Which Schools Do I Report?

The purpose of this document is to provide data submitters with the criteria to establish which schools a local educational agency (LEA) nequired to report. This document uses scenarios, definitions, and instructions to guide LEAs in determining which schools' data are reported in the CRDC.
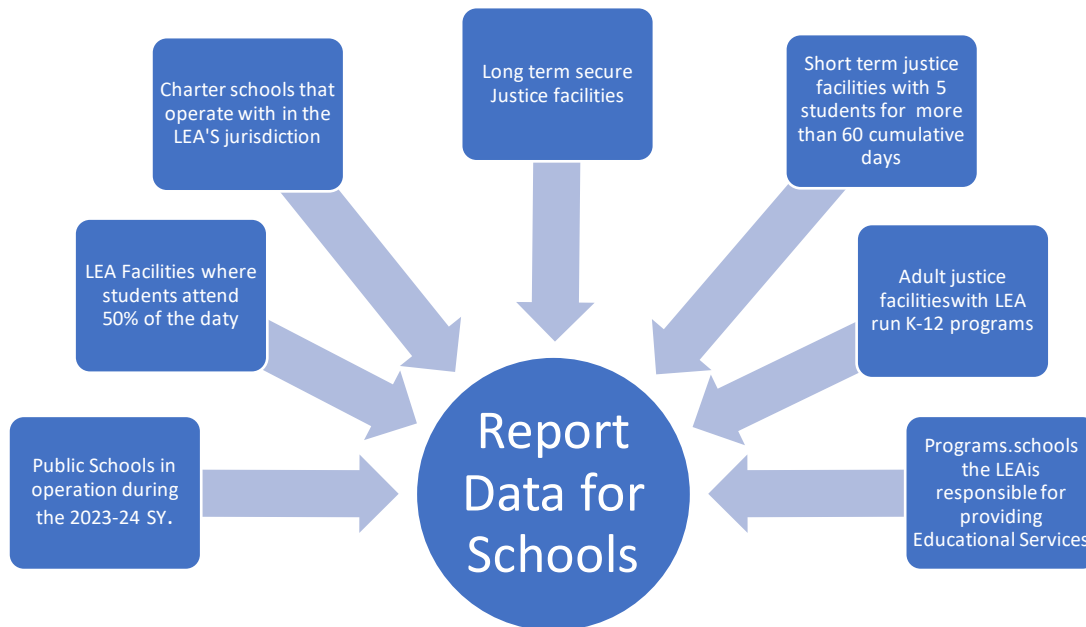

Figure 1: Common scenarios for reporting data for schools

A facility in the LEA is considered a school and must be report data for the CRDC if an elementary or secondary student attends it for more than 50% of the school day, regardless if the school reports Adequate Yearly Progress (AYP) because its students are registered elsewhere. A "school" for the CRDC purposes may include an entity that is classified by the Department of Education's (ED's) Common Core of Data (CCD) as an "alternative school" or "reportable program."

For the CRDC, you will count students **where they actually attend**.

> **KEY DEFINITIONS**
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> A **school** is an organization authorized by public authority and financed primarily through public funds to provide public education to students. Under this definition, a school: (1) is operated by a public school district, independent charter district or state agency on behalf of the state (or federal government in the case of Bureau of Indian Education and Department of Defense schools); (2) provides instruction for students; (3) has, will have or had one or more students; (4) has, will have or had one or more teachers; (5) has an assigned administrator(s) (principal) responsible to public authority; and (6) receives public funds as its primary support. For purposes of this definition, "public funds" includes federal, state, and local public funds. Schools include public schools that provide half day (50%) or more educational services. Schools may include alternative; career and technical education; charter; magnet; regular; and/or special education schools.

KEY DEFINITIONS continued

- **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 juvenile detention centers.

- **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.

- **Magnet program or 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 public school is considered a magnet school if it operates a magnet program for all students or some students within the school.

- **Preschool** refers to preschool programs and services for children ages 3 through 5.

- **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.

Steps during Registration

During Registration, if you change the status of a school to "Not Required to Report," then you will need to choose one of the following reasons and will also be required to provide the following explanations for the change in status.

Reason for Not Reporting	Definition	Requested Information/Explanation
Closed: ceased operation	Not in operation in SY 2023-24; is not expected to operate in the future.	- Identify where students are currently attending - Last year in operation **OR** provide date if closed in 2023-24 SY
Closed: reorganization within LEA	School merged into another school in the same LEA, other school is on the list; school divided, and original school is no longer open. **Note:** Don't forget to add new schools under *Add a school*.	- Name of school it merged into or names of schools it divided into - Last year in operation.
Closed: cross-LEA	School ceased to operate under this LEA	- Name of other LEAs involved

Reason for Not Reporting	Definition	Requested Information/Explanation
restructuring	due to merger, consolidation, division, etc. involving other district(s).	in the restructuring • Last year in operation
Inactive	School is temporarily closed for 2023-24 SY, may reopen.	• Confirm when the school is expected to reopen • Last year in operation
No students in actual attendance	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-LEA school (for student tracking only).	• Identify what type of program services the school offers or what provisions are made for students who might otherwise attend this school • If the school is outside of the LEA, provide the name of the LEA to which the school belongs
Half-day services or less	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. **Note:** 50% does not include travel time. 50% reflects half of a typical school day. Preschool programs may have a shorter typical school day.	• Identify what type of program services the school offers and the maximum portion of the day for which the school would provide educational services • Confirm if all students are receiving services somewhere else (Y/N) -- If 'No', change school Status back to "Open and must report."
Not a public school	Not a public elementary or secondary school. Examples: a private school; a parochial school; standalone tuition-based preschool program.	• Identify the type of non-public school
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	• Identify the type of program services the school offers and for what type of attendee

Reason for Not Reporting	Definition	Requested Information/Explanation
	program; school operated by a third party (e.g., a higher education institution) under contract with the LEA.	
Charter school operated outside of the LEA's jurisdiction	Charter school operating in the 2023-24 school year as an independent LEA, even though the initial directory has the charter school listed as part of an existing LEA. This exception covers only a charter school that is not affiliated with the LEA that is in the survey. Note that the LEA must report on charter schools for which the LEA 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.	• Identify the chartering agency for the charter school • Confirm if the charter school is operating as its own LEA; provide the name of the director and legal name of the charter LEA (if different from the listed school name)
Future	School is not in operation in the 2023-24 school year; expected to open in the future.	• Confirm when the school is expected to open • Identify other schools (if any) that will be affected at that time
Error in school file	Examples: duplicate listing of a school in the same school list; a school determined by the LEA as never being part of the LEA; school determined by the LEA as being part of another LEA.	• Explain the specific error • If the school is part of another LEA, provide the LEA name and location.

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