

## Civil Rights Coordinator/Desegregation Plan (CRCO) Module

The CRCO: Civil Rights Coordinator/Desegregation Plan module collects local educational agency (LEA) level data on whether the LEA has Civil Rights Coordinators assigned and their contact information. The purpose of this document is to demonstrate how to accurately report CRCO data. This document provides key definitions and frequently asked questions to assist data submitters in determining how to accurately report the following:

- CRCO-1: Civil Rights Coordinators Indicator
- CRCO-2: Civil Rights Coordinators Contact Information
- CRCO-3: Desegregation Order or Plan

In addition, guidance on accurately reporting zeros, blanks (i.e., nulls), and **NS** is provided at the end of the document.

### Dates

Report data from the 2023–24 school year. The data reported should be from a single day at the end of the regular school year, unless otherwise noted.

### DATA ELEMENT CHANGES FROM THE 2021-22 CRDC

NO NEW OR REVISED ELEMENTS

### Skip Logic

**This module contains skip logic.** Skip logic automatically skips the user to the next table to be populated based on previous answers provided. Skipped tables are not to be populated. The following CRCO tables utilize skip logic:

- CRCO-1: Civil Rights Coordinators Indicator

### Civil Rights Coordinators

The designated Civil Rights Coordinator may or may not be assigned to work on the Civil Rights Data Collection (CRDC). A Civil Rights Coordinator is an individual who is appointed by the LEA to coordinate compliance with civil rights laws, including investigations of complaints alleging discrimination on a particular basis.

Civil rights laws that prohibit discrimination include:

Title IX of the Education Amendments of 1972 (prohibits discrimination on the basis of sex). [Click here for more information on Title IX.](#)

Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of disability). [Click here for more information on 504.](#)

Title II of the Americans with Disabilities Act of 1990 (prohibits discrimination on the basis of disability) by public entities (including public schools), whether or not they receive Federal financial assistance). [Click here for more information on Title II.](#)

### KEY DEFINITIONS

A **civil rights coordinator** is an individual who is appointed by the LEA to coordinate compliance with civil rights laws, including investigations of discrimination complaints.

## Desegregation Plan

“A desegregation order or plan is an order or plan: (1) that has been ordered by, submitted to, or entered into with a federal or state court; the Office for Civil Rights (OCR), U.S. Department of Education, its predecessor the Department of Health, Education, and Welfare, or another federal agency; or a state agency or official, and (2) that remedies or addresses an LEA’s actual or alleged segregation of students or staff on the basis of race or national origin that was found or alleged to be in violation of the U.S. Constitution, Title VI of the Civil Rights Act of 1964, and/or state constitution or other state law. An LEA remains subject to such a desegregation order or plan until the court, agency, or other competent official finds that the district has satisfied its obligations and has been released from the order or plan.” An LEA remains subject to such a desegregation order.

### USEFUL TIPS

- ✓ The same contact can be listed more than once in CRCO-2, if applicable.
- ✓ If the LEA answered ‘Yes’ in CRCO-1 for any field, the LEA must report contact information in CRCO-2.
- ✓ The system will generate an error if the LEA responds incorrectly to CRCO-3.

## Frequently Asked Questions

### 1. Is the LEA required to have a Civil Rights Coordinator?

No. However, the LEA must indicate in CRCO-1 whether the LEA had one or more responsible employees (either part-time or full-time) acting as Civil Rights Coordinator(s).

### 2. Should LEAs report a new or old Civil Rights Coordinator?

The instructions of CRCO-2 direct LEAs to provide information of the Civil Rights Coordinator(s) identified in CRCO-1; CRCO-1 is based on a single day at the end of the regular 2023-24 school year. LEAs should be advised to provide the contact information of the Civil Rights Coordinator(s) as of the end of the 2023-24 school year.

### 3. A new person has been appointed to serve as an LEA’s primary contact person (PCP), responsible for reporting data in the 2023-24 school year CRDC. Should their name and contact information be reported in CRCO-2 as the Civil Rights Coordinator?

A person’s name and contact information should be reported in CRCO-2 only if they have been appointed by the LEA to carry out the responsibilities of the LEA’s Civil Rights Coordinator. This is different from acting as the PCP for the CRDC.

### 4. If a user submits civil rights data for the CRDC, should the user be reported as the Civil Rights Coordinator?

A user’s name and contact information should be reported in CRCO-2 only if they have been appointed by the LEA to carry out the responsibilities of the LEA’s Civil Rights Coordinator. This is different from a data submitter for the CRDC.

### 5. How can it be determined if an LEA has a desegregation plan?

Please contact the LEA’s superintendent for this information.

### 6. How can an LEA determine if it is under a desegregation order or plan?

Please contact the LEA’s superintendent for this information.

### When to Report Zero (0)

If data are available and applicable for a given school or LEA, but no students fall in that category, then 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 populated 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 where 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 on-screen data entry.**

### When Data is Not Collected or Available

Contact the Partner Support Center to determine if an LEA will need to submit an [Action Plan](#).

### Contact the Partner Support Center

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