

Dear xxxxx,

We are contacting you regarding the U.S. Department of Education Office for Civil Rights' (OCR) 2015-16 Civil Rights Data Collection (CRDC), which is a data survey mandatory for all public school districts/local educational agencies (LEA) in the U.S. For more information on this reporting requirement, visit <http://www2.ed.gov/about/offices/list/ocr/data.html?src=rt/>.

You are receiving this message because you are currently listed as your district's principal contact person (PCP) or superintendent for the CRDC. If this is incorrect or has changed, please forward this message to the new PCP and/or superintendent.

In preparation for the 2015-16 CRDC, we request that you access the pre-registration tool called the Advance Website (AWS). The AWS gathers contact information from districts for the CRDC. It also provides a list of schools for each district to review and update, as needed. The information collected by the AWS helps OCR finalize the school and district directory incorporated into the 2015-16 CRDC data collection tool.

The **AWS** is now available!

Your LEA, xxxxxx, is required to complete the following using the AWS:

- Confirm or update the contact information for your PCP, Alternate Contact Person (ACP) and Superintendent; and
- Validate your list of schools.

It is important that you confirm or update your contact information as soon as possible, as important information about the collection will be disseminated soon using the contact information from the AWS.

The due date to complete the school list updates is September 30, 2016.

You may access the AWS at <http://www.2015crdc.org> and login with the password provided below. Your username was sent in a separate email.

**Password: xxxxxx**

After logging in, follow the instructions to validate your district's PCP, ACP, and superintendent. You will be able to enter new contact information if

necessary. The PCP should be the staff member who will be responsible for submitting the 2015-16 CRDC data.

You will also need to validate your district's school list. You will have the option to add new schools that may have opened since the 2013-14 CRDC, and the ability to remove schools that may have closed. You will only be able to remove schools under specific circumstances. Please note that for the CRDC, students must be counted wherever they spend more than 50% of their school day; therefore, you may have to report schools for the CRDC that you do not report for other collections, even if students have a different "school of record." For a complete set of instructions for the AWS, please go to <https://crdc.grads360.org/services/PDCService.svc/GetPDCDocumentFile?fileId=23350>.

To assist you in preparing for the 2015-16 CRDC, please access the CRDC Resource Center (<https://crdc.grads360.org>). The CRDC Resource Center contains numerous CRDC-related resources and tools, such as the instructions document for the AWS.

If you have any questions or require technical assistance, please feel free to contact the CRDC Partner Support Center (PSC) at [crdc@aemcorp.com](mailto:crdc@aemcorp.com) or [855-255-6901](tel:855-255-6901). The PSC is available Monday through Friday, 9 a.m. – 5 p.m. ET.

Thank you,

CRDC Partner Support Center

Telephone: [855-255-6901](tel:855-255-6901)

E-mail: [crdc@aemcorp.com](mailto:crdc@aemcorp.com)

CRDC Resource Center: <https://crdc.grads360.org>