Student Enrollment (ENRL) Module

The purpose of this document is to demonstrate how to accurately report data for the Student Enrollment (ENRL) module. This document provides a walkthrough of the module along with instructions and illustrations on how to accurately complete each table.

This document provides key definitions, frequently asked questions to assist data submitters in determining how to accurately report the following:

- ENRL-1: Student Enrollment
- ENRL-2a: Enrollment of English Learner Students – All EL Students
- ENRL-2b: Enrollment of English Learner Students – EL Students in EL Programs
- ENRL-3: Enrollment of Students with Disabilities – IDEA
- ENRL-4: Enrollment of Students with Disabilities – Section 504 Only

In addition, guidance on accurately reporting zeroes, blanks (i.e., nulls) and NS is provided at the end of the document.

All modules have been updated to contain a third category that will capture data regarding students who identify as nonbinary.

Resource Links

- 🖳 [CRDC Resource Center Training Videos](#)

Dates

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

Skip Logic

This module contains skip logic. Skip logic automatically skips the user to the next table to be populated based on previous answers provided. Skipped tables are not to be populated. The following ENRL table utilizes skip logic:

- ENRL-1: Student Enrollment

DATA ELEMENT CHANGES FROM THE 2020-21 CRDC

REVISED

- ENRL-1 Student Enrollment
- ENRL-2a Enrollment of English Learner Students – All EL Students
- ENRL-3 Enrollment of Students with Disabilities – IDEA
- ENRL-4 Enrollment of Students with Disabilities – Section 504 Only

REVISED and RESTORED

- ENRL-2b Enrollment of English Learner Students – EL Students in EL Programs

Special Instructions

Students must be counted in the school where they physically and/or virtually attended for more than 50% of the school day. If a student attended two schools, each for exactly 50% of his or her school day, then count that student at their "home" or "primary" school, rather than at the school of a special program, such as a vocational program.

For distance education schools or virtual schools, students must be counted in the school from which they received more than 50% of their coursework.

Key Definitions

KEY DEFINITIONS

EL programs are English language instruction educational programs designed for EL students.

English learner students (EL) : In coordination with the state's definition based on section 8101(20) of ESEA, as amended by ESSA, the term 'English learner,' when used with respect to an individual, means an individual:

(A) who is aged 3 through 21;

(B) who is enrolled or preparing to enroll in an elementary school or a secondary school;

(C) (who is i, ii, or iii)

   (i) who was not born in the United States or whose native language is not English;

   (ii) (who is I and II)

     (I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and

     (II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or

   (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant (Please note that "migratory" typically refers to students who repeatedly move from one residence to another); and

(D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual

   (i) the ability to meet the challenging state academic standards;

   (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or

   (iii) the opportunity to participate fully in society.

   Note:
   • To be classified as an English learner, an individual must be A, B, C, and D.
   • For C, an individual can be i, ii, or iii.
   • If C-ii, the individual must be I and II.
   • For D, an individual must be denied D-i, D- ii, or D-iii.

Nonbinary is defined as not exclusively male or female.

Student enrollment refers to the unduplicated count of students on the rolls of the school. The unduplicated count includes students both present and absent and excludes duplicate counts of students within a specific school or students whose membership is reported by another school. Students should be counted in the school where they physically and/or virtually attend for more than 50% of the school day. For distance education, students must be counted in the school from which they receive more than 50% of their coursework.

KEY DEFINITIONS (CONTINUED)

<u>Students with disabilities (IDEA)</u>: Students with intellectual disabilities; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; serious emotional disturbance; orthopedic impairment; autism; traumatic brain injury; developmental delay; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities and who, by reason thereof, receive special education and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program, Individual Family Service Plan, or service plan. The "Students with Disabilities (IDEA)" column in the survey items always refers to students with disabilities who receive special education and related services under IDEA.

<u>Students with disabilities (Section 504 only)</u>: Students with a disability, who receive related aids and services solely under Section 504 of the Rehabilitation Act of 1973, as amended, and not under the Individuals with Disabilities Education Act (IDEA). The "Section 504 only" column in the survey items always refers to students with disabilities who receive related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended, and not under IDEA.

<u>Virtual school</u> refers to a public school that offers virtual instruction in which students and teachers are separated by time and/or location, and interaction occurs via computers and/or telecommunications technologies.

Reporting Nonbinary

New for the 2021-22 Civil Rights Data Collection (CRDC), the Office for Civil Rights (OCR) expanded its current sex category, which includes male and female, a third category that will capture data regarding students who identify as nonbinary in grades K-12.

- For the CRDC, using nonbinary as a <u>*third value*</u> for the sex category is appropriate for students whose sex is not listed as male or female in their school records.

- <u>Nonbinary</u> means not exclusively male or female. Transgender students may be reported as male, female, or nonbinary.

OCR believes that the inclusion of a nonbinary sex category would allow it to capture data that would provide a greater understanding of the experiences of nonbinary students and would help to further OCR's mission to enforce ***Title IX's prohibition on discrimination on the basis of sex*****,** which includes discrimination based on sexual orientation and gender identity.

For the 2021–22 CRDC, in the case of a preschooler who is identified as nonbinary or another category that is not collected in the CRDC, the preschooler should be reported as either male or female. OCR acknowledges that some LEAs list a preschooler's sex differently in different types of records, and some LEAs may use varying terminology for sex. Nevertheless, LEAs are expected to determine how to best translate sex category information in their records so that the preschool data reported align with the male and female sex values used for the CRDC.

ENRL-1: Student Enrollment

All schools and justice facilities, preschool-grade 12, UG

The Student Enrollment table is applicable to all schools and justice facilities, grades K-12, UG. The ENRl-1 table is broken up into three sections as displayed in figure 1.

A. Demographic information for students by gender, and their race & ethnicity. Click here more guidance regarding Race and Ethnicity Reporting.

B. This section is a subset of demographic information and captures students identified as English Learner (EL) by their sex (Male, Female, Nonbinary).

C. This section is a subset of demographic information and captures students identified with disabilities IDEA and Section 504 Only by their gender (Male, Female, Nonbinary).

For the Fall 2021 Year snapshot date, enter student enrollment. Enter the number of students who were enrolled in grades K-12 (or the ungraded equivalent).

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Isldr	Black	White	Two or more races	Total
Males enrolled at this school:	0	0	5	5	5	5	5	25
Females enrolled at this school:	0	3	3	3	3	0	0	12
Nonbinary enrolled at this school:	0	1	0	0	1	0	0	2
Total students enrolled at this school:	0	4	8	8	9	5	5	39

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 1 - ENRL-1. Student Enrollment

ENRL-2: Enrollment of English Learner Students

ENRL-2a: Enrollment of English Learners (EL) - All EL Students is Only for schools and justice facilities (preschool-grade 12, UG) reporting greater than zero overall EL student enrollment (See example in Figure 1).

ENRL-2a: Enrollment of English Learners (EL) - All EL Student and **ENRL-2b: Enrollment of English Learners (EL) - EL Students in Programs** have skip logic implications.
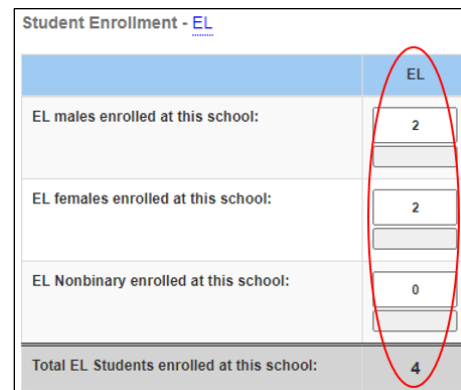
ENRL-2a: Enrollment of English Learners (EL) - All EL Students and **ENRL-2b: Enrollment of English Learners (EL) - EL Students in Programs** are skipped when "0" is entered for Male, Female, and Nonbinary EL totals on ENRL-1.

ENRL-2a: Enrollment of English Learners (EL) - All EL

Instructions

- Include all English learner (EL) students, regardless of whether they were enrolled in EL programs.

Note: If the school reports, zero Male and Female EL students in ENRL-1: Overall Student Enrollment table "ENRL-2a: Enrollment of English Learners (EL) - All EL Students" will be auto-filled with zeros. Need more help with Skipped Field Warnings.

Figure 2 - Student Enrollment - EL

ENRL-1: Overall Student Enrollment-EL table as shown in Figure 1 (see expanded version in Figure 2) must equal the total disaggregated male and female counts reported for ENRL-2a to avoid an error. View the Submission Errors and Warnings Data Tip for additional information on troubleshooting.

Figure 3 illustrates "ENRL-2a: Enrollment of English Learners (EL) - All EL Students" disaggregating the Male, Female, and nonbinary students who were flagged as English Learners (EL) in Figure 1 - ENRL-1. Overall Student Enrollment.

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Isldr	Black	White	Two or more races	Total
Males who were EL:	0	0	1	0	0	1	0	2
Females who were EL:	0	0	1	0	1	0	0	2
Nonbinary who were EL:	0	0	0	0	0	0	0	0
Total number of students who were EL:	0	0	2	0	1	1	0	4

Figure 3 – ENRL-2a: Enrollment of English Learners (EL) - All EL Students

ENRL-2b: Enrollment of English Learners (EL) - EL Students in Programs

Only for schools and justice facilities (preschool-grade 12, UG) reporting greater than zero overall EL student enrollment

Instructions

- Include students served through ESEA Title III and students who received EL services through other programs designed for EL students.

- Data reported in this table is a subset of the students who are EL as reported in table 2a.

Note: In the submission system you can select <mark>Show Reference Data</mark> to view data from table 2a. ENRL-2b is a subset of ENRL-2a. Therefore, data in ENRL-2b can be equal to table 2a or less. For example, **Figure 3** above identified one (1) male White, (1) male Asian, (1) female Asian and (1) female Black EL students, but **Figure 4** below does not identify them as being enrolled in an EL Program. However, if a male or female count in ENRL-2b is greater than ENRL-2a and error will be triggered.

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Isldr	Black	White	Two or more races	Total
Males enrolled in EL programs:	0	0	0	0	0	0	0	0
Females enrolled in EL programs:	0	0	0	0	0	0	0	0
Nonbinary enrolled in EL programs:	NA Skipped	NA Skipped	NA Skipped	NA Skipped	NA Skipped	NA Skipped	NA Skipped	0
Total number of students who are enrolled in EL:	0	0	0	0	0	0	0	0

Figure 4 - ENRL-2b: Enrollment of English Learners (EL) - EL Students in Programs

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

Only for schools and justice facilities (preschool-grade 12, UG) reporting greater than zero overall students with disabilities enrollment.

Instructions

Include students with disabilities served under the Individuals with Disabilities Education Act (IDEA). Students with disabilities served under IDEA may or may not also beserved under Section 504 of the Rehabilitation Act of 1973.

- Do not include students with disabilities served only under Section 504 of the Rehabilitation Act of 1973.

- Count of students with disabilities (IDEA) should be based on either the IDEA child count date or on October 1 (or the closest school dayto October 1).

Figure 5 - Overall Student Enrollment - Disabilities

Note: If the school reports, zero male and female IDEA students in ENRL-1: Overall Student Enrollment table "ENRL-3a: Enrollment of Students with Disabilities - IDEA Only" will be auto-filledwith zeros. Need more help with Skipped Field Warnings?

ENRL-1: Overall Student Enrollment-EL table as shown in **Figure 1 (see expanded version in Figure 5)** must equal the total disaggregated male and female counts reported for ENRL-3 to avoid an error. View the Submission Errors and Warnings Data Tip for additional information on troubleshooting.

Figure 6 below illustrates **"ENRL-3: Enrollment of Students with Disabilities - IDEA Only"** disaggregating the male and female students who were flagged as Students with Disabilities - IDEA Only in **Figure 1** - ENRL-1. Overall Student Enrollment.

Note: The IDEA Enrollment – EL is a subset of the Male, Female, and Nonbinary students with disabilities being served under the Individuals with Disabilities Education Act (IDEA).

		Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Isldr	Black	White	Two or more races	Total
	Hispanic							
Males with disabilities served under IDEA:	0	0	0	0	0	1	0	1
Females with disabilities served under IDEA:	0	0	0	0	1	0	0	1
Nonbinary with disabilities served under IDEA:	0	0	0	0	0	0	0	0
Total number of students with disabilities served under IDEA:	0	0	0	0	1	1	0	2

IDEA Enrollment - EL

	EL
EL males with disabilities served under IDEA:	0
EL females with disabilities served under IDEA:	1
EL Nonbinary with disabilities served under IDEA:	0
Total EL students with disabilities served under IDEA:	1

Figure 6 - ENRL-3. Enrollment of Students with Disabilities - IDEA

ENRL-4: Enrollment of Students with Disabilities - Section 504 Only

Only for schools and justice facilities (preschool-grade 12, UG) reporting greater than zero overall students with disabilities enrollment.

Instructions

- Do not include students withdisabilities served under the Individuals with Disabilities Education Act (IDEA).

Note: If the school reports, zero male and female Section 504 students in ENRL-1: Overall Student Enrollment table "ENRL-3b: Enrollment of Students with Disabilities – Section 504 Only" will be auto-filled with zeros. Need more help with Skipped Field Warnings?

ENRL-1: Overall Student Enrollment-EL table as shown in Figure 1 (see expanded version in Figure 7) must equal the total disaggregated male and female counts reported for ENRL-4 to avoid an error.

View the Submission Errors and Warnings Data Tip for additional information on troubleshooting.

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 7 - Overall Student Enrollment – Section 504 Only

Figure 8 illustrates **"E**NRL-4: Enrollment of Students with Disabilities – Section 504 Only" disaggregating the male and female students who were flagged as Students with Disabilities –Section 504 Only in **Figure 1** - ENRL-1. Overall Student Enrollment.

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Isldr	Black	White	Two or more races	Total
Males with disabilities served under Section 504 only:	0	0	0	0	0	1	0	1
Females with disabilities served under Section 504 only:	0	0	0	0	0	0	0	0
Nonbinary with disabilities served under Section 504 only:	0	0	0	0	0	0	0	0
Total number of students with disabilities served under Section 504 only:	0	0	0	0	0	1	0	1

Section 504 Only Enrollment - EL

	EL
EL males with disabilities served under Section 504 only:	0
EL females with disabilities served under Section 504 only:	0
EL Nonbinary with disabilities served under Section 504 only:	0
Total EL students with disabilities served under Section 504 only:	0

Figure 8 - ENRL-4: Enrollment of Students with Disabilities - Section 504 Only

Frequently Asked Questions

What if a student attends multiple schools?

If a student attended two schools, each for 50% of his or her school day, count that student at their "primary" or "home" school, rather than at the school of a special program, such as a vocational program.

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

No. Counts by race/ethnicity by sex are unduplicated counts (i.e., a student is counted only once in the race/ethnicity columns).The sum of the counts that you enter for race/ethnicity by sex will automatically be calculated in the online tool in the gray cells. It is not possible for your LEA to modify the gray cells, so you must ensure that every student is included in one and only one race/ethnicity category.

How do I report students who are both EL and have a disability?

A student with a disability and who is EL should be counted both in the EL table column and the applicable Students with Disabilities table column.

What if a student is served under IDEA and Section 504?

Students cannot be counted in both the IDEA and Section 504 tables. The "Section 504 Only" column in the survey items always refers to students with disabilities who receive related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended, and not under IDEA.

What if an enrolled student's IDEA status was appointed after snapshot date?

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)

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