

## Ways SEAs Can Support their LEAs with the CRDC

### Purpose

This document is meant to provide helpful tips to State Educational Agencies (SEAs) who may be looking for ways they can help support their Local Educational Agencies (LEAs). This document demonstrates effective approaches which SEAs can utilize to engage with LEAs and provide support during the Civil Rights Data Collection.

### Key Points

- LEAs have indicated that they pay more attention to communications from their SEAs than those from the federal government.
- LEAs are responsible for verifying, approving, and certifying data within the CRDC even if some of the data are provided by states on behalf of their LEAs.

### Reasons to Engage

- Improve the timeliness and quality of data submitted to the CRDC and in reports that use CRDC data.
- Reduce the data burden on LEAs and schools in your state.
- Provide value to LEAs and garner some positive feedback for your agency.

State educational agencies (SEA) may be looking for ways they can help support their local educational agencies (LEA) with this collection. Below are some thoughts about how SEAs might engage:

### Communications

- Pass on information from the Office for Civil Rights to LEAs about the CRDC—including due dates, what data are collected, and where to find help.
- Post information on the SEA website, and/or send out regular email updates highlighting resources available to LEAs or addressing topics of interest.
- Assist the CRDC support staff in resolving issues in the LEA and school directory.
- Assist the CRDC support staff in getting up-to-date contact information for each LEA.
- Provide information about the CRDC—including data definitions and file layouts—to student information system vendors in the state.
- Host a webinar or series of webinars about the CRDC submission process.

### Planning Support

- Provide a crosswalk between state data collections and CRDC items to assist LEAs in knowing where to pull data.
- Provide a crosswalk of SEA course codes to CRDC subject areas.

## Data Support

- When possible, pre-populate data on behalf of the LEAs based on data collected by the SEA. Several SEAs have done this in past collections, reach out to the CRDC Partner Support Center if you need help on how to get started.
- The diagrams below show the CRDC reporting process for an LEA that receives CRDC data from the SEA.

### LEA with State Extract Support

Figure 1 below shows the CRDC reporting process for an LEA that receives CRDC data from the SEA. In this case, the SEA does not prepopulate data in the CRDC Submission System. The SEA provides data to the LEA to use for CRDC reporting.

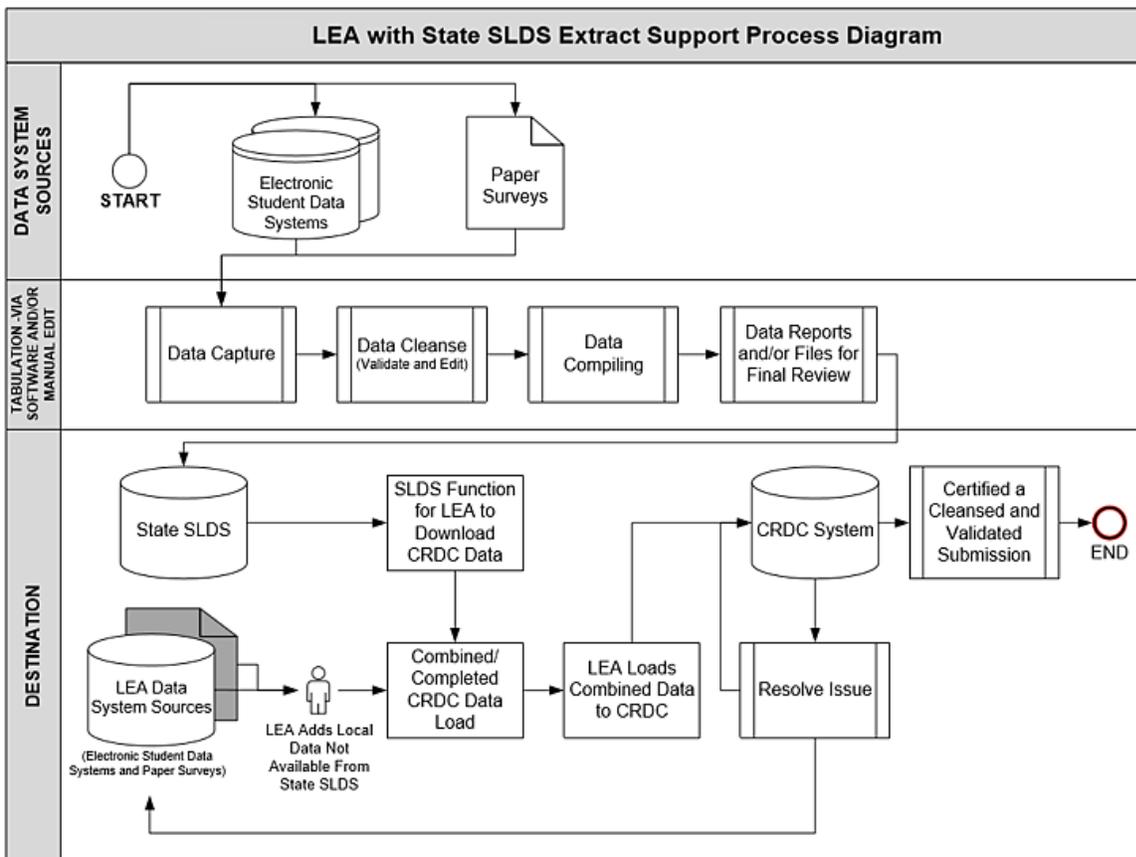


Figure 1: LEA with State Extract Support

## LEA with State Pre-population

Figure 2 below shows the CRDC reporting process for an LEA whose SEA prepopulates data directly into the CRDC Online Submission System.

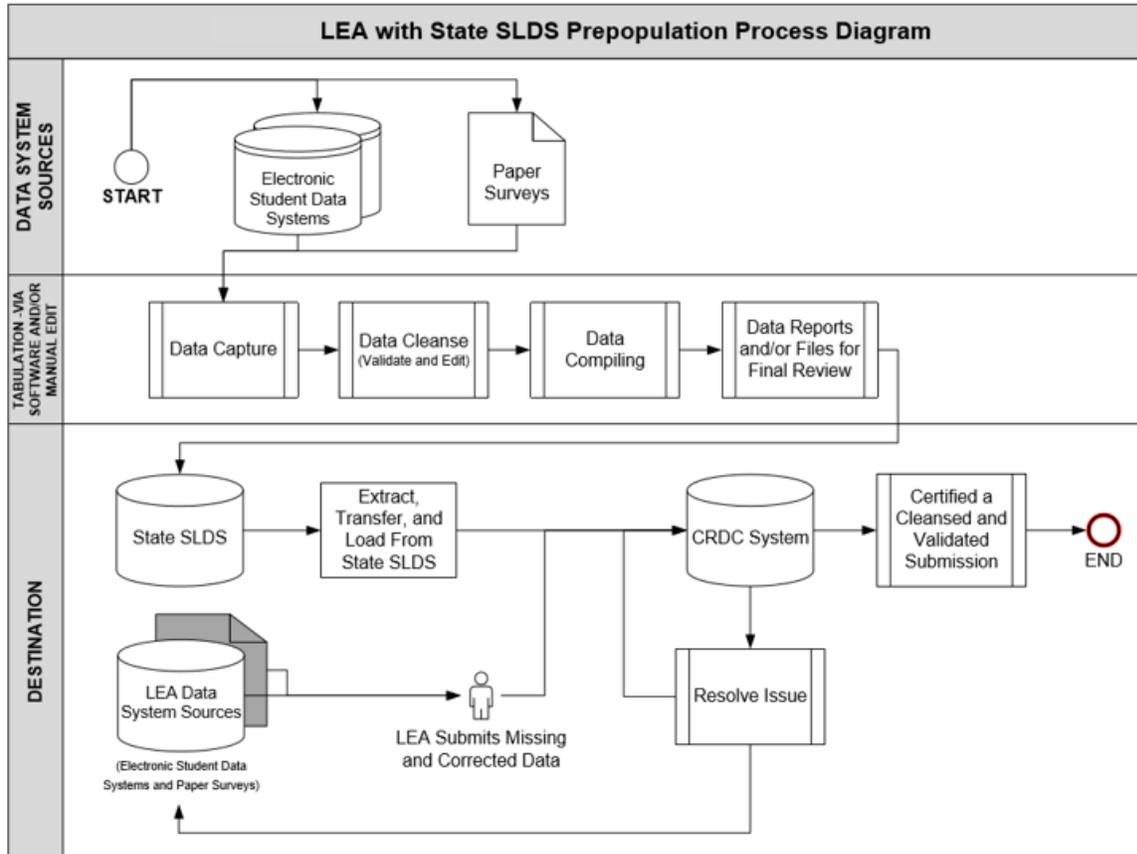


Figure 2: LEA with State Pre-population

**Note:** Graphic was retrieved from the February 5, 2018, release of the Forum Guide to Reporting Civil Rights Data. (<https://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=NFES2017168>)

For more information, or to join the SEA Engagement Workgroup, contact the CRDC Partner Support Center (PSC).

### Contact the Partner Support Center

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