Duplicated and Unduplicated Student Counts

When reporting student counts in the Civil Rights Data Collection (CRDC), there are cases in which a student falls into more than one category. The guidance below describes when to count a student only once and when a student may be counted more than once in a table.

When reporting counts by race/ethnicity and sex,[1] students should be counted in only one of the available columns.

- All students must be included in the counts by race and sex.
- Each student should be counted as "1" student in the first (i.e., Race & Ethnicity) section. That student may be counted again in the second (i.e., Status) section based on their status.

Example: The table below illustrates how to enter counts for "1" male Asian and "1" female White student with disabilities (IDEA).

Table 1: Breakdown of Race & Ethnicity, EL status and Disability status.

	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	English Learners (EL)	Students with Disabilities (IDEA)	Students with Disabilities (Section 504 Only)
Males enrolled at this school:			1								
Females enrolled at this school:						1					1
Nonbinary students enrolled at this school:											
Total students enrolled at this school:											

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

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[1] The Final Guidance on reporting race and ethnicity can be found at
https://nces.ed.gov/pubs2008/rediguide/pdf/appendixA.pdf

Key Definitions

English Learner students (EL): In coordination with the state's definition based on section 8101(20) of ESEA, as amended by ESSA, the term **English Learner**, when used with respect to an individual, means an individual:

(A) who is aged 3 through 21;

(B) who is enrolled or preparing to enroll in an elementary school or a secondary school;

(C) (who is i, ii, or iii)

> (i) who was not born in the United States or whose native languages are languages other than
>
> English;
>
> (ii) (who is I and II)
>
> > (I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and
> >
> > (II) who comes from an environment where a language other than English has had a
> >
> > significant impact on the individual's level of English language proficiency; or
>
> (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and

(D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual

> (i) the ability to meet the challenging state academic standards;
>
> (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
>
> (iii) the opportunity to participate fully in society.

Students with disabilities (IDEA): Students with intellectual disabilities; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; serious emotional disturbance; orthopedic impairment; autism; traumatic brain injury; developmental delay; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities and who, by reason thereof, receive special education and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program, Individual Family Service Plan, or service plan.

The *Students with Disabilities (IDEA)* column in the survey items always refers to students with disabilities who receive special education and related services under IDEA.

Students with disabilities (Section 504 only): Students with a disability, who receive related aids and services solely under Section 504 of the Rehabilitation Act of 1973, as amended, and not under the Individuals with Disabilities Education Act (IDEA). The *Section 504 only* column in the survey items always refers to students with disabilities who receive related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended, and not under IDEA.

Frequently Asked Questions

1. **Should an EL student be counted once in the columns for race and sex, and once in the column for EL by sex?**

   Yes! A student will be counted once in the columns for race and sex, and once in the column for EL by sex.

2. **Should a Student with Disabilities (IDEA) be counted once in the section for race and sex, and once in the Students with Disabilities (IDEA) column?**

   Yes! An IDEA student will be counted once in the columns for race and sex, and once in the column for *Students with Disabilities (IDEA)* by sex.

3. **Can a student be counted as both English Learners (EL) and Students with Disabilities (IDEA)?**

   Yes! A student may be counted in both the *English Learners (EL)* and *Students with Disabilities (IDEA)* columns.

4. **Can a student be counted as both English Learners (EL) and Students with Disabilities (Section 504 Only)?**

   Yes! A student may be counted in both the *English Learners (EL)* and *Students with Disabilities (Section 504 Only)* columns.

5. **What if a student received services under both IDEA and Section 504?**
   A student may be counted in the *Students with Disabilities (IDEA)* column or the *Students with Disabilities (Section 504 Only)* column, but not both. If a student receives services under both IDEA and Section 504, report the student in the *Students with Disabilities (IDEA)*.

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 **EL**, other tables that ask for counts of females who are **EL** will be automatically populate 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 the 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 a Quick Plan or an Action Plan.

Contact the Partner Support Center

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