



U.S. Department of Education

2013-2014 Civil Rights Data Collection

FREQUENTLY ASKED QUESTIONS

(FAQs)

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GENERAL INFORMATION

1. What is the purpose of this data collection?

The purpose of the U.S. Department of Education (ED) 2013-14 Civil Rights Data Collection (CRDC) is to obtain data about the nation's public Local Education Agencies (LEA) and elementary and secondary schools. The CRDC collects information about students in public schools, including enrollment and educational programs and services disaggregated by race/ethnicity, sex, limited English proficiency, and disability. The CRDC is a longstanding and important aspect of ED's Office for Civil Rights' (OCR) overall strategy for administering and enforcing the civil rights statutes for which it is responsible. The CRDC is a valuable source of information about access to educational opportunities in our Nation's public schools that is used by other Department offices as well as policymakers, researchers and many others in the education community.

2. Who is conducting the CRDC?

OCR began collecting the CRDC, formerly known as the E & S Survey, in 1968. In recent years, an important goal for the Department has been to coordinate data collection to reduce burden on education agencies. To avoid duplication, the CRDC utilizes data State Education Agencies (SEAs) have already submitted to the Department through its umbrella for data collection, *EDFacts*. Starting in 2009, data on high school completers and the count of students served by the Individuals with Disabilities Education Act (IDEA) in each disability category is exclusively provided through *EDFacts*.

3. Why is it important for LEAs to participate in this data collection?

The CRDC is a mandatory data collection, authorized under the statutes and regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and under the Department of Education Organization Act (20 U.S.C. 3413). Pursuant to these statutes and regulations, LEAs, SEAs, and state operated programs (SOPs) that receive federal funding assistance from ED have a legal obligation to provide the data that is being collected under the 2013-14 CRDC.

4. How was my LEA selected to participate in the data collection?

Every school district and all of the nation's public schools are participating in the 2013-14 CRDC. This includes all state-operated facilities for the deaf and blind, charter schools, and all educational programs at juvenile justice agencies.

5. What educational levels of data are collected in the CRDC?

The CRDC collects LEA and school-level data. Each LEA must complete one LEA-level form, and a school-level form for each school in the LEA.

6. What do I need to do to prepare for the data reporting and submission?

Please download and review documents from the CRDC Community website, <https://crdc.grads360.org/>, including the table layouts and definitions to prepare for your reporting on the 2013-14 CRDC Survey Tool Website.

7. Where can I find information about the 2013-14 CRDC?

Information about the 2013-14 CRDC is available at the 2013-14 CRDC Community Website at <https://crdc.grads360.org/>. Please also visit the Website for table layouts and other information and updates. This Website is where your LEA will be able to access the CRDC Web-based tool to enter data for the CRDC using its unique LEA login ID and Password. You do not need the login and ID to access general information about the 2013-14 CRDC.

8. How can I learn more about the Office for Civil Rights and *EDFacts*?

For more information about OCR, please visit: <http://www.ed.gov/about/offices/list/ocr/index.html>.

For more information about *EDFacts*, please visit: <http://www.ed.gov/EDFacts>.

GETTING STARTED WITH THE 2013-2014 CRDC

9. What are the due dates for the 2013-14 CRDC?

The following dates apply for the 2013-14 CRDC:

- Login to the Advance Website (AWS) to designate your agency's principal point of contact (due by September 1, 2014).
- Updating the district profile update on the Advance Website (due by September 1, 2014).
- Collection of 2013-14 CRDC data by school districts.
- Submission of 2013-14 CRDC data at the school- and district-level (October – January 14, 2015, a minimum of 75 days).

10. What is the first step of the 2013-14 CRDC?

The first step is for the superintendent to login to the AWS and designate the LEA's principal contact person (PCP) for all activities related to the 2013-14 CRDC.

11. What is the LEAs PCP's first task and who is responsible for reporting for my LEA?

The PCP's responsibilities began with completing the LEA profile in the AWS, including confirming the list of schools and the reporting option the LEA will use to complete the CRDC.

Who should be listed as the PCP?

The PCP ideally is the person who is actually completing the survey, but if that is not possible it should be someone who can forward on all pertinent information regarding the survey such as

deadlines and information updates, and can act as the liaison between the LEA and ED. Examples of previously listed PCPs: Superintendents, Assistant Superintendents, members of student services, IT staff, or Human Resources.

Who is responsible for reporting the CRDC data?

It is the LEA Superintendent's responsibility to ensure that the data is submitted and certified by the due dates. However, it is at the Superintendent's discretion to decide whom to delegate the responsibility for collecting the information.

12. What is the LEA Login ID for the AWS? Where can I obtain a copy of my LEA's Username and password?

Your Username is the LEA ID provided in the email correspondence with the subject line of <IMPORTANT! 2013-2014 Civil Rights Data Collection Advance Website USERNAME and PASSWORD>. For many LEAs, it is the seven-digit unique identification number assigned to each LEA by ED's National Center for Education Statistics (NCES). If you are unable to locate this information, contact crdc@aemcorp.com. Your LEA used this information to access the Advance Website and will need this information to enter data for the 2013-14 CRDC. However, you do not need your LEA Username or password to access general information about the 2013-14 CRDC at <https://crdc.grads360.org/>.

13. How long will it take to complete the data collection?

The LEA form, which collects LEA level data, is estimated to require 4.2 hours to complete. This includes the time needed to review instructions, research existing data resources, gather the data needed, complete all items, and review the information collection. Each school form, which requests data about each school within an LEA, is estimated to require 14.2 hours per form to complete. This includes the time to review instructions, research existing data resources, gather the data needed, complete all items, and review the information collection.

RACE AND ETHNICITY CATEGORIES

14. What guidelines apply for disaggregating student count by race and ethnicity?

For the 2013-14 CRDC, all LEAs must report under the seven racial/ethnic categories per the requirements of the Department's Final Guidance on Collecting, Maintaining and Reporting Data on Race and Ethnicity. The Final Guidance can be found at <http://www.ed.gov/legislation/FedRegister/other/2007-4/101907c.html>

15. What are the requirements for using the seven race and ethnicity categories?

ED's 2007 Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education has a procedure for **collecting** racial and ethnic data and a procedure for **reporting** racial and ethnic data.

Collecting by the Seven Race and Ethnicity Categories

To collect the data, the agency must ask a two part question:

- 1) Are you Hispanic/Latino (Yes/No)
- 2) Select one or more races from the following five racial groups:
 - a) American Indian or Alaska Native
 - b) Asian
 - c) Black or African American
 - d) Native Hawaiian or Other Pacific Islander
 - e) White

Tabulating and Reporting the Seven Race and Ethnicity Categories

Once the data are collected, the data is tabulated and reported as follows.
There are 7 reporting categories:

- 1) Hispanic/Latino of any race

And for individuals who are non-Hispanic/Latino:

- 2) American Indian or Alaska Native
- 3) Asian
- 4) Black or African American
- 5) Native Hawaiian or Other Pacific Islander
- 6) White
- 7) Two or more races

- If a student answered the first question "Yes" then that student is tabulated as Hispanic, even if the student checked one or more categories in response to the second question.
- If a student answered the first question "No" and checked a single category for the second question, then that student is tabulated as the checked category from the second question.
- If a student answered the first question "No" and checked more than one category for the second question, then that student is tabulated as "Two or more races."

Note that the new method does not employ a practice of allowing the student to check a box labeled "two or more races." Collections that employ such a method do not meet ED's October 2007 Guidance

OTHER INFORMATION

16. Whom should I contact if my LEA has closed, changed or reorganized?

Please contact crdc@aemcorp.com to provide information about the LEA change and receive directions concerning the 2013-14 CRDC.

17. We are a Regional Educational Service Agency (RESA) or Board of Cooperative Service (BOCES). Are we required to complete the 2013-14 CRDC?

RESA, Cooperative service programs, and BOCES-type programs that provide whole day services to students are required to provide the 2013-14 CRDC data.

The following questions provide a guide to understanding whether your RESA or BOCES will need to complete the CRDC:

1. Does the facility provide whole day educational services in a RESA or BOCES rented, owned, or operated facility?
2. Does the facility provide whole day educational services for students in specially designated/reserved quarters (rooms and buildings), in a regular school building, in a LEA that serves children from that LEA as well as children from other school districts?

If the answer is “yes” to either (1) or (2), the RESA or BOCES must complete the CRDC.

18. We are a juvenile justice agency. Are we required to complete the 2013-14 CRDC?

The 2013-14 CRDC will collect data from all schools, including state- or locally-operated juvenile justice facilities for adjudicated youth. If a state contracts to provide residential services for adjudicated youths in private facilities that primarily provide services to adjudicated youths, then the state will also need to provide data for these facilities.

19. What are the requirements for reporting data for alternative schools?

An alternative school is a public elementary or secondary school that addresses the needs of students that typically cannot be met in a regular school and provides nontraditional education which falls outside of the categories of regular education, special education, vocational education, gifted or talented or magnet school programs. This definition includes schools that are adjunct to a regular school, e.g., are located on the same campus as a regular school but have a separate principal or administrator.

For the purpose of reporting data for the CRDC, a student must be counted at the school that the student actually attends for more than half of his or her school day. ED recognizes that districts and states may identify students with schools in various ways, such as their membership school, their attendance school, their funding school, their accountability (AYP) school, etc. For the purposes of CRDC, students must ALWAYS be counted in the school where they actually attend for more than

50% of the school day. If a student attends two schools, each for exactly 50% of his or her school day, then count that student at the “regular” school, rather than at the school of a special program, such as a vocational program.

20. What are the requirements for reporting school-level expenditure data?

Report actual school-level expenditures associated with regular K-12 education including total personnel salaries, instructional staff salaries, teacher salaries and non-personnel expenditures. Do not report data based on average district expenditures at the school level. School level expenditures are defined using expenditure classifications that are already used in existing National Center for Education Statistics (NCES) and U.S. Census Bureau fiscal collections at the district level.

21. How do I report data on Inter-Scholastic Athletics Sports, Teams, and Participants?

Report only sports, teams, and participants on teams in which only male or only female students participate. The count of sports includes only inter-scholastic sports. Do not include intramural sports in any of these counts. The count of teams includes each competitive-level team in each sport, such as freshman team, junior varsity, and varsity teams. Count and report each student on the team, regardless of the number of teams in which the students participate. A student should be counted once for each team in which they participated.

22. What are the requirements for teacher absenteeism data?

Report the FTE of teachers who were absent more than 10 days of the school year. A teacher is absent if he or she is not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class. This includes both days taken for sick leave and days for personal leave. Absence does not include administratively approved leave for activities such as professional development. Field trips or other off-campus activities with students are not defined as teacher absences.

23. What are the requirements for reporting single-sex classes?

The CRDC requires co-educational schools to report the number of single-sex classes offered at each school, not the number of students enrolled in these classes. Single-sex classes are academic classes where only male students or only female students are permitted to take the class. If both male and female students are permitted to take the class, it is not a single-sex class. The CRDC collects the number of single-sex academic classes in Algebra I or geometry, other mathematics, science, English/language arts and other academic subjects (history, social studies, foreign language, and computer science). Single-sex academic classes do not include physical education.