

2020-21 Civil Rights Data Collection (CRDC) Submissions Training



Training Content

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- Data Review and Sign Off





Civil Rights Data Collection (CRDC) Background



Purpose of CRDC

- Obtain data on key education and civil rights issues in our nation's public schools
- The data collected by the CRDC plays a pivotal role in assisting policymakers, researchers, and others in the education community

The CRDC is a mandatory data collection, authorized under the following statutes and regulations:

- Title VI of the Civil Rights Act of 1964,
- Title IX of the Education Amendments of 1972,
- Section 504 of the Rehabilitation Act of 1973, and
- The Department of Education Organization Act (20 U.S.C. § 3413).

The regulations implementing these provisions can be found at 34 CFR 100.6(b); 34 CFR 106.71; and 34 CFR 104.61.



Structure of the CRDC

- CRDC data are based on two points in time:
 - Enrollment/placement data as of Count Day
 - Cumulative data for the entire school year

- CRDC data are based on two levels of data:
 - LEA (CSI) data
 - School level data



The data being collected in Winter 2022 are from the **2020-2021 school year.**



Most of the data is pre-populated by CDE (and additional fields are pre-populated by CSI when possible)





Timeline



CRDC Timeline

- December:
 - Collection system opens for Colorado districts
 - CDE pre-populates data for schools and districts
- January:
 - CSI training and resources posted to the CRDC resource site: <https://resources.csi.state.co.us/civil-rights-data-collection/>
 - CSI school contacts receive account info to access the CRDC Submission System
 - 1/28: Have 100% of Fields Completed (*schools must submit data for all applicable fields by this date*)
- 2/11: CRDC Errors Resolved
- 2/18: CRDC Signed Certifications Due



It is strongly encouraged that schools begin reaching out/collecting the necessary data **as soon as possible** to ensure adequate time to review data for accuracy prior to the certification deadline.



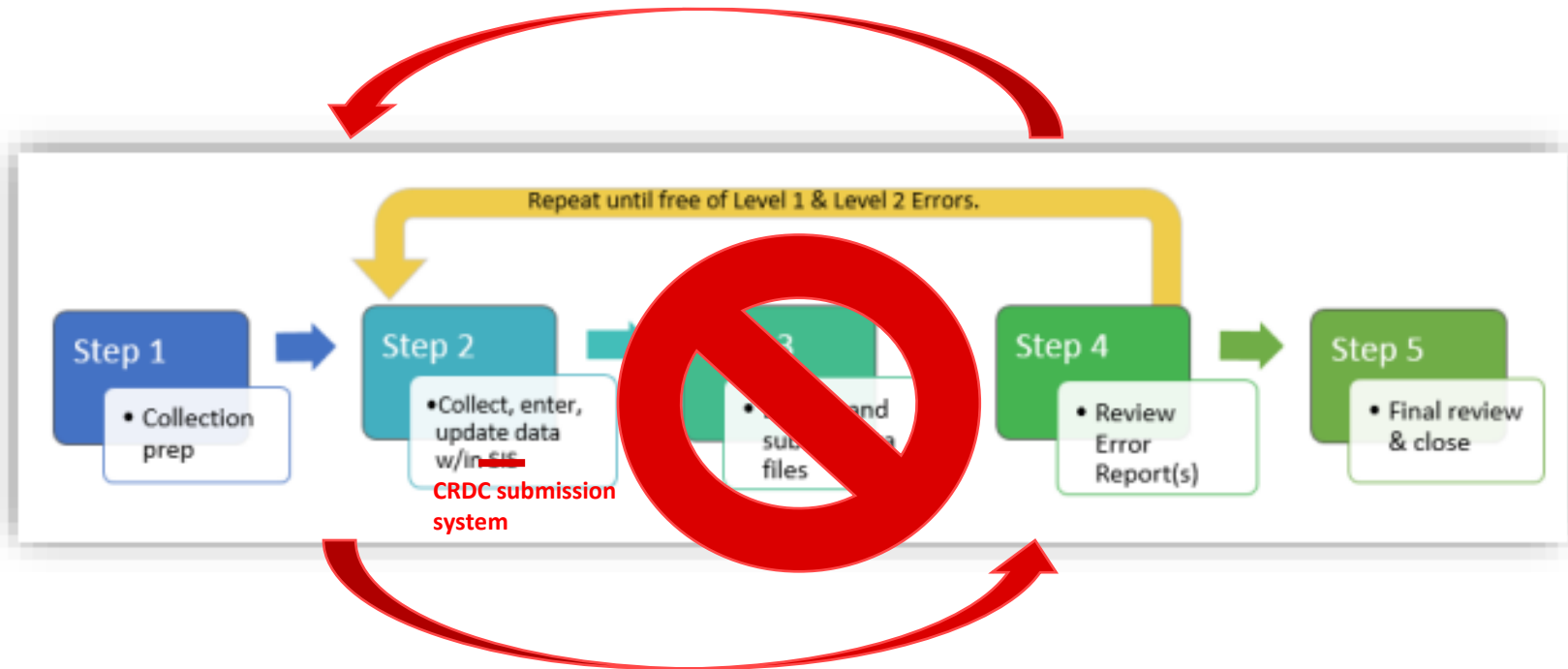


Data Reporting Process





The Data Submissions Process



Repeat steps 2-4 until data is complete and accurate!





Collect Data



CRDC Data

- Of the 1572 data fields, 96% have been pre-populated by CDE/CSI
- Remaining fields
 - Include questions with skip logic
 - Require info about:
 - Instructional format during COVID
 - Participation in credit recovery programs
 - Single sex academic courses/athletics
 - AP course self-selection
 - Security staff
 - Behavior
 - Discipline
 - Offenses (pre-populated by CSI IF zero-filled in 2020-21 SDA collection)
 - Internet access
- Any Existing Errors from pre-populated data



Helpful Resources

CRDC School Form

Open

Lists the data elements being collected – can be used to collect missing data from school staff to then be entered into the online CRDC submission system

CDE 2020-21 List of CRDC
Data Elements

Download

Lists the sources used by CDE to pre-populate fields— especially helpful if there are errors in pre-populated data

All resources can be found on CSI's CRDC Resource Library:
<https://resources.csi.state.co.us/civil-rights-data-collection>





Enter Data in the Online System



Verify/Create Your CRDC Account

- You should have received an email from CRDC.
- Click the “Account Confirmation Link” to verify your account.
- If you did NOT receive the email, contact Janet Dinnen at janetdinnen@csi.state.co.us

Civil Rights Data Collection for SY 2017-18 is Now Open! ▷ Inbox x

crdc@ed.gov
to me ↵

Dear Civil Rights Data Collection Respondent,

The Civil Rights Data Collection (CRDC) submission system for the 2017–18 school year will open to Local Educational Agencies (LEAs) beginning February 4, 2019. The Department of ensure compliance with civil rights laws under the jurisdiction of the Office for Civil Rights'. [20 U.S.C. 3413(c)(1)]

Before you are able to access the CRDC submission system, your account needs to be verified. Please confirm your account by clicking the account confirmation link below. Once confirm process as soon possible. Your district's completion of the CRDC is mandatory.

Account Confirmation Link: <https://surveys.nces.ed.gov/crdc/UserAccount/NewEmail/Confirm/yUQXG01k1kvzZs6DOTRw>

Username: janet.dinnen@gmail.com

To ensure system performance is maintained, the 2017–18 CRDC will have staggered open and close dates based on region. The open and close dates, and states associated with each

Phase 1: East Coast LEAs: Opening February 4, 2019 and closing April 22, 2019
States included in this region: CT, DE, FL, GA, IN, ME, MD, MA, MI, NH, NJ, NY, NC, OH, PA, RI, SC, VT, VA, DC, WV, and PR.

Phase 2: Central LEAs: Opening February 6, 2019 and closing April 24, 2019
States included in this region: AL, AR, IL, IA, KS, KY, LA, MN, MS, MO, NE, ND, OK, SD, TN, TX, and WI

Phase 3: West Coast (including Mountain, Alaska, and Hawaii) LEAs: Opening February 08, 2019 and closing April 26, 2019
States included in this region: AK, AZ, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, and WY

Over the course of the data submission period, the CRDC Partner Support Center (PSC) will distribute emails on a regular basis from multiple electronic mailing lists. These messages will keep you updated on your district's progress. We strongly encourage you to add the following Internet domain names to your trusted senders list as soon as possible. This will ensure the

[@ed.gov](mailto:ed.gov)
[@edlistservs.org](mailto:edlistservs.org)
aemc.org

Please take the following steps to add these email addresses to your trusted senders list. Contact your IT department for assistance in adding email addresses to your trusted senders list

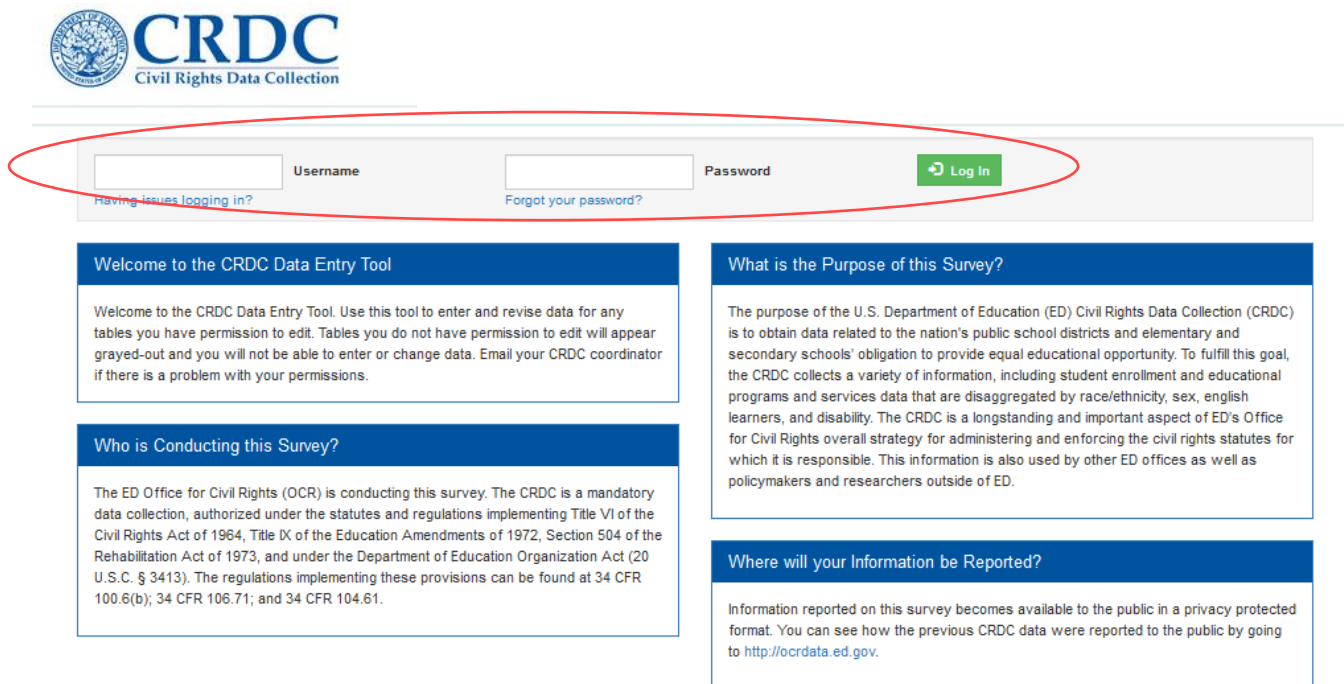
1. Select Actions from the toolbar at the top of the screen.
2. Select Junk E-mail.
3. Select Junk E-mail Options.
4. Click the Safe Sender tab.
5. Click Add.
6. Type in the email address you wish to add to your safe sender list.
Click OK.


The following documents are available to help you prepare for the CRDC:

- How to Create Additional User Accounts: <https://crdc.grads360.org/#communities/odc/documents/7735>
- Complete List of Data Elements for the 2017-18 Collection: <https://crdc.grads360.org/#communities/odc/documents/17128>
- Data Topics by Collection Timeframe: <https://crdc.grads360.org/#communities/odc/documents/5240>
- Screenshots of the Data Submission System: <https://crdc.grads360.org/#communities/odc/documents/7210>
- How to Organize Data Submissions: <https://crdc.grads360.org/#communities/odc/documents/5592>
- Data Collection Template, School Form (in MS Excel format): <https://crdc.grads360.org/#communities/odc/documents/17576>
- Data Collection Template, LEA Form (in MS Excel format): <https://crdc.grads360.org/#communities/odc/documents/17574>

Accessing the CRDC Data Entry Module

- <https://surveys.nces.ed.gov/CRDC>
- Log in by filling out your username (email address) and password (which you created during the verification process).



 **CRDC**
Civil Rights Data Collection

Username Password [Log In](#)

[Having issues logging in?](#) [Forgot your password?](#)

Welcome to the CRDC Data Entry Tool

Welcome to the CRDC Data Entry Tool. Use this tool to enter and revise data for any tables you have permission to edit. Tables you do not have permission to edit will appear grayed-out and you will not be able to enter or change data. Email your CRDC coordinator if there is a problem with your permissions.

Who is Conducting this Survey?

The ED Office for Civil Rights (OCR) is conducting this survey. 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, Section 504 of the Rehabilitation Act of 1973, and under the Department of Education Organization Act (20 U.S.C. § 3413). The regulations implementing these provisions can be found at 34 CFR 100.6(b); 34 CFR 106.71; and 34 CFR 104.61.

What is the Purpose of this Survey?

The purpose of the U.S. Department of Education (ED) Civil Rights Data Collection (CRDC) is to obtain data related to the nation's public school districts and elementary and secondary schools' obligation to provide equal educational opportunity. To fulfill this goal, the CRDC collects a variety of information, including student enrollment and educational programs and services data that are disaggregated by race/ethnicity, sex, english learners, and disability. The CRDC is a longstanding and important aspect of ED's Office for Civil Rights overall strategy for administering and enforcing the civil rights statutes for which it is responsible. This information is also used by other ED offices as well as policymakers and researchers outside of ED.

Where will your Information be Reported?

Information reported on this survey becomes available to the public in a privacy protected format. You can see how the previous CRDC data were reported to the public by going to <http://ocrdata.ed.gov>.





Resolve Errors




Warnings vs. Errors

Errors must be satisfactorily addressed by updating your data (or providing an explanation in rare circumstances)

Errors are signaled in the system with a  logo under a data element and labeled in red as errors in the error reports and spell out the title of the error.

Warnings should be carefully reviewed to ensure your submission accurately reflects your school's data

Warnings are signaled in the system with a  logo under a data element and labeled in orange as warnings in the error reports and spell out the title of the warning.



Helpful Resource: [Submission Errors and Warnings](#)

The purpose of this document is to: 1) demonstrate how errors and warnings are displayed and why they are triggered, 2) provide examples of an error and how to review in the submission system, 3) provide examples of a warning and how to review in the submission system.





Data Review



Certification

- Completed by School Data Submissions Contact via Google Form:
<https://forms.gle/yeZHcmB7gLvJZGTx6>
- Due February 18, 2022





Thank you!

Email Submissions_CSI@csi.state.co.us

