CRDC Planning Checklist

Purpose

The purpose of this document is to provide local educational agencies (LEAs) with helpful tips to plan and prepare for the Civil Rights Data Collection (CRDC). If a staff member is new to the CRDC, please direct them to the New User Starter Guide. The CRDC consists of three primary phases: Pre-Collection, Collection, and Post-Collection.

Resources

CRDC FAQs	CRDC LEA Form	Excel Template LEA Form
New User Starter Guide	CRDC School Form	Excel Template School Form
Submission System User Guide	Skipped Field Warnings	Flat File Submission Instructions
Flat File Specifications	CSV File Submission	Using the Error Resolution Report

Pre-Collection Checklist

☐ **Update contact information** for the current Superintendent, Primary Contact Person (PCP), and Alternate Contact Person (PCP) in the Submission System. See our resource on Selecting a PCP.

☐ **Review the school list** in the Submission System. Update school names and addresses to their status, as of the 2023-24 school year. Request removal or addition of schools, if necessary.

☐ **Review the** CRDC General Overview, Changes, and List of Data Elements, which provides a list of new and optional data elements, as well as dropped elements for the 2023-24 school year collection.

☐ **Review the full questions/data elements required** for each CRDC Module in the LEA Form and School Form.

- **Identify the source of data for each CRDC module** such as the student information system (SIS), program office or content person in the LEA, the state education agency (SEA) if the LEA receives data from them, or vendor(s). *For example: For the ARRS module, the data may need to be obtained from a school resource officer within the LEA.*

- **Identify the content person** in the LEA who is responsible for data in each module. This person should know the data well and understand the content of the data.

- **Ensure the content person reviews definitions** relating to the specific module and compares them to the definitions in the LEA's Student Information System. See the Master List of Definitions, as well as the Resource Documents/Data Tips for modules located on the CRDC Resource Center search page.

Principal Contact Person (PCP)

The Principal Contact Person (PCP) should be the individual who works with
and/or submits the civil rights data.

☐ **Ensure the PCP and content person coordinate** a plan for collecting data.

Does the data that is currently collected and maintained by the LEA meet the requirements for the CRDC (e.g., availability, definition)? If not, create a detailed list of required actions. See the following for a list of examples:

    a. For each module, determine when data will be available and ready for CRDC reporting.

    b. For data identified as collected and maintained in the LEA data system, where are the data stored, and who may access the data?

    c. Are there transformations that need to be made to the data to get it in the correct format to report? If yes, who will be responsible for completing the transformation?

    d. Does the data have to be compiled? If so, how will that be done, and who will be responsible?

☐ **Determine method of entering the data into the site.**

- **Option 1 (recommended):** Pull an extract of the data from the SIS. An LEA can extract the data in a file and upload this file when the Submission System is open for data entry.

- **Option 2 (recommended):** Use the Excel Template LEA Form and Excel Template School Form to fill the required data for the LEA form and School Form. When the Submission System is open for data entry, these files can be uploaded to the site. For more information on using the Excel Templates, see the Excel Template Instructions.

- **Option 3:** Enter data manually. For this method, it is required that the user wait until the Submission System is open for data entry.

> *Note:* If LEAs using Option 3 want to prepare the data ahead of time, they can fill out the data using the LEA Form Worksheet and School Form Worksheet. There are also Worksheets for each Module available on the Resource Center.

☐ If using Option 1:

    a. Verify data collected is for the 2023-24 school year.

    b. Check to make sure the data files are in the correct format (.csv) and that the data element headers are included. For more information, see the Flat File Specifications and Flat File Submission Instructions.

    c. Review the extracted data. Spot check schools and data elements to ensure the extracted information is accurate. This is especially important for vendor tools that may not have been updated since the last CRDC data collection.

> *Note:* If some data cannot be extracted from the SIS, then determine how to get the data (i.e., use the Excel templates or other available worksheets listed above in Option 2 and 3).

☐ If using Option 2 or Option 3:

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a. Determine who is responsible for completing each module (i.e., content person).
b. Begin to populate the pre-collection tool with data.
c. Once the pre-collection tool is populated with data, review data for the entire submission.

☐ Determine who will confirm the accuracy of the data. Review any Partner Support Center broadcast emails and the **CRDC Resource Center home page** for notifications and up-to-date information regarding the submission system opening.

Collection Checklist

☐ **Upload data files or enter data**. Ensure that the data entry is 100% complete for the LEA form and all School Forms. Please note the distinctions for entering Zeros, Blanks (i.e. Nulls) and NS. If uploading flat files from a submission system, see Managing Flat File Submissions. If uploading Excel Templates, see the Excel Template Instructions.

> *Note:* Contact the Partner Support Center (PSC) at crdc@aemcorp.com if you are missing any data (or if data cannot be reported due to a state law) and for instructions on how to create and submit an action

☐ **Resolve all errors** on the forms and review all warnings. See the Submission Errors and Warnings and Skipped Field Warnings submission resources.

☐ **Certify the data**: All required data fields must be submitted for both the LEA Form and all School Forms (unless exempted by OCR). No errors may exist for any data submitted that have not been either explained using a reason code (and comment) or overridden by the PSC.

a. Identify who the certifier will be, either the superintendent or designee.
b. Begin the certification process and resolve any submission level errors, which will only appear during certification.
c. Complete certification by adding the certifier information in the final certification form (contact name, title, phone number, and email address).

☐ **Download the Record of Certification** (located on the Certification tab) **and the Submission Review Report** (located on the Reports tab) to obtain documentation of the data submitted for the 2023-24 school year CRDC.

Post-Collection Checklist

☐ **Data Quality Review**: If an LEA is flagged, review data quality issues and correct submitted CRDC data to ensure that data are of the best quality. It is of the utmost importance that all CRDC data are accurate and reliable. OCR strongly recommends school districts determine the best course of action to resolve data quality issues.

a. Make data revisions and recertify.
b. Supply detailed data notes.

Contact the Partner Support Center

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