



**CRDC**  
Civil Rights Data Collection

# CIVIL RIGHTS DATA COLLECTION (CRDC)

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## Changes for 2013-14 and How to Prepare

Abby Potts, U.S. Department of Education

Rebeca Fitch, U.S. Department of Education

Ross Lemke, AEM Corporation

# Session Goals

## Overview of Major Content Changes

- New Items
- Revised Items
- Dropped Items

## Understanding how CRDC data is used

- Uses of 2011-12
- Planned uses for 2013-14

## Changes to the Submission System

- Lesson Learned
- System Improvements

## TA and Resources

- Resources available now
- Upcoming TA Materials
- SEA Engagement

## What to expect in the coming months

- Key Dates
- Next Steps





# Content Changes

- Key New Items for the 2013-14 CRDC:
  - Chronic Absenteeism
  - Dual Enrollment (Yes/No)
  - Credit Recovery (Yes/No)
  - School Security Staff (Yes/No)
  - Distance Education (Yes/No)
  - Civil Rights Coordinators
  - Cost/Free Daily Length for Preschool and Kindergarten
  - Justice Facility Questions
- Changes to Items Previously Collected
  - Important Substantive Revisions:
    - Part 1 Enrollment and Part 2 “Passing”
    - Preschool Ages (3-5 year olds)
    - Combining AP Items (some + all; foreign language +other)
  - Dropped Items:
    - Ability Grouping
    - Students awaiting special education evaluation
- New Optional Items for 2013-14 (required in 2015-16)

# Understanding how CRDC data is used

- Office for Civil Rights –
  - Complaints
  - Compliance Reviews
  - Technical Assistance
- Office for English Language Acquisition
  - Technical Assistance
  - Program Evaluations
- Teacher Equity Initiative

# How is CRDC Data Used?

**ED**.gov
CIVIL RIGHTS Data Collection

School & District Search

Custom Charts & Detailed Data Tables

State and National Estimations

Additional Resources

FAQs/User Guide

Office for Civil Rights(OCR)

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Do you know the CRDC includes data about...

- \* Enrollment Demographics
- \* Prekindergarten
- \* Math & Science Courses
- \* Advanced Placement
- \* SAT/ACT
- \* Discipline
- \* School Expenditures
- \* Teacher Experience

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Looking for the 2013-14 CRDC?

## CIVIL RIGHTS Data Collection



Wide-ranging education access and equity data collected from our nation's public schools.

Civil Rights Data Collection

### Quick Access



**2009-10 & 2011-12 District or School Reports**

- Find school- or district-level summaries
- Access all data for a single school or district

➔

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**Detailed Data Tables**

- View and compare data across multiple schools and districts
- 2000, 2004, 2006, 2009-10 and 2011-12 CRDC data

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**State and National Estimations**

- Download 2000, 2004, 2006, and 2009-10

➔

# Statement by U.S. Secretary of Education Arne Duncan on the 50th Anniversary of the Civil Rights Act of 1964

JULY 2, 2014

**npr** topics programs listen

## NEWS & RECORD

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### Education officials push for more equity with teacher quality

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## National Data Confirm Cases Of Restraint And Seclusion In Public Schools

by JOSEPH SHAPIRO



### The Civil Rights Project

*Proyecto Derechos Civiles*

Renewing the civil rights movement by bridging the worlds of ideas and action

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### Civil Rights Data Collection

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## USA TODAY

NEWS SPORTS LIFE MONEY TECH TRAVEL OPINION 79° CROSSWORDS YOUR TAKE INVESTIGATIONS VIDEO STOCKS MORE

### Bleak picture for minority kids in public schools

The New York Times

### Education

WORLD U.S. N.Y. / REGION BUSINESS TECHNOLOGY SCIENCE HEALTH SPORTS OPINION  
POLITICS EDUCATION BAY AREA CHICAGO TEXAS

Black Students Face More Discipline, Data Suggests

Sections **The Washington Post**

Answer Sheet

## 5 striking facts from new civil rights education data

## NationalJournal

THE NEXT AMERICA | PERSPECTIVES / OPINION

### STEM Education Is a Civil-Rights Issue

Advocating for equal access to STEM education isn't merely a new feel-good fad.

Sign In

# 2013-14 Redesign

- Purpose: Better understand how LEAs collect, store, and report CRDC Data
- What's happened?
  - 15 Site Visits
  - 20 Interviews
- Recommendations for 2013-14
- Recommendations for 2015-16 and beyond

# 2013-14 Lessons Learned

Key Lessons Learned	Changes to the CRDC System
<ul style="list-style-type: none"><li>• CRDC data may be stored in separate systems, maintained by different offices within an LEA.</li><li>• Data elements gathered through decentralized systems represent a greater share of the reporting burden.</li></ul>	<ul style="list-style-type: none"><li>• Better align the tool with the way LEAs collect, store, and report CRDC data.</li><li>• Make the CRDC submission system “modular” where groups of questions can be sent out for completion.</li></ul>
<ul style="list-style-type: none"><li>• The flat file submission format particularly challenging due to concatenating every Part 1 or Part 2 variable.</li></ul>	<ul style="list-style-type: none"><li>• Revise the flat file format to align with SIS system output.</li><li>• Allow files to contain as few or as many columns of data together in any order.</li></ul>
<ul style="list-style-type: none"><li>• Some LEAs print out excel tables and hand-key information into the user interface.</li></ul>	<ul style="list-style-type: none"><li>• Better support hand-keying data.</li><li>• Provide the ability to answer all questions for a school AND the ability to toggle between schools for a specific question.</li></ul>
<ul style="list-style-type: none"><li>• Some CRDC definitions and instructions lack the clarity necessary for LEAs to accurately include or exclude students.</li><li>• Some LEAs are unaware of definitions, tip sheets, FAQs.</li></ul>	<ul style="list-style-type: none"><li>• Embed relevant information for questions in the user interface, such as definitions on the screen, applicable FAQs on the data entry screen.</li><li>• Refine instructions and definitions to increase clarity.</li></ul>

# 2013-14 Lessons Learned

Key Lessons Learned	Changes to the CRDC System
<ul style="list-style-type: none"><li>• Error reports were challenging to interpret and overwhelming to LEAs.</li><li>• One data element could trigger hundreds of errors.</li></ul>	<ul style="list-style-type: none"><li>• Make the error reports actionable with clear resolution pathways.</li><li>• Create pre-set “reason codes” to explain plausible cases where an error or warning may be triggered.</li></ul>
<ul style="list-style-type: none"><li>• SEAs often play an active role during the data collection, distributing information through established channels, offering TA, and a few even provide CRDC data already collected by the SEA</li></ul>	<ul style="list-style-type: none"><li>• Design the submission system to better support the work of SEAs in the CRDC process. Allow SEAs to pre-populate data through an online portal, give SEAs information about primary points of contact.</li></ul>
<ul style="list-style-type: none"><li>• OCR communications about the CRDC sometimes don’t make it to the intended recipient.</li><li>• LEAs also have to craft their own communication tools to describe the purpose and importance of the CRDC to others in the agency.</li></ul>	<ul style="list-style-type: none"><li>• Leverage existing communication channels where possible.</li><li>• Create a communications packet for LEAs to use to request data, explain the CRDC, and communicate the importance of the data collection</li></ul>

# What is happening now?

- **Ongoing Now:** Contact information updates and directory validation



The screenshot shows the CRDC Advance Web Site. At the top left is the CRDC logo. Below it is a navigation bar with 'Home' and 'Contact Support'. The main heading is 'SY 2013-14 Civil Rights Data Collection Advance Web Site'. The main content area contains a welcome message, a list of purposes, an announcement about electronic messages, and a link to instructions. On the right is a 'Sign In' box with fields for 'User Name (LEA ID)' and 'Password', a 'Forgot your password?' link, and a 'Log In' button. At the bottom is a 'CRDC CIVIL RIGHTS DATA COLLECTION RESOURCE CENTER' banner and a link to the resource center.

**CRDC**  
Civil Rights Data Collection

Home | Contact Support

### SY 2013-14 Civil Rights Data Collection Advance Web Site

Welcome to the 2013-14 Civil Rights Data Collection (CRDC) Advance Web Site (AWS). The AWS is an important first step in the 2013-14 CRDC. It serves three purposes:

- Provides information about the SY 2013-14 Civil Rights Data Collection.
- Gathers contact information from districts for future updates about the CRDC.
- Provides a list of schools for each district to review and update as needed.

An electronic message has been sent to the superintendent and principal contact person of each school district containing the User Name and the password that district personnel must use to logon to the AWS. Contact the AWS Support Team if you do not have your district's User Name and password.

For instructions on how to use this CRDC Advance Web Site, click [HERE](#).

**CRDC**  
CIVIL RIGHTS DATA COLLECTION  
RESOURCE CENTER

For publications, products and resources for the Civil Rights Data Collection, see the [CRDC Resource Center](#).

#### About the Civil Rights Data Collection

Since 1968, the Civil Rights Data Collection, formerly the Elementary and Secondary School Survey, has collected data on key education and civil rights issues in our nation's public schools for use by the U.S. Department of Education's (ED) Office for Civil Rights (OCR) in its enforcement and monitoring efforts. The CRDC collects information about school characteristics and about ongoing programs, services and outcomes for students.

**Sign In**

Enter your user name and password.

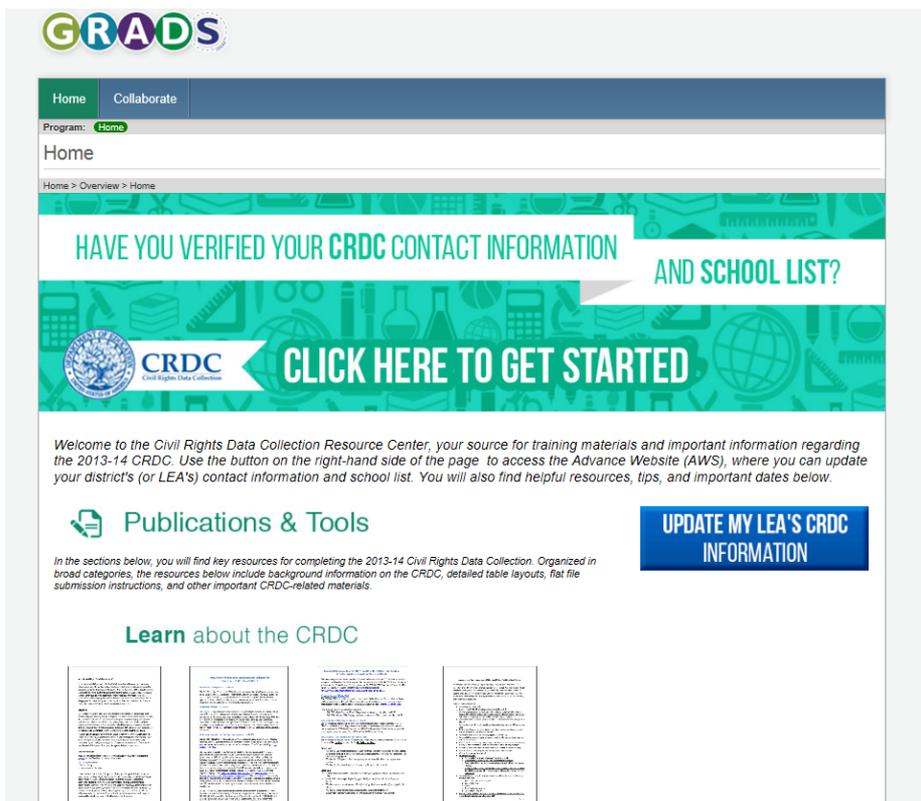
User Name (LEA ID)

Password

[Forgot your password?](#)

# What is happening now?

- **Ongoing Now:** Posting of new training materials and videos to Communities360°



The screenshot shows the GRADS website interface. At the top, there is a navigation bar with "Home" and "Collaborate" tabs. Below the navigation bar, the "Program: Home" is selected. The main content area features a large green banner with the text "HAVE YOU VERIFIED YOUR CRDC CONTACT INFORMATION AND SCHOOL LIST?" and a prominent button that says "CLICK HERE TO GET STARTED". To the left of this button is the CRDC logo. Below the banner, there is a welcome message: "Welcome to the Civil Rights Data Collection Resource Center, your source for training materials and important information regarding the 2013-14 CRDC. Use the button on the right-hand side of the page to access the Advance Website (AWS), where you can update your district's (or LEA's) contact information and school list. You will also find helpful resources, tips, and important dates below." To the left of this message is a "Publications & Tools" section with a document icon. To the right is a blue button labeled "UPDATE MY LEA'S CRDC INFORMATION". Below the welcome message, there is a section titled "Learn about the CRDC" which contains four columns of text, likely representing links to various resources or documents.

# Selecting a Primary Point of Contact



**CRDC**  
Civil Rights Data Collection

## How to Select a Principal Contact Person (PCP)

Ideally, the Principal Contact Person is the person who is actually coordinating the completion of the survey. Because many departments and staff may contribute data to the CRDC, the PCP should be someone who can forward on all pertinent information regarding the survey such as deadlines and changes, and can act as the liaison between the LEA and ED.

### *Responsibilities:*

- Serve as the primary point of contact for the Office of Civil Rights and technical assistance providers for your LEA. Serve as point of contact for all email correspondences and phone calls related to Civil Rights Data Collection
- Understand CRDC due dates and timelines
- Understand the data and reporting requirements of the CRDC
- Have knowledge of LEA data systems and data sources or work closely with those who do
- Ensure appropriate staff are involved in compiling and gathering data as needed
- Plan, organize and manage the CRDC data gathering and submission efforts
- Ensure data is reviewed by appropriate staff in LEA prior to certification
- Ensure complete and accurate data is provided to the CRDC

### *Skills, Knowledge and Ability*

- Ability to plan, organize and manage the data reporting process
- Knowledge and understanding of data
- Ability to coordinate with others in the agency as needed to gather, compile and review the data
- Ability to motivate others to participate in effort as needed.

# New CRDC Resources

## 2013-14 CRDC Data Collection Planning

Form	Section	Data Topic	Data Source	Data Contact	Status	Comments
SCH- Part 1	Section I	School Characteristics				
SCH- Part 1	Section II	Student Enrollment				
SCH- Part 1	Section III	Classes, Course Enrollment, and Program Enrollment				
SCH- Part 1	Section IV	School Staff				
SCH- Part 2	Section I	Algebra I Passing				
SCH- Part 2	Section II	Credit Recovery				
SCH- Part 2	Section III	SAT Reasoning Test, ACT, and Advanced Placement Exams				
SCH- Part 2	Section IV	Chronic Student Absenteeism				
SCH- Part 2	Section V	Student Retention				
SCH- Part 2	Section VI	Single-Sex Interscholastic Athletics				
SCH- Part 2	Section VII	Student Discipline				
SCH- Part 2	Section VIII	Offenses				
SCH- Part 2	Section IX	Harassment or Bullying				
SCH- Part 2	Section X	Restraint and Seclusion				
SCH- Part 2	Section XI	Teacher Absenteeism				
SCH- Part 2	Section XII	School Expenditures				
SCH- Part 2	Section XIII	Items for Justice Facilities Only				

# Planning Checklist



## 2013-14 CRDC Planning Checklist

- Identify Principal Contact Person ( PCP)
- Make sure PCP contact information is up to date in the Advance Website
- Review School list in the Advance Website – make corrections as necessary
- Review data elements needed for collection
- Identify source of data for each section in the CRDC
- Identify person in the LEA that is responsible for that data – the person who knows it well, understands the data, understands the content of the data ( Content person)
- Content Person reviews data definitions in CRDC and compare to the data definitions in the LEA system. PCP and content persons coordinate answers to questions such as; will LEA data meet requirements of the CRDC? If not, what must be done to get the needed data?
- PCP coordinates with content persons to determine when the data available or ready.
- If it is in a data system, where is it stored? Who can access the data?
- Are there transformations that need to be done on the data to get it in the correct format to report?
- Does the data have to be compiled? How will that be done? If using the pre-collection tool, who is responsible for each section?
  - a. Begin to populate the pre-collection tool
  - b. Once pre-collection tool is populated, review data for the entire submission
  - c. Is there anyone who needs to sign off?
- If pulling an extract from your student information system, pull extract



- a. Check to make sure data is in the correct format (.csv) and data element headers (link) are included.
  - b. Review the extracted data. Spot check schools and data elements to ensure the information extracted from the student information system accurately depicts the school. This is especially important for vendor tools that may not have been updated between the 2011-12 and 2013-14 collection.
  - c. If some data cannot be extracted from SIS determine how to get the data ( use mini-excel templates)
- When the collection opens, submit the data
  - Review Errors and Warnings. Resolve all errors, review all warnings.
  - Certify Data

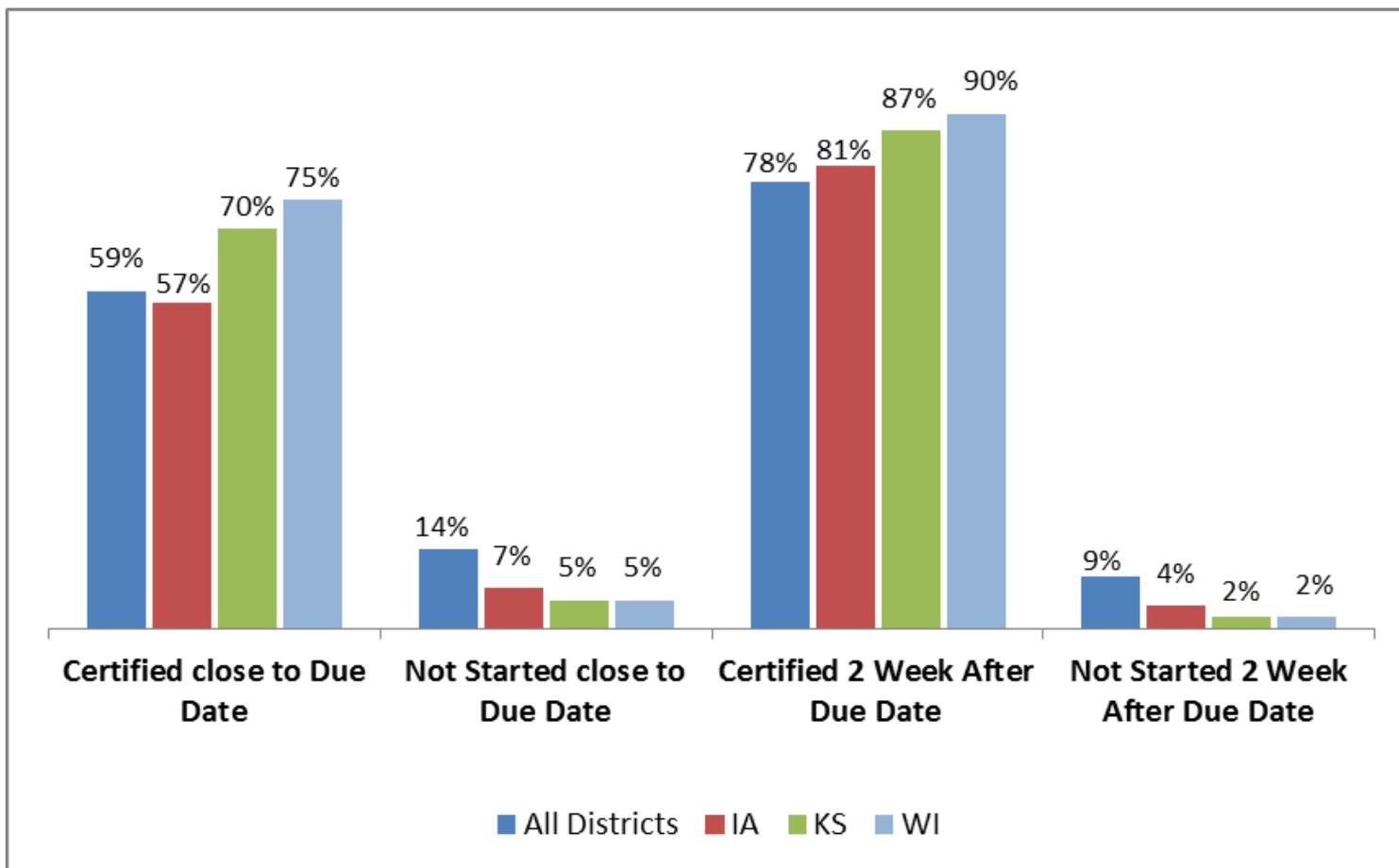
# Pre-collection tools

- **School and LEA Form Worksheets**
  - Meant to help small school districts preserve 13-14 data prior to school year roll over
- **Excel Pre-collection Templates (coming soon)**
  - Designed for small and medium districts
  - Allows districts to enter data into a user-friendly excel form, then export the results into a flat format that can be accepted by the web tool in October
- **Flat File Format**
  - Designed for more technically adept school districts
  - Redesigned for SY 2013-14
    - Separate files for LEA and School Forms
    - Submit as much or as little data as you have

# SEA Engagement

- Historically, LEAs are the responsible entity for data quality
- In 2011-12, SEAs helped their LEAs with the CRDC to varying degrees
  - Most just helped with coordination, messaging and verification of errors in the universe
  - A brave few assisted their districts by providing partial data files to their LEAs containing CRDC data that had already been submitted to the SEAs for other purposes

# Letting the data speak 2011-12



\*By the close of the submission website the Partner Support Center had worked with the remaining 3,600 districts to reach over 98% certification rate

# What's in it for an SEA?

- In general, when the states helped message about the CRDC, completion rates rose
- In general, when states submitted partial data for their LEAs, those districts data was cleaner and more timely

But, What's in it for *me*?

- Better data for your SEA's districts
- Value add for your LEAs – They won't start loving you but they'll take back some of the mean things they said about you

# How do I Learn More?

- Join the *EDFacts* Communities360° SEA engagement workgroup
  - Hear what other states are doing
- Review the Flat File Specifications
  - Revised Flat File Specifications makes submitting State data easy
- Hear from the States Themselves!
  - Civil Rights Data 2014: Use Cases and Stakeholder Stories
  - Friday at 9:00 in Wilson C

# What to expect in the coming months?

- **Now-September:** Advance website is live now! Contact and school list updates can now be made.
- **August:** Pilot of the new submission system
- **October:** Collection tool opens to school districts for reporting 2013-14 data
- **January:** Due date of January 14 at the earliest. The due date will be set ***at least*** 75 days from the opening of the submission system.

# Next Steps

- If you are an LEA
  - Come to the Advance Website (it is warm and we have cookies\*)
    - Update your contact information
    - Verify your school list
    - Start preparing your data now
- If you are an SEA
  - Help get the word out- every little bit helps
  - Come to the *EDFacts* Communities360° workgroup and the CRDC Community - Learn about the CRDC
  - Consider providing data on behalf of your LEAs
    - If not this year then consider helping for the next collection

\*Please note, AWS has no cookies.

# 2013-14 CRDC

## Questions/Comments

Lynn Botula-Griffith – [lynn.botula-griffith@education.ky.gov](mailto:lynn.botula-griffith@education.ky.gov)