

## Race and Ethnicity Reporting

Although federal changes to the race/ethnicity categories were released on March 28, 2024, federal agencies have until March 28, 2029, to implement the changes. The race/ethnicity categories for the 2023-24 CRDC will remain unchanged. *Click here for more information on [Statistical Policy Directive No. 15 \(SPD 15\)](#).*

All LEAs must continue to report students using the seven racial/ethnic categories found in the document: [Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education](#). This guidance outlines the procedure for collecting and reporting racial and ethnic data.

### For CRDC Reporting:

For CRDC purposes, you must include students in the counts by sex and race/ethnicity. For example, if a student is reported as English Learner without including the student in the counts by sex and race/ethnicity, then an error will be returned.

The CRDC collects data, disaggregated by sex, on student enrollment, and educational programs and services. For the purposes of reporting sex in the CRDC, students generally should be counted consistently with the sex listed in the student's records at the time the data are reported.

### Collecting by the Seven Race and Ethnicity Categories

Determining race AND ethnicity requires a two-question format. The ethnicity question must come first, followed by the question of race. The race question must ask respondents to select one or more of the five racial groups.

#### The ethnicity question is:

What is this person's ethnicity?

- Hispanic or Latino
- Not Hispanic or Latino

#### The race question is:

What is this person's race? Mark one or more races to indicate what this person considers themselves to be.

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or more races

1.) Ethnicity – Hispanic or Latino OR Not Hispanic or Latino

2.) Race – Choose one or more races:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

3.) Two or more races

### What if Race/Ethnicity Data are not Provided?

For elementary and secondary education students, if an individual (or the parent on behalf of the individual) does not complete the two-part question, then the educational institution should take steps to collect and document information allowing the reporting of the individual in one of the seven Federal reporting

categories. The Department will continue its existing policy of using observer identification in these cases. If only one part of the two-part question is unanswered, the educational institution should take steps to ensure that the respondent has intentionally refused to complete both parts of the question before using observer identification, if there is not enough information in the response to allow for proper reporting within one of the seven categories. Guidance can be found in section *Suggestions for Conducting Observer Identification* on the [Managing an Identity Crisis: Form Guide to Implementing New Federal Race and Ethnicity Categories](#) page.

## How to Determine the Reporting Category

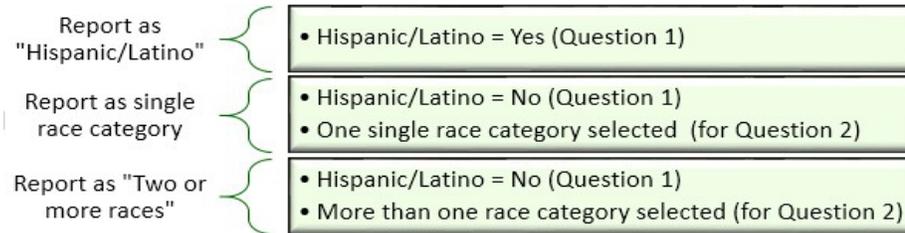


Figure 1. Determining Reporting Category

- If a student answered the first question as **Yes**, then that student is tabulated as Hispanic/Latino, even if the student selected one or more categories in response to the second question.
- If a student answered the first question as **No** and selected a single category for the second question, then that student is tabulated as the selected category from the second question.
- If a student answered the first question as **No** and selected more than one category for the second question, then that student is tabulated as **Two or more races**.

## Reporting the Seven Race and Ethnicity Categories

Once the data are collected, the data are tabulated and reported as follows. There are 7 reporting categories:

**Hispanic or Latino** means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

And for individuals who are non-Hispanic/Latino:

**American Indian or Alaska Native** (Not Hispanic or Latino) means a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Asian** (Not Hispanic or Latino) means a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American** (Not Hispanic or Latino) means a person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino) means a person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White** (Not Hispanic or Latino) means a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Two or More Races** (Not Hispanic or Latino) means all persons who identify with more than one of the above five races.

**Note: Some states may break down these categories into more granular categories for state reporting needs, but for CRDC purposes, they must be rolled up into these categories.**

### When to Report Zero (0)

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

### Not Applicable (NA)

The online tool populates information that has been entered in other tables and modules and uses that information to populate 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 in which 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 [CRDC action plan](#).

### Contact the Partner Support Center

(855) 255-6901 | [PSC Contact Us](#)