CRDC SY 2015-16

Advance Web Site Instructions

Release 1.1

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Introduction

The U.S. Department of Education (ED) will conduct the next collection of the Civil Rights Data Collection (CRDC) for school year (SY) 2015-16. The population of the CRDC survey is the universe of approximately 17,000 local educational agencies (LEAs). This includes traditional school districts, charter-only school districts, and state-operated programs, such as those that serve children in hospitals, long-term juvenile justice facilities, and facilities for blind and deaf students. In March 2016, ED sent an electronic message to the superintendent of each LEA that is expected to complete the SY 2015-16 CRDC, informing them of their mandatory participation in the survey.

There are two phases for the SY 2015-16 CRDC. During the first phase, LEAs update their profiles on the Advance Web Site (AWS). During the second phase, LEAs submit their data for the CRDC.

During the AWS (first) phase, it is essential that each LEA provide/verify their LEA profile information, including contact personnel and school identification. The superintendent must complete the requested profile update or promptly provide this information to the designated office or staff person who will be responsible for responding to the survey.

The purpose of the CRDC AWS is two-fold:

(1) Gather contact information from districts for future updates about the CRDC; and
(2) Provide a list of schools for each district to review and update as needed.

The CRDC AWS is not the actual Civil Rights Data Collection, but it is a critical preparation step that is required of every district. The AWS is separate from the survey, is on a different schedule than the survey, and is located at a different URL from where the survey will be located.

Advance Web Site:
Timeframe: August 2016 through September 30, 2016
URL: http://www.2015crdc.org
Login ID and password: Will be sent in email to superintendent and Principal Contact Person (PCP)

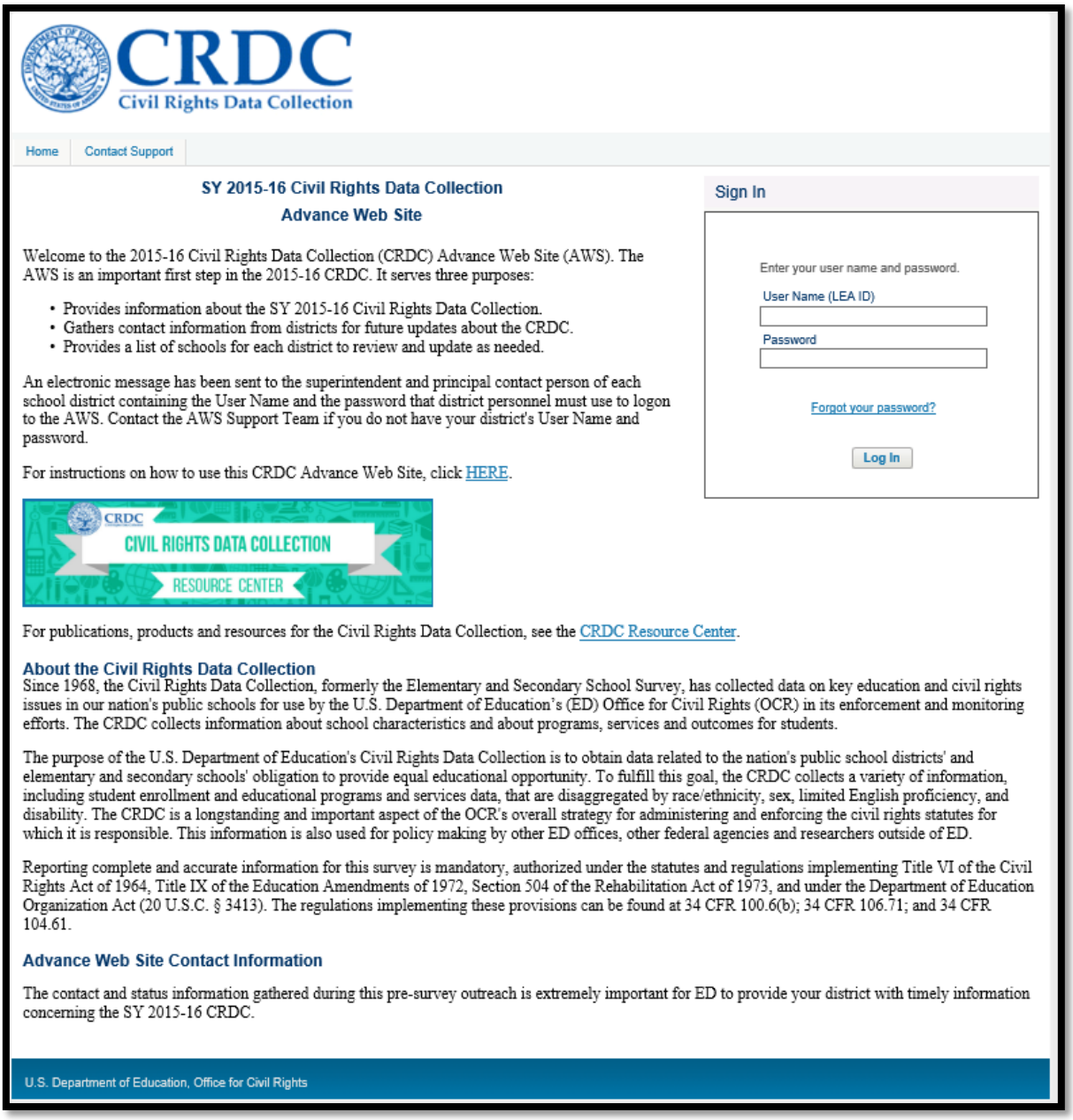
The CRDC Survey:
Timeframe: Dates to be provided to superintendent and PCP
URL: URL to be provided to superintendent and PCP

Following are instructions for use of the Advance Web Site.

Login Screen

To log into the Advance Web Site, go to http://www.2015crdc.org. The following login screen (see Figure 1) will be displayed.

Figure 1. Login Screen



Go to the Sign In section of the screen. Enter your User Name and Password, and click the Log In button. User Name and Password information can be found in the electronic message sent to the district superintendent and PCP. If you do not have this information, then you may contact the CRDC Partner Support Center (PSC) via email (crdc@aemcorp.com) for assistance in retrieving this information.

Forgot Password

If you have forgotten your password, you may click on the Forgot your Password? link on the

Sign In screen (see Figure 2).

Figure 2. Sign In Screen

The following screen (see Figure 3) will be displayed.

Figure 3. Retrieve User Name and Password Screen

To retrieve your district user name and password, enter the email address of the superintendent or the PCP and click on the Send button. If you do not receive an email with your password, contact the CRDC PSC for further assistance.

District Profile

Step 1 of 3: Verify District Profile

Once you are successfully logged into the website, a Verify District Profile screen (see Figures 4.1 and 4.2) will be displayed. You will need to provide/verify your survey contact information for the District, Superintendent, Principal Contact Person (PCP) and Alternate Contact Person (ACP). It is essential that you provide accurate contact information for the survey.

Figure 4.1. Verify District Profile Screen

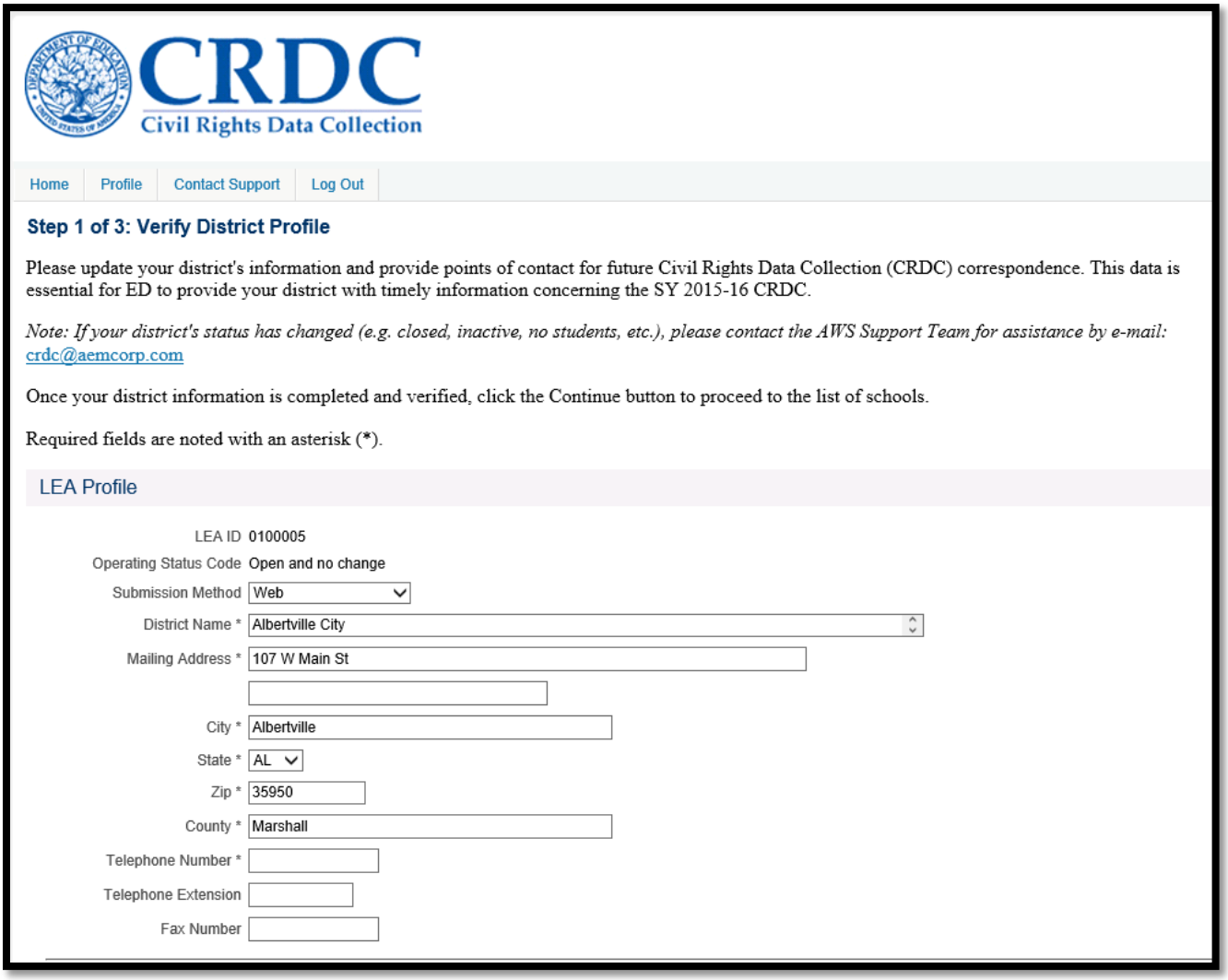
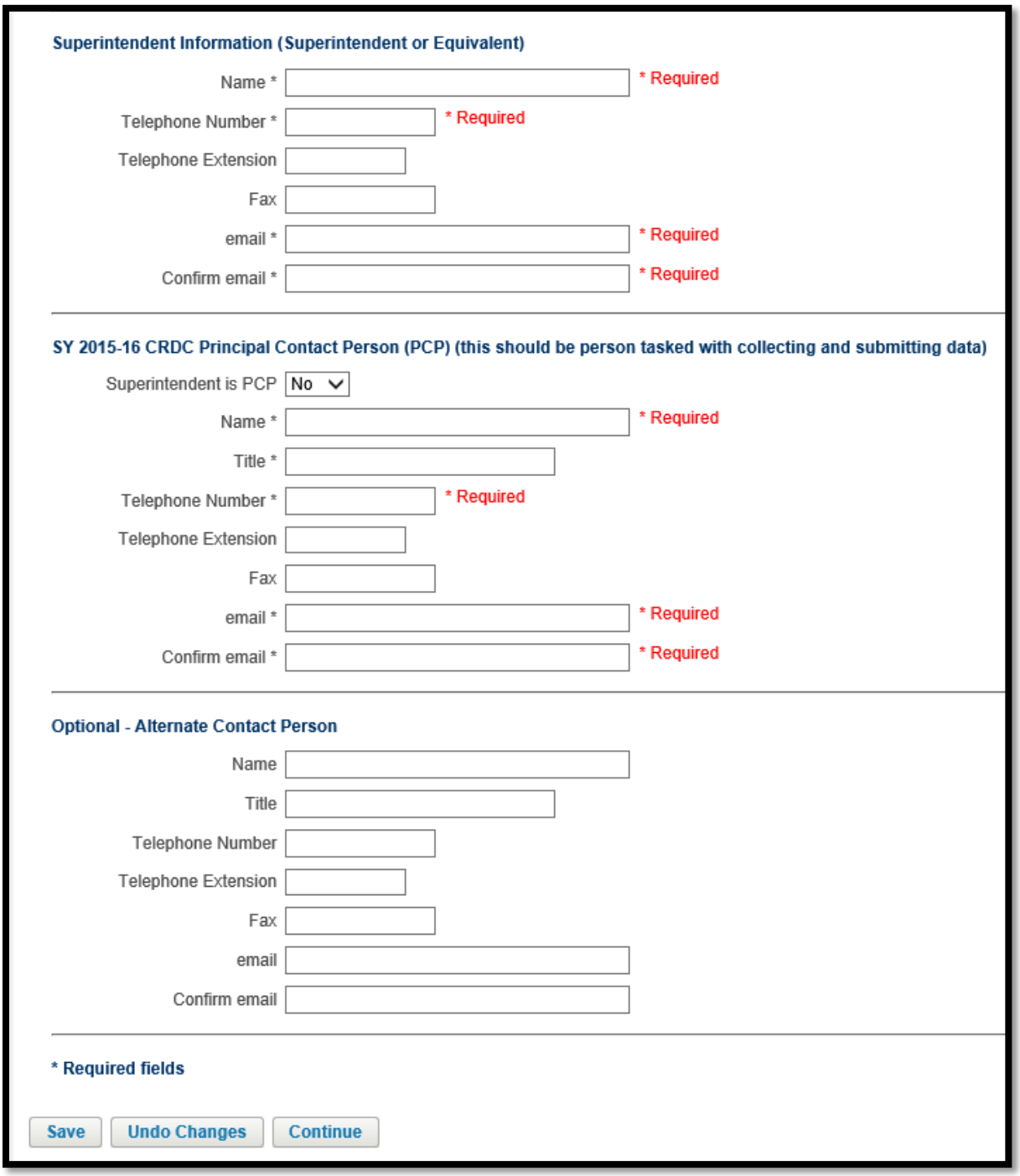


Figure 4.2. Verify District Profile Screen



The District Operating Status Code displays as "open and no change." If your district is closed, merged fully into another district, or is otherwise completely non-operational for school year 2015-16, you must immediately contact the CRDC PSC for instructions on how to proceed.

For Submission Method, please select either “Web” or “Flat File Submission.” *(This can be updated at any time.)*

- Web: You will use the online survey and type your survey data into screens.
- Flat File Submission: You will provide survey data using the Flat File Submission Instructions. This option is available to LEAs that have an electronic student record system and information technology staff able to generate the required flat file.

District name, address and phone information on file with ED will always be displayed. Please review the District information and make any updates necessary.

- If your LEA participated in the SY 2013-14 CRDC, the Superintendent, PCP and ACP information from that survey cycle will be displayed. Please review the contact information displayed, and make any necessary updates for the SY 2015-16 CRDC survey.

- If your LEA did not participate in the SY 2013-14 CRDC, the Superintendent, PCP and ACP fields will be blank. Please enter information in all required fields noted with an asterisk (*).

In the PCP section, you may choose the option “Superintendent is the PCP.” If you select “Yes” from the dropdown, the data from the fields in the Superintendent section will be copied to the corresponding fields in the PCP section. (Once the Superintendent data are copied into the PCP section, you may still update the PCP section.)

When you have finished entering/updating your District Profile information, please click on the Save button. ***If you enter/change information on this screen, and then navigate away from the screen without clicking the Save button, your changes will be lost.***

After saving your entries/changes, please click on the Continue button to move to the next screen.

Step 2 of 3: Verify School List

When you click Continue on the Step 1 screen, the Step 2 screen will display, showing all of the schools that are on file with ED for your LEA (see Figure 5). Please review the list of schools shown for your district to ensure that all schools in your district are included on the list, and that the name, address and operating status for each school are correct. The initial operating status for all listed schools is “Open and must report.”

For CRDC purposes, a facility in your district is considered a school and must be included in the CRDC if any elementary and/or secondary students attend for more than 50% of their school day, even if that school does not report AYP because its students are registered and have accountability elsewhere. Please note that a "school" for the CRDC purposes may include an entity that is classified by ED's Common Core of Data (CCD) as an "alternative school" or "reportable program." For the CRDC, you will count students WHERE THEY ACTUALLY ATTEND.

Figure 5. Verify School List Screen

On this screen (see Figure 5), you can do the following to assist in verifying school data.

- You may create an Excel file of the schools displayed on the screen, which you can view

and/or save.

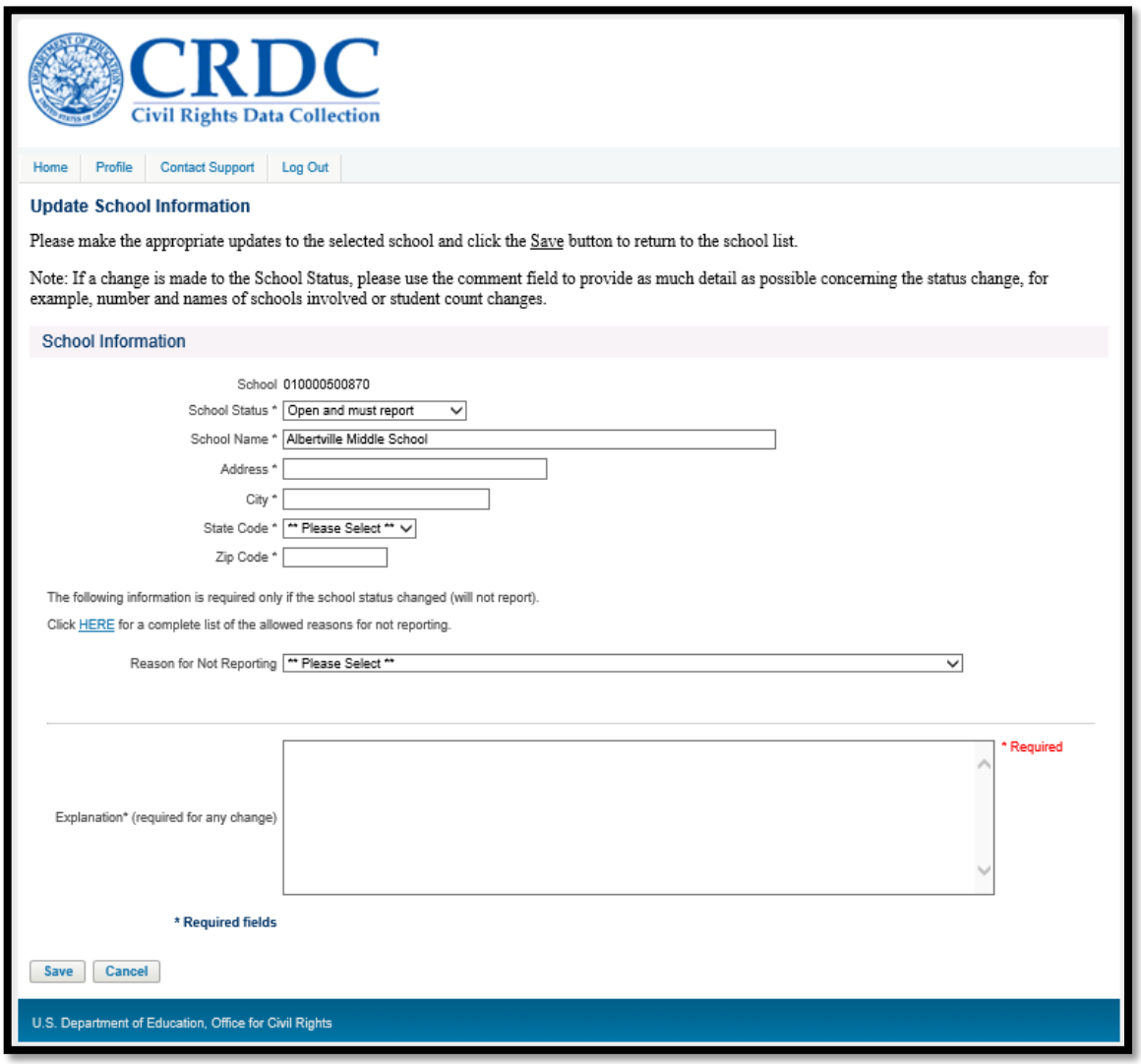
- You may page forward or backward through your list of schools, go to the first or last page of your list, or enter a specific page of your list.
- You may change the number of schools to display per page.

Changes to School List

The most common reasons for making changes to school lists are to either identify a change in the name or address of the school, or to request that the school be removed from the district's list of schools for which CRDC data must be reported.

To make a change to a school, on the Step 2 screen select the icon next to the school that needs updating. The following screen (see Figure 6) will be displayed.

Figure 6. Update School Information Screen – Open and must report

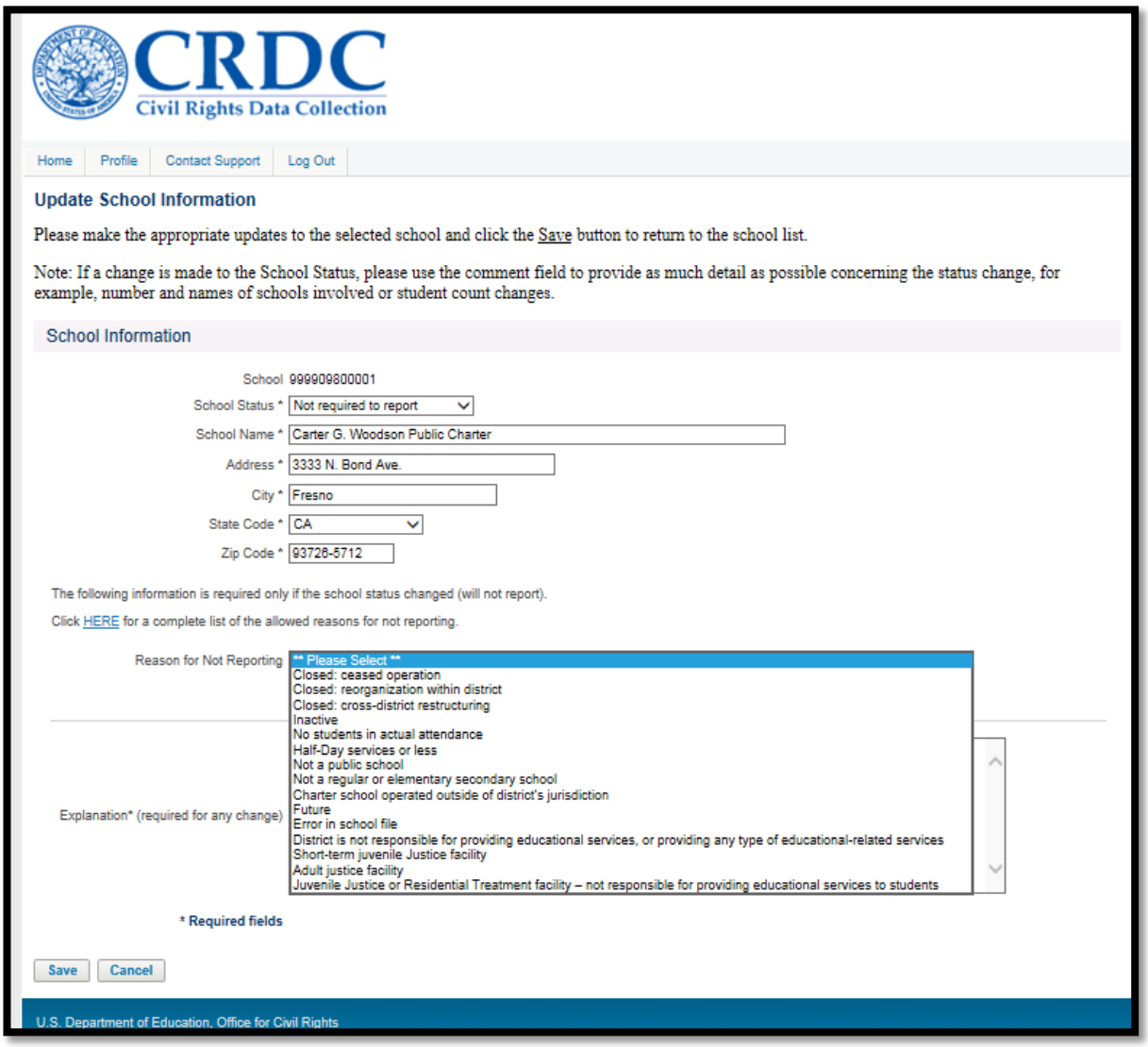


For a name and/or address change, leave the school status as "Open and must report." Make the necessary changes/corrections to the name and/or address, then click on the "Save" button to save your changes and return to the list of schools. ***If you enter/change information on this screen,***

and then navigate away from the screen without clicking the Save button, your changes will be lost.

To request that a school be removed from your district's School List, select "Not required to report" from the School Status dropdown menu. Additional required fields will display on the screen, as shown below (see Figure 7).

Figure 7. Update School Information Screen – Not required to report



If you go to the "Reason for Not Reporting" field, you will see a list of ED approved reasons for not reporting in the drop down menu (see Figure 7). Select the reason for not reporting.

Next, enter an explanation in the "Explanation" field (see Figure 7). Use the guidelines presented in the table below (see Table 1), in order to provide enough information for ED to confirm that the

school can be removed from the district's School List.

Table 1. Reasons for not Reporting and Explanation Requirements

Reason for Not Reporting	Information Required in the Explanation
Closed: ceased operation	Where do students attend instead? *And* Last year in operation *Or* Provide date if closed in 2015-16 SY
Closed: reorganization within district	Name of school it merged into or name of schools it divided into *And* Last year in operation
Closed: cross-district restructuring	Name of other districts involved in the restructuring *And* Last year in operation
Inactive	When do you expect it to re-open? *And* Last year in operation
No students in actual attendance	What type of program services does it offer or what provisions are made for students who might otherwise attend this school? *And* If a non-district school, provide the name of the district to which the school belongs
Half-day services or less	What type of program services does it offer and what portion of the day is the most the students would attend? *And* Are all students receiving services somewhere else? (Y/N) -- If 'No', change school Status back to "Open and must report"
Not a public school	What type of non-public school is it?
Not a regular or elementary/ secondary school	What type of program services does it offer and for what type of attendee?
Charter school operated outside of district's jurisdiction	What is the chartering agency for this charter school? Is it a charter school operating as its own LEA? Provide the name of the director and legal name of the charter LEA (if different from the listed school name)
Future	When is the school expected to open? What other schools will be affected at that time?
Error in school file	Explain the specific error *And* If school belongs to another district, provide the district name and location
District is not responsible for providing educational services, or providing any type of educational-related services	If not educational services - What type of services? And if educational services - What is the name of the district responsible for providing educational services at the school? How many district students attend the school for more than 50% of their day in SY 2015-16?
Short-term juvenile justice facility	Is this a long-term secure facility? If yes, change status back to "Open and must report" If no, how many students stayed at the school/facility for more than 60 cumulative days? If more than 5 students stayed for more than 60 days, change status back to "Open and must report"
Adult justice facility	Is this a district run PK-12 education program at an adult facility? If

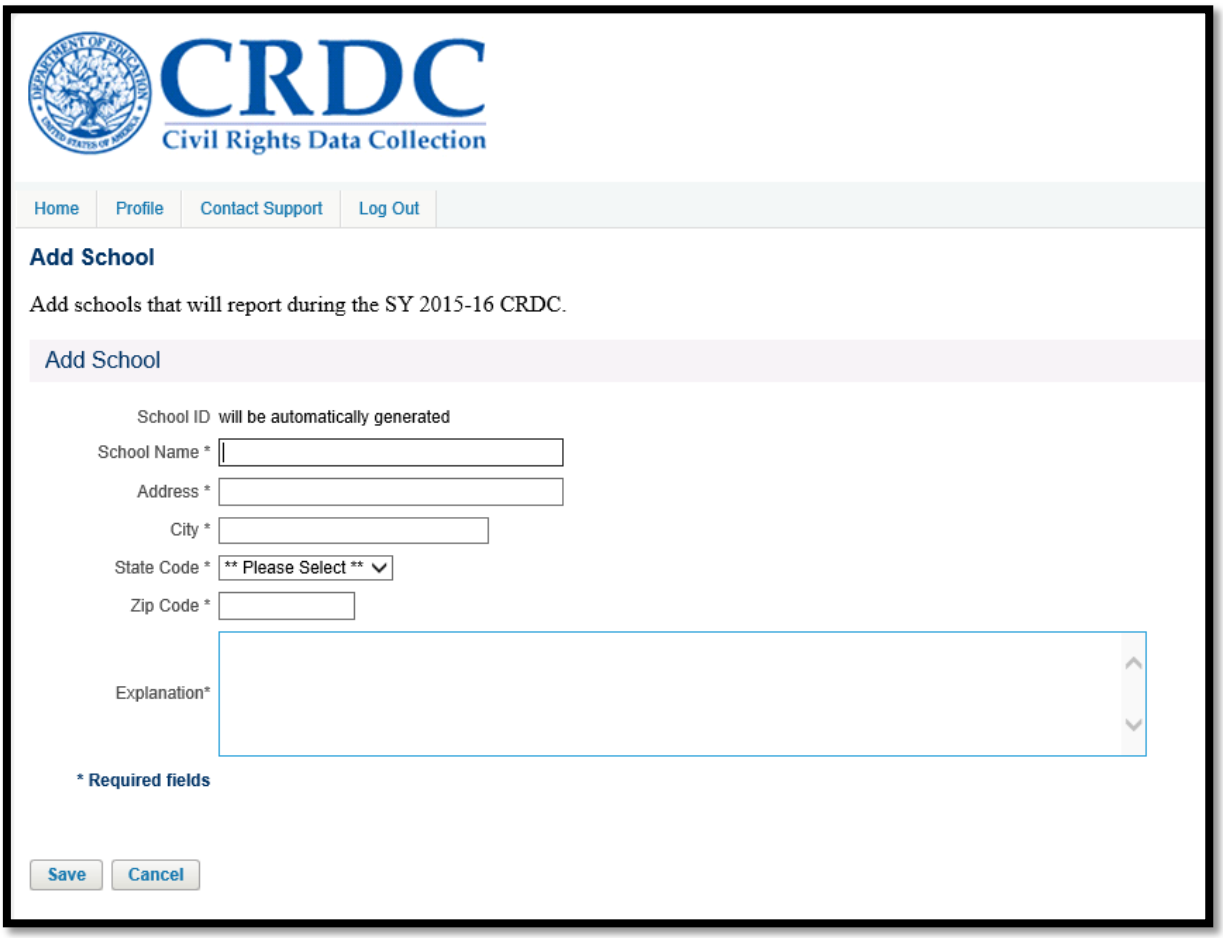
Reason for Not Reporting	Information Required in the Explanation
	yes, change status back to “Open and must report”
Juvenile justice or residential treatment facility – not responsible for providing educational services to students	Name of districts responsible for providing educational services.

If you are not requesting a deletion, then please continue to make changes to the name or address of a school, if necessary. When all updates have been completed, click on the “Save” button to save your changes and return to the list of schools. ***If you enter/change information on this screen, and then navigate away from the screen without clicking the Save button, your changes will be lost.***

Adding a School

If there are schools (or reportable programs) in your district that do not appear on the list and have students in attendance, then click on the add school icon on the Step 2 screen. The following screen (see Figure 8) will be displayed.

Figure 8. Add School Screen



The system will automatically generate a temporary ID, which will be used for the CRDC until the school record can be matched to a record in the CCD.

For an added school, the School Status is automatically "Open and must report." You will need to provide the school name and address, including city, state and zip code.

An explanation is required when adding a new school. In the explanation box, provide adequate information to explain the situation to those who will review your addition. For example, was this a newly created school or program? Where did its students attend before it opened? Is it reopening after renovations or after a disaster? Where did its students attend while it was inactive? Is it a school or program that has been there all along and for an unknown reason wasn't on the list? If an NCES ID has been assigned to this school, provide it in the Explanation box. The NCES ID may not be the same as the ID assigned by the state.

When all entries have been completed, click on the "Save" button to save your changes and return to the list of schools. ***If you enter/change information on this screen, and then navigate away from the screen without clicking the Save button, your changes will be lost.***

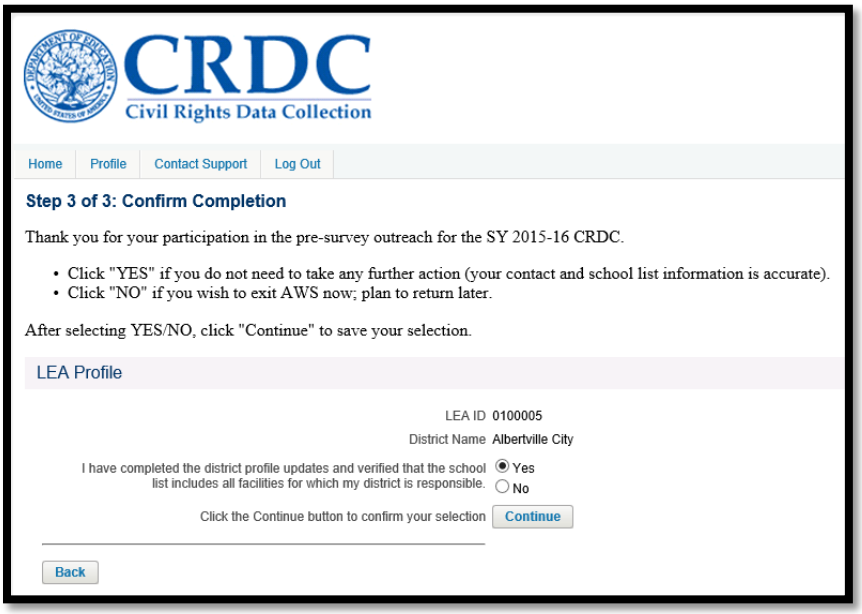
As you recommend removal or addition of school(s), the list will update. Before you complete this step, be sure that all entities in your district that have students in attendance are included in the list of schools on your screen.

Step 3 of 3: Confirm Completion

Once you have completed the updates to your school list you will be taken to a confirmation page (see Figure 9). You will need to respond to indicate whether you have completed your district profile updates. Respond "Yes" if you have completed the district profile updates and verified that the school list includes all facilities for which your district is responsible. You may still make additional updates later. If you respond "No" then please return soon to complete the updates.

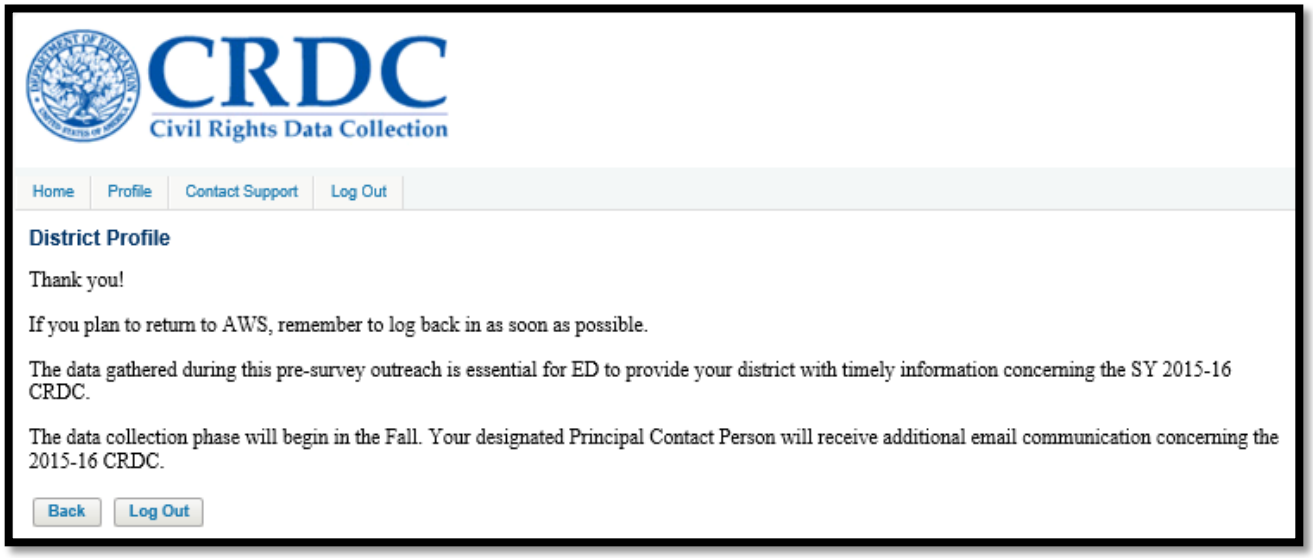
You must finish all updates by September 30, 2016.

Figure 9. Confirmation Screen



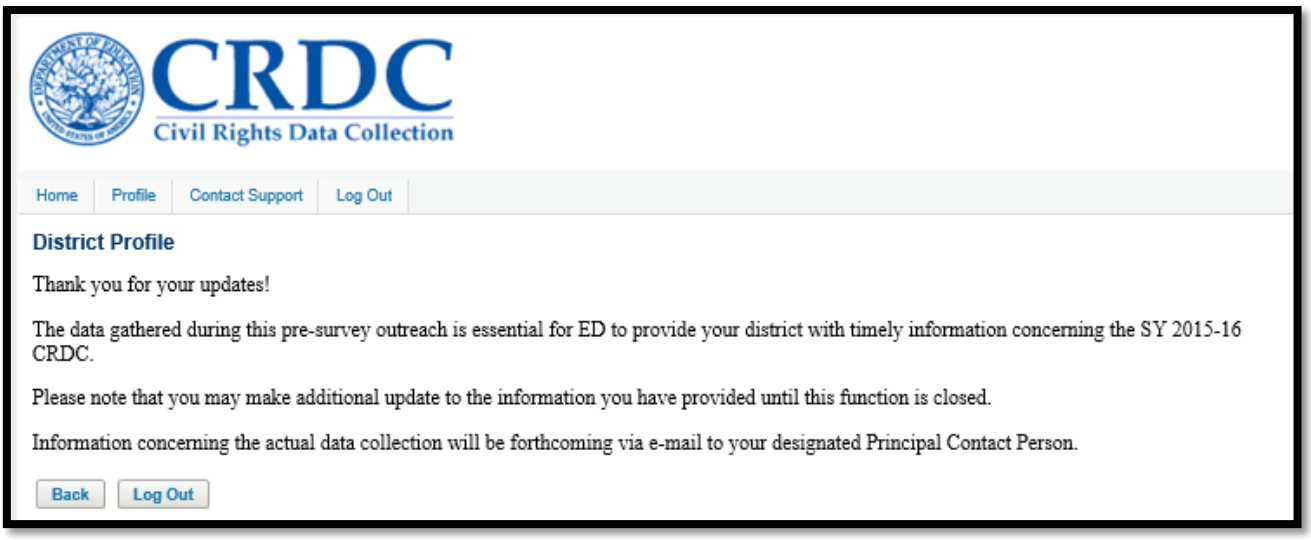
If you answered “No” and pressed “Continue,” the following screen (see Figure 10) will be displayed.

Figure 10. Not Complete Screen



If you answered “Yes” and pressed “Continue,” the following screen (see Figure 11) will be displayed.

Figure 11. Completed Profile Screen



Once you have completed Step 3 of 3, you can sign out by clicking the “Log Out” button.

Log Out Tab

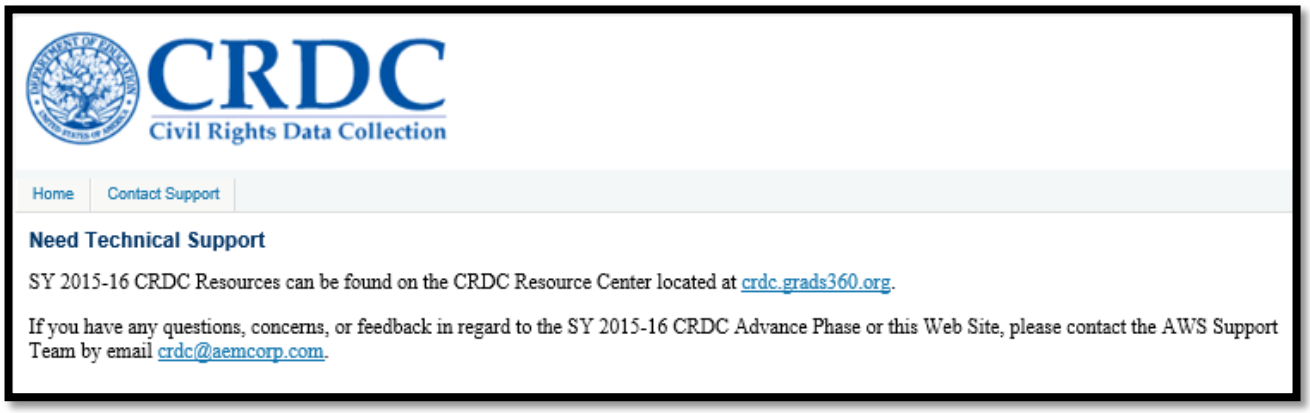
To log out of the web site at any time, click on the “Log Out” tab in the blue header to exit the site. The following screen (see Figure 12) will be displayed.

Figure 12. Log Out Screen

Contact Support Tab

If you click on the Contact Support tab, the following screen (see Figure 13) will be displayed.

Figure 13. Contact Support Screen



Appendix A: Acronyms

Abbreviation	Definition
ACP	Alternate Contact Person
AWS	Advance Web Site
CCD	Common Core of Data
CRDC	Civil Rights Data Collection
ED	U.S. Department of Education
LEA	Local Educational Agency
NCES	National Center for Education Statistics
PCP	Principal Contact Person
PSC	Partner Support Center
OCR	Office for Civil Rights
SY	School Year