CRDC Guidelines for Reporting Student Demographics Data

For the 2023–24 CRDC, most data should be reported based on four reporting periods:

- **Fall Snapshot**: The data reported should be based on October 1, 2023 (or the closest school day to October 1);
- **End-of-Regular-School-Year Single-Day:** The data reported should be based on a single day at the end of the 2023–24 regular school year;
- **Cumulative (Entire School Year):** The data reported should be cumulative based on the start of the 2023–24 school year and ending one day prior to the start of the following 2024–25 school year; and
- **Cumulative (Regular School Year):** The data reported should be cumulative based on the 2023–24 regular school year, not including intersession or summer.

Instructions for the applicable reporting period are provided at the beginning of each survey module in the LEA form, the school form, and the online submission system. For survey items that do not collect data based on the four reporting periods, special instructions are provided with each item.

> **For the purposes of the CRDC, the term *non-disabled* refers to those students who DO NOT have a status of Section 504 Only or IDEA.**

Fall Snapshot Reporting applies to the following modules:

- **SSPR**: Students, Schools, & Programs;
- **CRCO**: Civil Rights Coordinator/Desegregation Plan (Desegregation Order or Plan item only);
- **HIBD**: Harassment or Bullying;
- **SCHR**: School Characteristics (all items except Fully Virtual School Indicator);
- **PSCH**: Preschool;
- **ENRL**: Enrollment;
- **PENR**: Program Enrollment (all items except Credit Recovery Program Indicator and Credit Recovery Student Participation);
- **COUR**: Courses & Classes (all items except: Student Enrollment in Algebra I – Grades 7 & 8: Students who Passed Algebra I – Grades 7 & 8: High School Student Enrollment in Algebra I – Grades 9 & 10: High School Students who Passed Algebra I – Grades 9 & 10: High School Student Enrollment in Algebra I – Grades 11 & 12: and High School Students who Passed Algebra I – Grades 11 & 12);
- **APIB**: Advanced Placement (AP) & International Baccalaureate Diploma Programme (IB) Enrollment; and
- **INET**: Internet Access and Devices (Internet Access and Devices and Wi-Fi Enabled Devices items only).

For Fall Snapshot reporting, OCR <u>requires</u> the following*:

- Report a student's race/ethnicity based on their race/ethnicity classification on October 1 or the closest school day to October 1.
- Report a student's sex[1] based on their sex classification on October 1 or the closest school day to October 1.
- Report a student's IDEA status based on their IDEA status on October 1, the closest school day to October 1, or the LEA's IDEA child count date. The IDEA child count date is designated by the state between

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[1] Sex categories include female or male, and possibly nonbinary.

October 1 and December 1.

- Report a student's Section 504 only status based on their Section 504 only status on October 1 or the closest school day to October 1.
- Report a student's EL status based on their EL status on October 1 or the closest school day to October 1.

*Applies to the following modules:

- o **PSCH**: Preschool;
- o **ENRL**: Enrollment;
- o **PENR**: Program Enrollment (all items except Credit Recovery Program Indicator and Credit Recovery Student Participation);
- o **COUR**: Courses & Classes (all items except: Student Enrollment in Algebra I – Grades 7 & 8; Students who Passed Algebra I – Grades 7 & 8; High School Student Enrollment in Algebra I – Grades 9 & 10; High School Students who Passed Algebra I – Grades 9 & 10; High School Student Enrollment in Algebra I – Grades 11 & 12; and High School Students who Passed Algebra I – Grades 11 & 12); and
- o **APIB**: Advanced Placement (AP) & International Baccalaureate Diploma Programme (IB) Enrollment.

Example: If a high school student is classified as male in their school enrollment record on October 1, but then is reclassified as nonbinary in their school enrollment record on December 1, then the student should be reported as male in the modules noted above.

End-of-Regular-School-Year Single Day Reporting applies to the following modules:

- **CRCO**: Civil Rights Coordinator/Desegregation Plan (Civil Rights Coordinators Indicator and Civil Rights Coordinators Contact Information item only); and
- **COUR**: Courses & Classes (Student Enrollment in Algebra I – Grades 7 & 8, High School Student Enrollment in Algebra I – Grades 9 & 10, and High School Student Enrollment in Algebra I – Grades 11 & 12 items only).

For End-of-Regular-School-Year Single Day reporting, OCR recommends the following*:

- Report a student's race/ethnicity based on their race/ethnicity classification at the time of the end-of-regular-school-year single day count.
- Report a student's sex[1] based on their sex classification at the time of the end-of-regular-school-year single day count.
- Report a student's IDEA status based on their IDEA status at the time of the end-of-regular-school-year single day count.
- Report a student's EL status based on their EL status at the time of the end-of-regular-school-year single day count.

*Applies to the following modules:

- o **COUR**: Courses & Classes (Student Enrollment in Algebra I – Grades 7 & 8, High School Student Enrollment in Algebra I – Grades 9 & 10, and High School Student Enrollment in Algebra I – Grades 11 & 12 items only).

Example: If a student in grade 7 is classified as Hispanic or Latino in their school enrollment record on October 1, but then is reclassified as Black or African American in their school enrollment record on December 15, and is still considered Black or African American at the time of the end-of-regular-school-year single-day Algebra I student enrollment count, the student should be reported as Black or African American in the Student Enrollment in Algebra I – Grades 7 & 8 item.

Cumulative (Entire School Year) Reporting applies to the following modules:

- **PENR**: Program Enrollment (Credit Recovery Program Indicator and Credit Recovery Student Participation item only);
- **EXAM**: SAT/ACT;
- **RETN**: Retention; and
- **ATHL**: Interscholastic Athletics.

For Cumulative (Entire School Year) reporting, OCR recommends the following*:

- Report a student's race/ethnicity based on their race/ethnicity at the time the event occurred (or last occurred in the case of multiple events).
- Report a student's sex[1] based on their sex at the time the event occurred (or last occurred in the case of multiple events).
- Report a student's IDEA status based on their IDEA status at the time the event occurred (or last occurred in the case of multiple events).
- Report a student's Section 504 only status based on their Section 504 only status at the time the event occurred (or last occurred in the case of multiple events).
- Report a student's EL status based on their EL status at the time the event occurred (or last occurred in the case of multiple events).

*Applies to the following modules:

- **EXAM**: SAT/ACT;
- **RETN**: Retention; and
- **ATHL**: Interscholastic Athletics.

Example: If a student in grade 5 is classified as EL in their school enrollment record on October 1, but then is reclassified as non-EL in their school enrollment record on March 15, and is considered non-EL at the time the student is retained, the student should be reported as non-EL in the RETN: Retention module.

Cumulative (Regular School Year) Reporting applies to the following modules:

- **DSED**: Distance Education;
- **HSEE**: High School Equivalency Exam;
- **SCHR**: School Characteristics (Fully Virtual School Indicator only);
- **DIND**: Coronavirus Pandemic-related Directional Indicators and Items;
- **COUR**: Courses & Classes (Students who Passed Algebra I – Grades 7 & 8, High School Students who Passed Algebra I – Grades 9 & 10, and High School Students who Passed Algebra I – Grades 11 & 12 items only);
- **STAF**: School & School Support Staff (all items except Teacher Retention Count);
- **SECR**: School Security Staff;
- **DISC**: Student Discipline;
- **ARRS**: Referrals to Law Enforcement & School-related Arrests;
- **OFFN**: Offenses;
- **HIBS**: Harassment or Bullying;
- **RSTR**: Restraint & Seclusion;
- **JUST**: Justice Facilities; and
- **INET**: Internet Access and Devices (Wi-Fi Enabled Devices and Hotspot Needed for Remote Instruction and Wi-Fi Enabled Devices and Hotspot Received for Remote Instruction items only).

For Cumulative (Regular School Year) reporting, OCR recommends the following*:

- Report a student's/teacher's race/ethnicity based on their last known race/ethnicity during the regular school year.

- Report a student's/teacher's sex[1] based on their last known sex during the regular school year.

- Report a student's IDEA status based on their last known IDEA status during the regular school year.

- Report a student's EL status based on their last known EL status during the regular school year.

*Applies to the following modules:

- **DSED**: Distance Education;
- **HSEE**: High School Equivalency Exam;
- **COUR**: Courses & Classes (Students who Passed Algebra I – Grades 7 & 8, High School Students who Passed Algebra I – Grades 9 & 10, and High School Students who Passed Algebra I – Grades 11 & 12 items only); and
- **STAF**: School & School Support Staff (Current Year Teachers Count item only).

Example: If a high school student is classified as White in their school enrollment record on October 1, but then is reclassified as Asian in their school enrollment record on December 1, then the student should be reported as Asian in the modules noted above.

For Cumulative (Regular School Year) Reporting, OCR recommends the following*:

- Report a student's race/ethnicity based on their race/ethnicity at the time the event occurred (or last occurred in the case of multiple events).

- Report a student's sex[1] based on their sex at the time the event occurred (or last occurred in the case of multiple events).

- Report a student's status as IDEA if the student was classified as IDEA during one or more of the events that occurred during the regular school year.

- Report a student's status as Section 504 only if the student was classified as Section 504 only (and never as IDEA) during one or more of the events that occurred during the regular school year.

- Report a student's status as EL if the student was classified as EL during one or more of the events that occurred during the regular school year.

*Applies to the following modules:

- **DISC**: Student Discipline - the following items only:
  - Instances of Preschool Corporal Punishment;
  - Preschool Corporal Punishment;
  - Preschool Expulsion;
  - Instances of Preschool Suspension;
  - Preschool Suspension – Only One Out-of-School Suspension;
  - Instances of Corporal Punishment;
  - Discipline of Students without Disabilities – Corporal Punishment;
  - Discipline of Students with Disabilities – Corporal Punishment;
  - Discipline of Students without Disabilities – Expulsion with Educational Services;
  - Discipline of Students with Disabilities – Expulsion with Educational Services;
  - Discipline of Students without Disabilities – Transfer to Alternative School;
  - Discipline of Students with Disabilities – Transfer to Alternative School;
  - Discipline of Students without Disabilities – Expulsion without Educational Services;

- Discipline of Students with Disabilities – Expulsion without Educational Services;
  - Discipline of Students without Disabilities – Expulsion Under Zero-Tolerance Policies;
  - Discipline of Students with Disabilities – Expulsion Under Zero-Tolerance Policies;
  - Discipline of Students without Disabilities – One or More In-School Suspensions;
  - Discipline of Students with Disabilities – One or More In-School Suspensions;
  - Instances of Suspension;
  - Discipline of Students without Disabilities – Only One Out-of-School Suspension;
  - Discipline of Students with Disabilities – Only One Out-of-School Suspension;
  - Preschool Suspension – More than One Out-of-School Suspension;
  - Discipline of Students without Disabilities – More than One Out-of-School Suspension;
  - Discipline of Students with Disabilities – More than One Out-of-School Suspension; and
  - School Days Missed Due to Out-of-School Suspension;
- o **ARRS**: Referrals to Law Enforcement & School-related Arrests - the following items only:
  - Instances of Referrals to Law Enforcement;
  - Students without Disabilities – Referred to Law Enforcement;
  - Students with Disabilities – Referred to Law Enforcement;
  - Instances of School-related Arrests;
  - Students without Disabilities – School-related Arrest; and
  - Students with Disabilities – School-related Arrest.
- o **HIBS**: Harassment or Bullying (Students Reported as Harassed or Bullied and Students Disciplined for Harassment or Bullying items only); and
- o **RSTR**: Restraint & Seclusion.

Examples:

If a high school student is classified as IDEA in their school enrollment record on October 1, but then is reclassified as Section 504 only in their school enrollment record on December 1, and is considered Section 504 when the student receives an expulsion with educational services on December 15, then the student should be reported as Section 504 only for the Discipline of Students with Disabilities – Expulsion with Educational Services item.

If a middle school student is classified as IDEA in their school enrollment record on October 1, but then is reclassified as non-disabled in their school enrollment record on January 30th, and is considered non-disabled when the student receives two out-of-school suspensions, then the student should be reported as non-disabled for the Discipline of Students without Disabilities – More than One Out-of-School Suspension item.

Additional Guidance for Multiple Out-of-school Suspensions and Multiple In-school Suspensions

First Suspension & Student Status		Second Suspension & Student Status		Report Student as:
non-disabled		IDEA		IDEA with multiple suspensions
non-disabled		Section 504 only		Section 504 only with multiple suspensions
IDEA		non-disabled		IDEA with multiple suspensions
504 only		non-disabled		Section 504 only with multiple suspensions
IDEA		Section 504 only		IDEA with multiple suspensions
Section 504 only		IDEA		IDEA with multiple suspensions
non-EL non-disabled		EL non-disabled		EL with multiple suspensions
EL non-disabled		non-EL non-disabled		EL with multiple suspensions
non-disabled race/ethnicityA		non-disabled race/ethnicityB		non-disabled race/ethnicityB with multiple suspensions
non-disabled race/ethnicityB		non-disabled race/ethnicityA		non-disabled race/ethnicityA with multiple suspensions
non-disabled male		non-disabled female		non-disabled female with multiple suspensions
non-disabled female		non-disabled male		non-disabled male with multiple suspensions

Examples Involving Multiple Out-of-school Suspensions or Multiple In-school Suspensions

Fall Snapshot Student Status		First Suspension & Student Status		Second Suspension & Student Status		Student Status at End of School Year		Report Student as:
Non-disabled		Non-disabled Suspension		IDEA Student Suspension		Non-disabled		IDEA Student Multiple Suspensions
IDEA Student		IDEA Student Suspension		Non-disabled Suspension		Non-disabled		IDEA Student Multiple Suspensions
Non-disabled		Non-disabled Suspension		Non-disabled Suspension		IDEA Student		Non-disabled Student Multiple Suspensions
IDEA Student		IDEA Student Suspension		504 Only Student Suspension		504 Only Student		IDEA Student Multiple Suspensions
504 Only Student		504 Only Student Suspension		IDEA Student Suspension		IDEA Student		IDEA Student Multiple Suspensions