

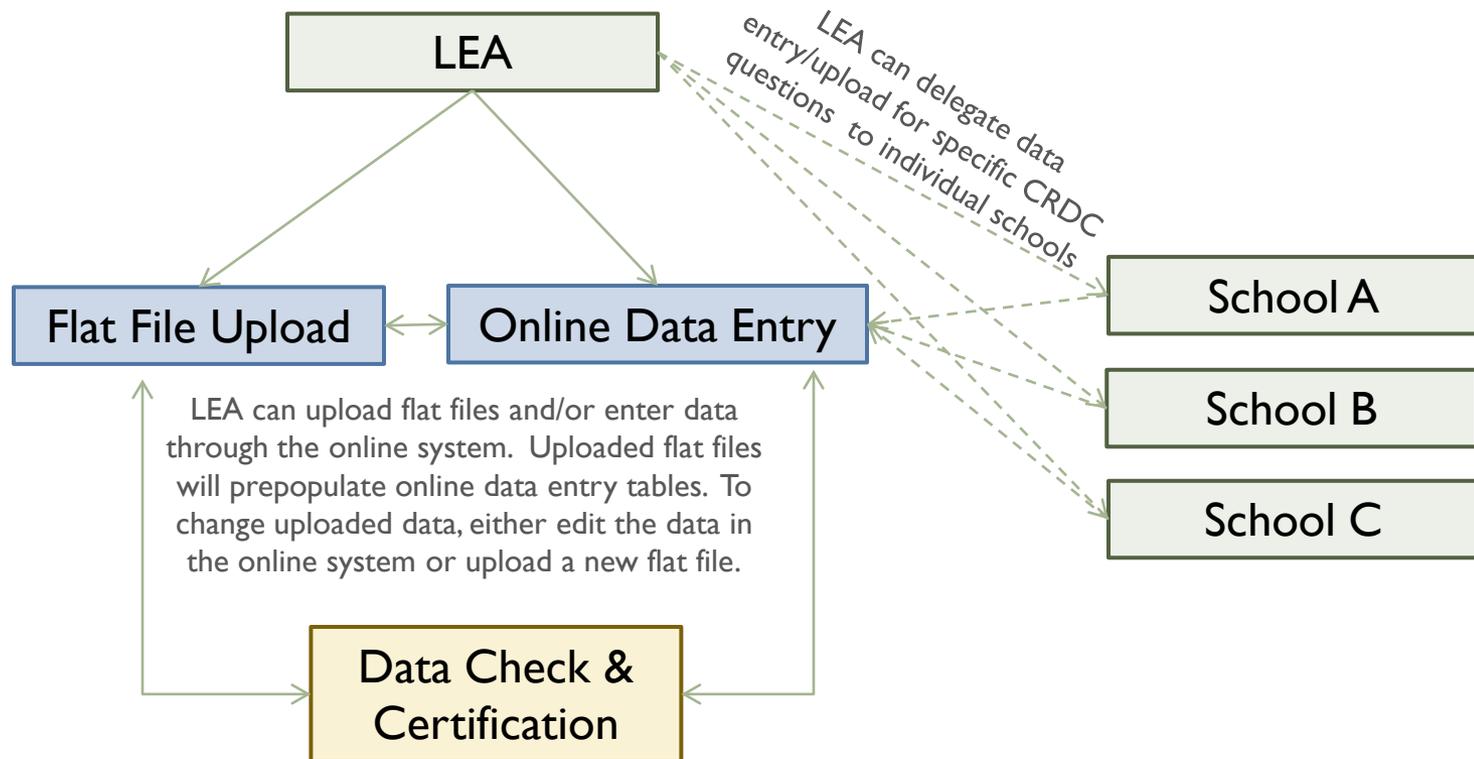


**Civil Rights Data Collection (CRDC)
SY 2013-14**

Changes to the 2013-14 CRDC Submission System

- In preparation for the 2013-14 CRDC, NCES and OCR are redesigning the data submission system to lower the burden on school districts.
 - After hearing feedback from school districts on what worked well and what was challenging in 2011-12, OCR and NCES have implemented important changes to the submission system for 2013-14.

CRDC Data Submission



Streamlined data check allowing users to select new “reason codes” to clear multiple warnings. Final reports will include both PDFs for each school and complete data files for download.

User Access Roles

- LEAs often have multiple staff members that help them complete the CRDC survey and enter/upload data.
- LEAs sometimes have schools complete sections of the CRDC survey (e.g. interscholastic athletics)
- To support the different ways various individuals are involved in completing the CRDC, the 2013-14 submission system includes a series of flexible user roles.

User Roles (cont.)

- The primary point of contact and/or superintendent will be able to
 - Give access to certain sections of the CRDC to other individuals in the LEA to directly enter/upload data for only the selected questions (e.g., allow the Human Resources Office to directly enter/upload data on teacher FTE counts and total teacher salaries).
 - Give access to school personnel to enter/upload data for selected questions (e.g., allow the athletics director to enter interscholastic athletics data without the ability to change (or see) data for other CRDC sections).

Data Modules

- In previous years, the CRDC questions were organized into two sections: Part 1 Fall Enrollment and Part 2 Cumulative Data.
- For the 2013-14 CRDC, this organization will go deeper to group CRDC questions into modules that are often answered by the same office or stored in the same data system.
 - For example, the discipline data will be grouped together as a “data module”
 - School-level expenditures will be grouped together as another “data module”.

2011-12 Flat File Specifications

- Previously, there were 4 flat file formats for the CRDC including:
 - LEA Part 1: 30 Columns
 - LEA Part 2: 46 Columns
 - School Part 1: 518 Columns
 - School Part 2: 1,170 Columns
- Some school districts reported having challenges creating the school files due to the number of columns required.

2013-14 Flat File Specifications

- Flat file format: comma-delimited format (.csv file extension)
 - Each field is only as long as it needs to be to hold the data (no trailing blanks) and is separated from the next field by a comma.
- School-level flat files will no longer need to contain a column for every CRDC data element in Part 1 or Part 2.
- 2013-14 CRDC Flat Files may contain data elements in any order
 - LEAs can submit a flat file with as few as one column (one data element) + the required school & LEA ID
 - LEAs can submit a flat file with multiple data elements (subject to a maximum limit)
 - LEAs can submit a flat file with all the race/ethnicity and sex disaggregations in any order; males only; females only; IDEA only, etc.

2013-14 Flat Files (cont.)

- For 2013-14, each CRDC data element will receive a unique data element name that must appear as a column header.
 - For example, school-level overall enrollment for female Asian students would be labeled as “SCH_ENR_AS_F”
 - Data element names will be less than 32 characters
- Each file will also need to contain the unique LEA ID and/or school ID

Error Reports

- School districts sometimes struggle with the volume of error codes and reports in the 2011-12 CRDC submission system.
- The 2013-14 CRDC submission system will have 3 types of edit checks:
 - Errors which must be corrected prior to certification
 - Warning which will require an explanation
 - Warnings which will not require any action by the LEA
- To reduce the burden on LEAs to draft explanations for warnings, LEAs can select from a series of reason codes to quickly “resolve” warnings to certify.
 - For example, when a new student enrolls after the Part 1 snapshot and receives a suspension, this often triggers a warning that the number of students suspended exceeds the number of students enrolled. The LEA could select a reason code such as “students transferred-in after fall snapshot date” to resolve all warnings comparing Part 1 membership to Part 2 end-of-year CRDC questions.

On the Horizon

- Draft table layouts to be posted to crdc.ed.gov
- Flat File specifications to be released in May for school districts to store data for submittal in September 2014
- School directory validation (May – August)
- 2013-14 CRDC submission systems opens: September 2014

New CRDC Data Items for 2013-2014

- **School level – Required for 2013-2014**
 - Number of students absent 15 or more school days (disaggregated by race, sex, disability, and LEP)
 - Whether a sworn law enforcement officer (including school resource officer) is assigned to the school.
 - Whether the school's preschool program serves non-IDEA students (by age).

NEW CRDC Data Items (cont.)

- **District Level – Required for 2013-2014**
 - Whether the district has civil rights coordinators for discrimination against students on basis of sex, race and disability (and contact information).
 - **Number of students enrolled in distance education courses.**
 - **Preschool programs offered at a cost to parents or guardians. (have indicator)**

New/Optional for 2013-2014

- **School Level – Optional for 2013-2014 and Mandatory for 2015-2016**
 - Number of incidents of violent and serious crimes
 - Number of school days missed by students who received out-of-school suspensions.
 - Number of students transferred for disciplinary reasons to alternative or regular schools.
 - Number of instances of corporal punishment for students preschool through grade 12.
 - Number of preschool students who received corporal punishment.
 - Number of allegations of harassment or bullying on the basis of sexual orientation or religion.
 - Number of students enrolled in any distance education courses, or dual enrollment/dual credit programs and number of students who participate in a credit recovery program.

New/Optional (cont.)

- **School Level – Optional for 2013-2014 and Mandatory for 2015-2016**
 - Number of FTEs for psychologists, social workers, nurses, security guards, and sworn law enforcement officers.
 - School level expenditures and number of FTEs for teachers, instructional aides, support services staff and school administration staff (funded with federal and state/local funds, funded with state/local funds) as well as amount of non-personnel expenditures (funded with federal and state/local funds)
 - Number of preschool students served by the district in preschool programs in district and non-district facilities.
 - Number of current teachers employed at the school, and number of teachers also employed at the school in prior year.

Data Items no Longer Collected

- Number of students awaiting special education evaluation (LEA).
- Whether students are ability grouped for English/Math.
- Number of students enrolled in AP foreign language (disaggregated by race, sex, disability, LEP).
- Separate count of the number of students who took AP exams for all AP courses (disaggregated by race, sex, disability, LEP)(for 2013-2014 taking some and all tests is combined).
- Separate count of the number of students who passed AP exams for all AP courses (disaggregated by race, sex, disability, LEP (for 2013-2014 passing some and all tests is combined)).

What we Plan for 2013-2014

- Create a submission file using data already collected from districts.
- CRDC web page / email
 - Dedicated page on our website –
 - Links to the federal sites
 - Docs & communications we created .
 - Dedicated Email for help with the web based tool.

What we Plan for 2013-2014

- Started planning after last collection period
- Data element specifications – May 2014
 - Want to get communication out to districts as soon as possible about what data we can provide.
- QA: Late Spring 2014

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