

Students, Schools, and Programs - LEAs (SSPR) Module

This document focuses on reporting local education agency (LEA) level Students, Schools, & Programs SSPR module. The purpose of this document is to provide helpful tips and to demonstrate how to accurately report students, schools, and programs. This document provides key definitions and frequently asked questions to assist data submitters in determining how to accurately report the following:

- SSPR-1: Count of Students
- SSPR-2: Count of Students Served in Non-LEA facilities
- SSPR-3: Count of Schools
- SSPR-4: Early Childhood Program Indicator
- SSPR-5: Early Childhood Program for Non-IDEA Children
- SSPR-6: Preschool Program Provided by the LEA Indicator
- SSPR-7: Preschool Daily Length and Cost
- SSPR-8: Preschool Eligibility – All Children
- SSPR-9: Preschool Eligibility – Student Groups
- SSPR-10: Preschool Children Served
- SSPR-11: Preschool Age for Non-IDEA Children
- SSPR-12: Kindergarten Program Indicator
- SSPR-13: Kindergarten Daily Length and Cost

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

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 SSPR table utilizes skip logic:

- SSPR-4: Early Childhood Program Indicator
- SSPR-6: Preschool Program Provided by the LEA Indicator
- SSPR-12: Kindergarten Program Indicator

DATA ELEMENT CHANGES FROM THE 2020-21 CRDC

RE-INTRODUCED and OPTIONAL

- **SSPR-4:** Early Childhood Program Indicator
- **SSPR-5:** Early Childhood Program for Non-IDEA Children
- **SSPR-7:** Preschool Daily Length and Cost
- **SSPR-8:** Preschool Eligibility – All Children
- **SSPR-9:** Preschool Eligibility – Student Groups
- **SSPR-11:** Preschool Age for Non-IDEA Children
- **SSPR-12:** Kindergarten Program Indicator
- **SSPR-13:** Kindergarten Daily Length and Cost

REVISED and REQUIRED

- **SSPR-10:** Preschool Children Served

KEY DEFINITIONS

Early childhood refers to early childhood education programs and/or services for children birth through age 2.

Students with disabilities (IDEA) or IDEA children refers to 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.

Non-IDEA children include children without disabilities and children with disabilities who are not served under the Individuals with Disabilities Education Act.

Non-LEA facilities are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.

Preschool refers to preschool programs and/or services for children ages 3 through 5.

Remote instruction ^{NEW} refers to non-face-to-face (i.e., not in-person) instruction during which teachers and students are separated by location. Remote instruction may include synchronous (i.e., live) instruction or asynchronous (i.e., non-live) instruction provided by teachers. Non-face-to-face instruction may include broadcast, correspondence, interactive audio/video, and online instruction mediums.

Ungraded (UG) refers to a class that is not organized on the basis of age or grade grouping and has no standard grade designation.

Special Guidance

Which students should be included counts of students? Include students both present and absent on the Fall count date. Exclude duplicate counts of students within a specific LEA or students whose membership is reported by another LEA.

SSPR-1: Count of Students

All LEAs, preschool-grade 12, UG

Instructions:

Enter the overall student enrollment count for the LEA.

- Include students who are the responsibility of the LEA, who are served in LEA facilities and non-LEA facilities.
- Include students in private schools only if they were placed there by the LEA for the purpose of providing free appropriate public education (FAPE).
- Do not include students who are homeschooled by parents or guardians, if the LEA does not consider the students enrolled in the LEA.
- Non-LEA facilities may be public or private.
- Non-LEA facilities may be home or other settings where students participate in virtual instruction provided by a school.

For the Fall 2021 snapshot date, enter the number of students in preschool and grades K-12 (or the ungraded equivalent) who were enrolled in the LEA, and who were being served in LEA facilities, non-LEA facilities, and both.

	Number
Overall student enrollment for the LEA	386

Figure 1 SSPR-1: Count of Students table.

Overall student enrollment (LEA) refers to the unduplicated student enrollment, including students both present and absent, excluding duplicate counts of students within a specific LEA or students whose membership is reported by another LEA.

SSPR-2: Count of Students Served in Non-LEA Facilities

All LEAs, preschool-grade 12, UG

Instructions:

Non-LEA facilities may be public or private.

For the Fall 2021 snapshot date, enter the number of students in preschool and grades K-12 (or the ungraded equivalent) who were enrolled in the LEA, and who were being served in non-LEA facilities.

	Number
Students served in Non-LEA facilities	0

Figure 2 SSPR-2: Count of Students Served in Non-LEA Facilities table.

Non-LEA facilities may be home or other settings where students participate in virtual instruction provided by a school.

SSPR-3: Count of Schools

All LEAs

Instructions:

- Include all facilities where students attend.
- Include charter schools that were under the governance of the LEA.
- Include justice facilities where educational services were provided by the LEA.

For the Fall 2021 snapshot date, enter the number of public schools that were under the governance of the LEA.

- Link to the [Which Schools Do I Report? document.](#)

	Number
Public schools in the LEA	3

Figure 3 SSPR-3: Count of Schools table.

Active Schools: The Count of Schools in SSPR-3 should match the number of active schools in the submission system for this district.

A school is an institution that provides educational services and: (1) has one or more grade groups (preschool through grade 12) or is ungraded, (2) has one or more teachers, (3) is located in one or more buildings, (4) has assigned administrator(s), (5) receives public funds as its primary support, and (6) is operated by an educational agency. For purposes of this definition, “public funds” includes federal, state, and local public funds. “Located in a building” does not preclude virtual schools since the administrators and teachers are located in a building somewhere. An “educational agency” is not limited to the state or local educational agency, but can include other agencies (e.g., corrections or health and human services) charged with providing public education services.

***An alternative school** is a public elementary or secondary school that addresses the needs of students that typically cannot be met in a regular school program and is designed to meet the needs of students with academic difficulties, students with discipline problems, or both students with academic difficulties and discipline problems. Alternative education schools may be sited in locations other than a traditional school building such as hospitals, mental health centers, jails, or detention centers.*

***A career and technical education school** is a public elementary or secondary school that focuses primarily on providing secondary students with an occupationally relevant or career–related curriculum, including formal preparation for technical or professional occupations.*

***A charter school** is a public school that provides free public elementary and/or secondary education to eligible students under a specific charter executed, pursuant to a state charter school law, by an authorized chartering agency/authority and that is designated by such authority to be a public charter school.*

***A magnet school** is a public school that operates a magnet program for all students or some students within the school. A magnet program is a program within a public school that offers a special curriculum capable of attracting substantial numbers of students of different racial/ethnic backgrounds, which may also reduce, prevent, or eliminate minority group isolation. The program may be designed to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language).*

***A regular school** is a public elementary or secondary school that does not focus primarily on career and technical, special, or alternative education, although it may provide these programs in addition to a regular curriculum.*

***A special education school** is a public elementary or secondary school that focuses primarily on serving the educational needs of students with disabilities under IDEA or section 504 of the Rehabilitation Act.*

SSPR-4. Preschool Program Provided by the LEA Indicator

All LEAs

Instructions:

- Indicate whether the LEA provided one or more preschool services or programs that served children ages 3 through 5. The LEA may provide preschool programs or services in LEA facilities, non-LEA facilities, or both.
- Include preschool programs and services for IDEA or non-IDEA children ages 3 through 5.
- Non-LEA facilities may be home or other settings where students participate in virtual instruction provided by a school.

For the Fall 2021 snapshot date, was the LEA providing one or more preschool services or programs, in either LEA or non-LEA facilities, to children ages 3 through 5?

	Yes/No
Please select "Yes" or "No"	Yes ▾

Figure 4 SSPR-4. Preschool Program Provided by the LEA Indicator

SSPR-5. Preschool Children Served (Only for LEAs that provide preschool)

All LEAs

Instructions:

- Include children who are the responsibility of the LEA, who are served in preschool in LEA facilities and non-LEA facilities. The LEA may provide preschool programs or services in LEA facilities, non-LEA facilities, or both.
- Children must be the specified age as of the snapshot date.
- For the Children age 2 years served category, include only children who are 2 years of age who are allowed to be served in preschool at the start of the school year because they will turn 3 years of age sometime during the school year.
- Include IDEA and Non-IDEA children.
- Do not include students who are homeschooled by parents or guardians, if the LEA does not consider the students enrolled in the LEA.
- Non-LEA facilities may be home or other settings where students participate in virtual instruction provided by a school.

For the Fall 2021 snapshot date, enter the number of 2, 3, 4 and 5-year old students who were being served in the LEA's preschool service(s) or program(s), either in LEA or non-LEA facilities.

	Number
Children age 2 years served	0
Children age 3 years served	4
Children age 4 years served	10
Children age 5 years served	13

Figure 5 SSPR-5. Preschool Children Served (Only for LEAs that provide preschool) table example.

Reasons for NOT Reporting

1. School Closed: ceased operation (Reason for Not Reporting)

Not in operation in 2021-22 school year; is not expected to operate in the future.

2. School Closed: reorganization within district (Reason for Not Reporting)

School merged into another school in the same district, other school is on the list; school divided, and original school is no longer open. (Do not forget to add new schools under Add a school.)

3. School Closed: cross-district restructuring (Reason for Not Reporting)

School ceased to operate under this district due to merger, consolidation, division, etc. involving other district(s).

4. School is inactive (Reason for Not Reporting)

School is temporarily closed for 2021-22 school year, may reopen.

5. No students in actual attendance (Reason for Not Reporting)

No students are in physical attendance at this school. Examples: students' tuition 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).

6. School provides half-day services or less (Reason for Not Reporting)

A 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.

Notes: 50% does not include travel time. 50% reflects half of a typical school day. Preschool programs may have a shorter typical school day.

7. School is not a public school (Reason for Not Reporting)

Not a public elementary or secondary school. Examples: a private school; a parochial school; standalone tuition-based preschool program.

8. School is not a regular or elementary/second (Reason for Not Reporting)

Not a regular or elementary/secondary school: A facility that does not provide regular education to elementary and secondary students. Examples: administrative site; adult only school; day care facility; tutoring program; after school program; Independent study program; early childhood center; migrant program; summer school program; General Educational Development (GED) only program; school operated by a third party (e.g., a higher education institution) under contract with the district.

9. Charter school operated outside of district's jurisdiction (Reason for Not Reporting)

Charter school operating in the 2021-22 school year as an independent 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. (Removing the school from the LEA list does not absolve the school of the responsibility to report. The school will be responsible for reporting independently of the LEA.)

10. Future School (Reason for Not Reporting)

Future School is not in operation in the 2021-22 school year; expected to open in the future.

11. Error in school file (Reason for Not Reporting)

Examples: duplicate listing of a school in the same school list; a school determined by the LEA as never being part of the district; school determined by the LEA as being part of another district.

12. District is not responsible for providing educational services, or providing any type of educational-related services (Reason for Not Reporting)

13. 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. School is a short-term justice facility (Reason for Not Reporting)

Examples: detention center; emergency crisis shelter; justice facilities with a transient student population.

If more than five students stayed for more than 60 days, change status back to “Open and must report.”

14. School is an adult justice facility (Reason for Not Reporting)

Example: Correctional facility where inmates are adults (or include youth under 21 incarcerated as adults), and that have GED program. GED program is not provided by an LEA.

Note: 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.

If the school is a PK-12 education program, change status back to “Open and must report.”).

15. Justice or residential treatment facility – not responsible for providing educational services to students (Reason for Not Reporting)

Example: Youth at the juvenile justice or residential treatment facility attend the regular public schools.

Frequently Asked Questions

1. Which students should be included in the counts of students?

Include students both present and absent on the Fall count date. Exclude duplicate counts of students within a specific LEA or students whose membership is reported by another LEA.

2. What is a non-LEA facility?

Non-LEA facilities are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.

3. Are any of the services contracted?

The LEA may provide the services or program(s) by contracting with another entity to provide program services to students. Services or programs that are operated by a non-LEA facility that has been contracted by the LEA, are considered LEA-provided services.

4. Should homeschooled students be included in the count of students for SSPR-1 and SSPR-2?

Do not include students who are homeschooled if the LEA does not consider the students enrolled in their LEA.

5. When responding to SSPR-1: Count of Students and SSPR-2: Count of Students served in Non-LEA Facilities,

a. What is the adult cut-off (age) for non-IDEA students?

In general, each state establishes a maximum age limit to which the state must offer a free education. For the 2021–22 CRDC LEA-level Count of Students item and the Count of Students Served in Non-LEA Facilities item, the LEA should report students with and without disabilities.

b. What is the adult cut-off (age) for IDEA students?

Students up through age 21 may be served under IDEA. Also, some states may establish a higher age limit for serving students under IDEA. For the 2021–22 CRDC LEA-level Count of Students item and the Count of Students Served in Non-LEA Facilities item, the LEA should report students with and without disabilities.

6. Should students who have graduated and are enrolled in a 13th year at the LEA, taking college courses, be included on the survey?

If students have graduated 12th grade, they should not be included on the survey.

7. We send some of our students to alternative schools outside the district. Are these schools considered non-LEA facilities?

Yes, non-LEA facilities are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools. The alternative school is a non-LEA facility if it is NOT considered the responsibility of your district.

8. If an LEA leases space for a Head Start program to another entity (not operated by the LEA), should the students attending be included in the LEA Form for SSPR-1: Count of Students and the School Form in the following scenarios:

a) All of the children in attendance reside within our district.

The district should report them in SSPR-1 on the LEA form.

b) All of the children in attendance are from another district.

The students should be counted in the district where they are enrolled.

8. What does the term "students who are the responsibility of the LEA" refer to? Do I need to include all students who live within our district?)

No. Students who are the responsibility of the LEA refers to students who can be counted in the overall student enrollment.

Overall student enrollment (LEA) refers to the unduplicated student enrollment, including students both present and absent, excluding duplicate counts of students within a specific LEA or students whose membership is reported by another LEA.

9. If an LEA has students who reside out-of-state and/or out-of-country, should they be included in the LEA Form for SSPR-1: Count of Students and the School Form?

For the 2021–22 CRDC, an LEA should include students who were enrolled in and served by the LEA, regardless of their residential status.

10. Should an LEA include students who are foreign exchange students or on a VISA in the LEA Form for SSPR-1: Count of Students and the School Form?

For the 2021–22 CRDC, an LEA should include students who were enrolled in and served by the LEA, regardless of whether the students were foreign exchange students or non-U.S. students with a VISA.

11. An entire LEA was virtual on October 1, 2021. Students did NOT have a choice of virtual or in person on that date. Therefore, would the LEA report the entire LEA for the "Count of students enrolled in non-LEA facilities?"

No, an LEA would not report all of these students as being served in a non-LEA facility. Although the LEA's students were in a virtual setting, they should still be reported at their school of record. If the LEA has students outside of the COVID impact that were being served in a non-LEA facility, they should be reported in "Count of students enrolled in non-LEA facilities."

12. Should a LEA include students who have transferred out of the LEA partway through the year in SSPR-1?

Yes, please include all students who were enrolled in the LEA as of the October 1st snapshot date.

13. Should a LEA include students who are enrolled with the LEA but attend a private school?

Include students who are the responsibility of the LEA, who are served in LEA facilities and non-LEA facilities.

Please include students in private schools if (and only if) they were placed there by the LEA for the purpose of providing free appropriate public education (FAPE).

14. Should a LEA report full or partial-day tuition-based preschool programs?

The two types of preschools (i.e., full-day tuition-based preschool and part-day tuition-based preschool) could be reported for the 2021–22 CRDC LEA-level Preschool Daily Length and Cost item, as long as the LEA provides the preschool programs and/or services as described in the CRDC survey instructions. See instructions excerpt below:

The LEA may provide preschool programs and/or services in LEA facilities, non-LEA facilities, or both. The LEA may provide preschool programs and/or services by contracting with another entity to provide them to children. Preschool programs and/or services that are provided by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

Ultimately, the preschool funding source does not matter as long as the LEA provides the preschool programs and/or services directly to children or has a contractor that provides the preschool programs and/or services.

15. Are 5 year olds in kindergarten counted in SSPR-5 which asks for a count of children age 2-5 years served in the LEA?

No, SSPR-5 is specific to children enrolled in preschool. Please only include children ages 2-5 served who are enrolled in preschool programs or services.

Students enrolled in Kindergarten should only be counted within the Kindergarten grade level. To ensure that student counts are not duplicated, do not include these students in the preschool enrollment counts.

16. Are early childhood programs run by our LEA included in the SSPR count for preschool students? Children are age 0-4

Please include **children in that program** that are ages 3-5. Please note: Preschool refers to preschool programs and services for children ages 3 through 5. Include children who are 2 years of age who are allowed to enroll

in the program at the start of the school year because they will turn 3 years of age sometime during the school year.

17. Should preschool students served in a non-LEA facility be included in SSPR-1, SSPR-2, and SSPR-5? The preschool program is contracted by a LEA.

Yes, include children who are the responsibility of the LEA, who are served in preschool in LEA facilities and non-LEA facilities. The LEA may provide preschool programs or services in LEA facilities, non-LEA facilities, or both.

The LEA may provide the services or program(s) by contracting with another entity to provide program services to students. Services or programs that are operated by a non-LEA facility that has been contracted by the LEA, are considered LEA-provided services.

18. Should an LEA include preschool-age children who are only taking speech programs or other occupational therapy at a LEA as being enrolled in preschool?

For the purpose of reporting data for the CRDC students must be counted in the school where they are physically and/or remotely attended to for more than 50% of the school day.

19. Does an off-site daycare center (providing preschool/educational services) count as a non-LEA facility? The facility is not part of our LEA, but the services provided are paid for by our LEA.

Yes! The LEA may provide the services or program(s) by contracting with another entity to provide program services to students. Services or programs that are operated by a non-LEA facility that has been contracted by the LEA, are considered LEA-provided services.

20. A LEA has students who are enrolled in some classes at one school and some classes at another school, how does the LEA account for them on the CRDC survey?

The Department of Education (ED) recognizes that districts and states may identify students' schools in various ways, such as their membership school, their attendance school, their funding school, their accountability (AYP) school, etc. For the purpose of reporting data for the CRDC students must be counted in the school where they are 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.

21. Should a LEA include transitional kindergarten in the preschool counts or kindergarten counts?

Transitional kindergarten students should be reported on the LEA form. Students should be counted either as part of preschool or kindergarten based on the content and instruction standards for the program.

If the content and instruction align with preschool programs and services (ages 3-5), please report them as enrolled in preschool.

If the content and instruction align with kindergarten and is conducted over a longer period, please report them as enrolled in kindergarten.

22. Should a LEA report students who transferred to a DAEP/JJAEP? Should the DAEP/JJAEP be listed as one of the active schools for a LEA?

When determining how to report students transferred to a DAEP/JJAEP, please use the following checklist:

- ✓ Did the LEA transfer five or more students to a DAEP/JJAEP facility?
 - If no, the LEA is not required to report the DAEP/JJAEP as a separate school or obtain data from the DAEP/JJAEP.
 - If yes, please move on to check point 2.
- ✓ Did five or more students reside at the facility for more than 60 cumulative days?
 - If no, the LEA is not required to report the DAEP/JJAEP as a separate school or obtain data from the DAEP/JJAEP.
 - If yes, the LEA is responsible for working with the DAEP/JJAEP to obtain the data required for the CRDC. The home LEA should ensure that the DAEP/JJAEP collects the required CRDC data and reports it to the home LEA, so that the home LEA can then report it to OCR.

NOTE: If the DAEP/JJAEP is not reported as an active school, then the students should be counted as attending a non-LEA facility.

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 **English Learners (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 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](#).

Contact the Partner Support Center

(855) 255-6901

Email: crdc@aemcorp.com

[PSC Email Form](#)