not Applicable (NA)

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

When to Use Null Values

When entering data on screen, if a data element does not apply, then leave the cell null (i.e., blank).

When to Use NS

There may be situations where a data value was incorrectly uploaded and needs to be deleted. A null value (i.e., blank) in a file upload will not overwrite an existing value in a field, so in these cases, submit the value "NS" to return the data to a "not submitted" or null status. **Note: NS only applies to file uploads and is not used in the on-screen data entry.**

When Data is Not Collected or Available

Contact the Partner Support Center to determine if your LEA will need to submit a quick plan or action plan.

Partner Support Center
(855) 255-6901 | Email: crdc@aemcorp.com