

CRDC SEA ENGAGEMENT

September Conference Call

3:00-4:00 pm ET

Topics

- What's doing on now?
- Schedule Update
- Pilot Preview and Update
- Business Rules Overview

What's Going On Now?

- What's going on now?
 - Directory validation and primary points of contact (all LEAs)
 - Targeted data quality analysis to identify LEAs that may need more support during the 2013-14 data submission window
 - Similar to previous collections, OCR intends to send notifications to LEAs with significant data quality issues in their 2011-12 CRDC to encourage LEAs to improve their quality of their 2013-14 CRDC submission.
 - New for the 2013-14 collection, OCR/NCES will be providing ongoing support and outreach to these LEAs during the data submission process including:
 - Targeted materials and tip sheets
 - Regular monitoring of data submissions

CRDC.GRADS360.ORG

Program: **Home**

Home

Home > Overview > Home



CRDC
Civil Rights Data Collection

CIVIL RIGHTS DATA COLLECTION

RESOURCE CENTER

 **Featured Publications & Tools** [View All](#)

In the sections below, you will find key resources for completing the 2013-14 Civil Rights Data Collection. Organized in broad categories, the resources below include background information on the CRDC, detailed table layouts, flat file submission instructions, and other important CRDC-related materials. To see a complete repository of available CRDC resources, click "View All" above.

Learn about the CRDC

 About the CRDC	 CRDC Q&A	 Important CRDC Info.	 Data Elements List	 Phases of the CRDC	 CRDC FAQs	 Which Schools Do I Report?
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Prepare for CRDC Reporting

 CRDC School Form Worksheet	 CRDC School Form Definitions	 CRDC LEA Form Worksheet	 CRDC LEA Form Definitions	 Elem. School Form (Up to Gr. 6)	 Elem. School Form (Up to Gr. 8)	 Planning Checklist
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UPDATE MY LEA'S CRDC INFORMATION

New to the CRDC?



[Getting Started with the 2013-14 CRDC](#)
Summer 2014

If video does not enlarge, please click the full screen icon on the bottom right of video.

New Materials

- SEA Specific:
 - Letters to SIS Vendors about the CRDC
 - SEA Levels of Support
- Additional
 - Cross-walk to the 2011-12 CRDC Questions
 - Tips for reviewing data
 - Which schools do I report for CRDC?
 - Nulls and “Not Submitted” Tips for Flat File Submissions
 - Data Tip: Section 504 Students
 - How to organize CRDC Submissions
 - Data Tip: Chronic Absenteeism
 - Reporting Preschool and Early Childhood Data
- Coming Soon
 - Excel Template
 - Flat File Examples
 - Discussion Threads
 - SCED Code Mapping

EDFacts Grads 360

Current User: Potts, Abby - Communities | Remaining in Session: 30 minutes

[Terms of Use](#) | [Account Settings](#) | [Logout](#)



Home Collaborate

CRDC SEA: [CRDC SEA Home](#) | [Discussions](#) | [Events](#) | [Members](#) | [Publications & Tools](#) | **Workspace**

Workspace

Home > Overview > [Home](#) Workgroup: CRDC SEA

Description: [Filter](#) [Reset](#)

[Back](#)

Path: 2013-2014 CRDC

[+ Add New Folder](#)

[+ Add New File](#)

Type	Description	Added	Added By	Modified	Modified By	View
	CRDC STATS-DC Presentation (Friday) on Using CRDC Data	Aug 1, 2014	Abby Potts			
	Draft Notes SEA Conference Call - July 2014	Aug 1, 2014	Abby Potts			
	Draft Screenshots of the 2013-14 Data Tool - Work in Progress	Aug 1, 2014	Abby Potts			
	Email to School Districts - July 2014 (Contact Info Updates & Directory Validation)	Aug 1, 2014	Abby Potts			
	Iowa CRDC presentation for Districts.	May 2, 2014	Marlene Dorenkamp			
	Selected Recommendations from the CRDC Site Visit Report - SEA Specific	Aug 1, 2014	Abby Potts			
	STAT-DC CRDC Presentation (Thursday)	Aug 1, 2014	Abby Potts			
	Targeted Outreach Emails to LEAs	Aug 1, 2014	Abby Potts			

10 per page

1 - 8 of 8 items



Connect

Welcome to Connect

This tool provides a selection of education data related components and their alignment to the Common Education Data Standard (CEDs).



Select a CEDs Connection

[Connect Main Menu](#)

Search: [Filter](#) [Remove Filter](#) [Show All Connections](#)

Select and view alignment to various education data-related components.

Include Category Descendants

Step 1

Select Category:

- Indicators/Metrics
- Policy Questions
- Education Data Standards
- Other
- State EdFacts
- US Department of Education

Step 2

Select Below:

	Civil Rights Data Collection 2013-2014, PART 1 SCHOOL FORM: Section II: Student Enrollment	
	Civil Rights Data Collection 2013-2014, PART 1 SCHOOL FORM: Section IV: School Staff	
	Civil Rights Data Collection 2013-2014, PART 1 LEA FORM Section I: LEA-Level Students and Characteristics	
	Civil Rights Data Collection 2013-2014, PART 1 LEA FORM Section II: LEA-Early Learning, Preschool and Kindergarten	
	Civil Rights Data Collection 2013-2014, PART 1 SCHOOL FORM: Section I: School Characteristics	
	Civil Rights Data Collection 2013-2014, PART 1 SCHOOL FORM: Section III: Classes and Program Enrollment -OPTIONAL in 2013-2014 or Required in 2015-2016	
	Civil Rights Data Collection 2013-2014, PART 1 SCHOOL FORM: Section III: Classes, Course Enrollment and Program Enrollment	
	Civil Rights Data Collection 2013-2014, PART 2 LEA FORM: Cumulative Data	
	Civil Rights Data Collection 2013-2014, PART 2 SCHOOL FORM Section XIII: Items for Justice Facilities Only	
	Civil Rights Data Collection 2013-2014, PART 2 SCHOOL FORM Section I: Algebra I Passing	
	Civil Rights Data Collection 2013-2014, PART 2 SCHOOL FORM Section II: Credit Recovery	
	Civil Rights Data Collection 2013-2014, PART 2 SCHOOL FORM Section III: SAT Reasoning Test, ACT and Advanced Placement Exams	
	Civil Rights Data Collection 2013-2014, PART 2 SCHOOL FORM	

Schedule Update

- Current Status: About 2 and 1/2 weeks behind schedule
- What does this mean?
 - Pilot occurs no earlier than mid-September
 - Opening of submission system occurs no earlier than late October
- What's causing the delay?
 - Several new features of the submission system that need to be fully tested before launch. It's important to OCR and NCES that we get it right.
- What's the impact?
 - The delayed launch will also delay the due date for final CRDC submissions.

Pilot

- Open to 50 LEAs (and SEAs). Received OMB Approval.
- New timing is not ideal.
- Goals:
 - Gather feedback on tool's usability and functionality
 - Ensure skip patterns, validations, and all other key functionality of all modes of input – including flat file submissions- perform to the specifications.
 - Feedback will be prioritized and used to make decisions about needed changes for the immediate 2013-14 collection and for future collections

Pilot

- Testing both online data entry and flat file upload
- Key: Pilot data will not be saved for the official opening of the submission system (but downloaded data may be saved).
- Feedback will be gathered via an online form in addition to individual and/or group conference calls.
 - Online tool to submit screen shots
 - Calls to discuss the user experience, any issues that might be discovered
- Guidance documents to give an overview of the system and expectations on the depth of testing.
- Piloting for a three week period
- Expected time: mid-September

Home Screen



New unique username & password for each users. **Not** the same as AWS username and password

Email Password [Forgot your password?](#)

Welcome to the CRDC Data Entry Tool

Welcome to the CRDC Data Entry Tool. Using this tool, you can 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, limited English proficiency, 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>.

Pop-Up Window

The screenshot shows the CRDC (Civil Rights Data Collection) website interface. At the top, there is a navigation bar with links for Resources, Reports, and Admin. Below this is a header section with the CRDC logo and the text 'Civil Rights Data Collection'. A dark blue navigation bar contains a 'Home' link. The main content area is divided into several sections: 'CRDC Notifications', 'Data Entry', and 'File Upload'. A white pop-up window is centered over the page, containing text about the Paperwork Reduction Act of 1995 and a 'Confirm' button. The 'Data Entry' section includes a dropdown menu for selecting a LEA and two buttons: 'School Form Submissions' and 'LEA Form Submissions'. The 'File Upload' section includes a list of three requirements and a 'File Upload' button.

File Edit View Favorites Tools Help

Home

CRDC
Civil Rights Data Collection

Resources Reports Admin

Home

CRDC Notifications

What you need to know to stay on track of

- School surveys are due by December
- Remember to change module status

Data Entry

Select **School Form Submissions** if you are ready to enter data about schools. The School Form collects data about each of the schools in your LEA.

Select **LEA Form Submissions** if you are ready to enter data about the LEA. The LEA Form collects data about the entire LEA.

Select a LEA

↪ School Form Submissions ↪ LEA Form Submissions

Download Zipped LEA Submissions

OR

Select **File Upload** if you want to submit any of your data by uploading a prepared CSV file (Flat File Submissions). You can use the File Upload feature to upload prepared data for all or part of your submission. Your file **MUST** meet the [Flat File Submission Specifications](#).

- 1 The file must be a CSV file
- 2 The school or LEA identifier must be included on each row
- 3 There must be a header row that lists the data element names as defined in the Flat File Submission Specifications

↪ File Upload

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1870-0504. Public reporting burden for this collection of information is estimated to average 14.2 hours per school survey response and 4.2 hours per local educational agency (LEA) survey response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is mandatory (20 U.S.C. § 3413, § 3472, § 7913, and § 7914). If you have comments or concerns regarding the status of your individual submission of this survey, please contact the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ, Room 4E342, Washington, D.C. 20202, directly. [Note: Please do not return the completed survey to this address.]

Confirm

Landing Page

Comprehensive collection of all resources

Error & data reports

Add new users & manage permissions



Resources

Reports

Admin

Home

CRDC Notifications

What you need to know to stay on track of your submission:

- School surveys are due by December 15, 2014
- Remember to change module statuses to "Data Entry Completed" when finished entering data

New due date of late January 2015

Data Entry

Select **School Form Submissions** if you are ready to enter data about schools. The School Form collects data about each of the schools in your LEA.

Select **LEA Form Submissions** if you are ready to enter data about the LEA. The LEA Form collects data about the entire LEA.

Select a LEA

➔ School Form Submissions

➔ LEA Form Submissions

Download Zipped LEA Submissions

Viewable for ED, SEA, and some charter schools

OR

File Upload

Select **File Upload** if you want to submit any of your data by uploading a prepared CSV file (Flat File Submissions). You can use the File Upload feature to upload prepared data for all or part of your submission. Your file **MUST** meet the [Flat File Submission Specifications](#).

- 1 The file must be a CSV file
- 2 The school or LEA identifier must be included on each row
- 3 There must be a header row that lists the data element names as defined in the Flat File Submission Specifications

➔ File Upload

Select csv file

New functionality to download LEA file

Flat File Submission

The screenshot shows a web browser window with the URL <https://ec2-54-211-166-95.compute-1.amazonaws.com:8080/FileUpload?mode=new>. The page header includes the CRDC logo and navigation links for Resources, Reports, and Admin. A breadcrumb trail shows 'Home >> File Upload'.

Upload File

To upload your data, please ensure that your file meets all of the requirements listed in the CRDC Flat File Specifications document (provide link here). Only CSV or Text Delimited files can be uploaded. All files must include your SCHID or LEAID for each row of data, and a header row with element names defined in the Flat File Specifications document.

[+ Add files...](#) [Start upload](#)

Upload History (Live)

Show entries Search:

ID	Username	Timestamp	File Name	Size	File Processing Status	File Checking Status
1125	mhijazi@sanamatrix.com	Tue, 12 Aug 2014 14:08:58 GMT	CRDC Data Entry Dev Tasks.odt	8376	Checking complete.	ERROR: File appears to be a binary file. Only text files in ASCII or UTF-8 encoding are supported.
1124		Thu, 07 Aug 2014 17:56:35 GMT	TestUpload - Tiny.csv	1354	Checking complete.	Parsing complete.
1123		Thu, 07 Aug 2014 17:54:11 GMT	Book1.csv	73	Checking complete.	Parsing complete.
1122		Thu, 07 Aug 2014 17:52:42 GMT	TestUpload - Tiny.csv	1354	Checking complete.	Parsing complete.
1121		Thu, 07 Aug 2014 17:51:24 GMT	TestUpload - Tiny.csv	1354	Checking complete.	Parsing complete.

An orange callout box with the text "Status of file upload" and an arrow points to the "File Checking Status" column header in the table.

School Data Entry

The screenshot shows the CRDC (Civil Rights Data Collection) School Form Submission page. The browser address bar shows a URL from Amazon AWS. The page header includes the CRDC logo and navigation links for Resources, Reports, and Admin. The main content area is titled "School Form Submission" and contains a "Manage School Order" button and a "hide all optional questions" link. Below this, there are two navigation options: "Navigation By School" and "Navigation By Table", separated by an "OR" label. Each option has a corresponding green button. Three callout boxes with orange borders and arrows point to these elements: one to the "hide all optional questions" link, one to the "Navigation By Table" button, and one to the "Navigation By School" button.

CRDC
Civil Rights Data Collection

Resources Reports Admin

Home >> School Form Submission

School Form Submission

Manage School Order hide all optional questions

There are two ways you can enter data for schools. Please select one of the options below.
By default, schools appear in alphabetical order for data entry. You can change the order using the Manage School Order feature above.*

Navigation By School
Select School Navigation if you want to enter the same data repeatedly for all schools. For example, you enter Table 1 data for School A, then School B, and so on, until you finish entering Table 1 data for all schools.

Navigation By Table
Select Table Navigation if you want to move from table to table to enter data for one school at a time. For example, you enter data for Table 1, then Table 2, and so on, for the same school.

OR

School Navigation Table Navigation

Hide optional questions

Set sort order for schools.

New ability to navigate by school or by question.

Data Entry: School Sort

Home >> [School Form Submission](#) >> Manage School Order

Manage School Order

By default, schools appear in alphabetical order for data entry. This tool allows you to change the order of the schools, if desired. You can use the drop-down boxes to sort by School ID, STID, Zip Code or County. You can also click on a specific school and drag it up or down in the list to change its position.

[Save](#)

List of School				
School Name	School ID	STID	Zip Code	County
BONNIE BRAE ELEM	245879632	8421	22032	Fairfax County
FAIRFAX VILLA ELEM	549875234	1452 22030	Fairfax County	
DANIELS RUN ELEM	478952168	2457	22030	Fairfax City
FAIRVIEW ELEM	124896354	1258	22039	Fairfax County

Organizes which school appears next when answering one question for multiple schools:

- Name
- NCES/CRDC ID
- State ID
- Zip Code
- County
- User designed order (elementary/high, etc.)

School Status Page

CRDC
Civil Rights Data Collection

Resources Reports Admin

Home >> School Navigation >> Virginia >> Fairfax County Public Schools >> Wilbert Tucker Woodson High School

School Form Submission for Wilbert Tucker Woodson High School [Switch School](#)

The Data Entry tool is organized by topical modules. Modules are groups of tables about the same topic area. For example, tables about math and science courses and classes form the Courses & Classes module. Each module has a 4-letter module code which is used to number tables within modules. For example, the first table in the Courses & Classes modules is labeled COUR-1.

Select any module to begin data entry or data review for the school listed.

[Download School Data](#)

Acronym	Name	Status
SCHR	School Characteristics	Not Started
PSCH	Preschool	In Progress
ENRL	Enrollment	Data Entry Finished
PENR	Program Enrollment (Gifted & talented, Dual Enrollment, Credit Recovery)	In Progress
COUR	Courses & Classes	In Progress
APIB	Advanced Placement (AP) & International Baccalaureate Diploma Programme (IB) Enrollment	In Progress
EXAM	SAT/ACT & Advanced Placement (AP) Exams	In Progress
STAF	School & School Support Staff	In Progress
SECR	School Security Staff	In Progress
ABSR	Chronic Absenteeism & Retention	In Progress

Download school data file.

Status of data entry (work in progress)

Navigate by "data modules"

Module Landing Page

ENRL: Enrollment Status:

Review the module instructions, then select a table for data entry or review.

Tables
ENRL-1: Overall Enrollment
ENRL-2: Enrollment of LEP Students
ENRL-3: Enrollment of Students with Disabilities

Module Instructions

DATES
Report data from the 2013-14 school year. For most tables, the data reported should be based on a "Fall snapshot" of data from a single day between September 27 and December 31, 2013 inclusive. LEA's may choose any date within this time period. All data should be reported using the same Fall snapshot date, except:

The count of students with disabilities (IDEA) may be based either on the Fall snapshot date OR on the district's IDEA child count date.

SPECIAL INSTRUCTIONS
Students must be counted in the school where they actually physically attended for more than 50% of the school day. If a student attended two schools, each for exactly 50% of his or her school day, then count that student at their "home" or "primary" school, rather than at the school of a special program, such as a vocational program.

For distance education schools or virtual schools, students must be counted in the school from which they received more than 50% of their coursework.

KEY DEFINITIONS (click to read)

- Limited English Proficient (LEP or English Language Learner)
- Students with Disabilities (IDEA)
- Students with Disabilities (Section 504 only)

Select a specific table.

General Instructions that apply to all tables/questions in "data module"

Data Entry Screen



Review errors and warnings for this table.

Switch between school mode and table mode navigation.

Home >> School Navigation >> Virginia >> Fairfax County Public Schools >> Wilbert Tucker Woodson High School >> ENRL: Enrollment >> ENRL-1

ENRL-1: Overall Student Enrollment

Review Data

Switch to Table Mode



"Data request"

Important: Students must be counted in the school where they physically attend for more than 50% of the school day.

Enter overall student enrollment on the Fall 2013 snapshot date. Enter the number of students who were enrolled in preschool and grades K-12 (or the ungraded equivalent).

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total
Males enrolled at this school	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Females enrolled at this school	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total Students enrolled at this school	0	0	0	0	0	0	0	0

Additional Information

Any students who attended two schools?

If a student attended two schools, each for 50% of his or her school day, count that student at their "primary" or "home" school, rather than at the school of a special program, such as a vocational program.

Any students who attended distance education schools?

Expandable Q&A's specific to this question.

Auto-totals by race, gender, and grand total.

Navigation

ENRL-1: Overall Student Enrollment

Confirm Navigation

Would you like to review the data for errors and warnings, or do you want to leave the page?

Are you sure you want to leave this page?

[Leave this Page](#) [Stay on this Page](#)

Review Data 35

Switch to Table Mode

[Previous School](#) [School Navigation](#) [Next School](#)

Important: Students must be counted in the school where they physically attend for more than 50% of the school day.

LEGEND:  Errors  Warnings

Enter overall student enrollment on the Fall 2013 snapshot date. Enter the number of students who were enrolled in preschool and grades K-12 (or the ungraded equivalent).

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total
Males enrolled at this school	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 	0
Females enrolled at this school	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Students enrolled at this school	0	0	0	0	0	0	0	0

Additional Information

Any students who attended two schools?

If a student attended two schools, each for 50% of his or her school day, count that student at their "primary" or "home" school, rather than at the school of a special program, such as a vocational program.

Any students who attended distance education schools?

Onscreen errors and warnings.

Table Error Report

Download in excel.

Home >> School Navigation >> Virginia >> Fairfax

ENRL-1: Overall Student Enrollment

Resources Reports Admin

Switch to Table Mode

35

Previous School School Navigation Next School

Important: Students must be counted in the school they were enrolled in during the reporting year.

LEGEND: ⊕ Errors ⚠ Warnings

Enter overall student enrollment on the following table for students who were enrolled in preschool and grades K-12 during the reporting year.

	Hispanic	Amer. Indian / Alaska Native	Asian
Males enrolled at this school	<input type="text"/>	0	NA
Females enrolled at this school	<input type="text"/>	0	NA
Total Students enrolled at this school	0	0	0

Error and Warning Summary for Overall Student Enrollment

Download

General LEP 504 IDEA

- + Table-level Check of Data Entered - Native Hawaiian or Other Pacific Islander Error
- + Table-level Check of Data Entered - Females Error
- + Table-level Check of Data Entered - Two or More Races Error
- + Table-level Check of Data Entered - Black or African American Error
- + Table-level Check of Data Entered - Males Error
- + Comparison Check of CCD Data with School Enrollment Data Error
- + Table-level Check of Data Entered - American Indian or Alaska Native Error
- + Table-level Check Range of Values Entered - Maximum Limit Error
- + Comparison Check of CCD Data with School Enrollment Data Error
- + Table-level Check Range of Values Entered - Greater than Zero Error
- + Table-level Check of Data Entered - White Error

Additional Information

Any students who attended two schools?

If a student attended two schools, each for 50% of his or her school day, count that student at their "primary" or "home" school, rather than at the school of a special program, such as a vocational program.

Any students who attended distance education schools?

Decimal Data

Home >> School Navigation >> Virginia >> Fairfax County >> Fairfax High School >> STAF >> STAF-1

Switch to Table Mode

Review Data

Previous School School Navigation Next School

Important:

- Include teachers regardless of how they were funded (i.e., federal, state, and/or local funds).
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).
- Teachers working towards certification by way of alternative routes, or teachers with an emergency, temporary, or provisional credential are not considered to have met state requirements.

Enter the number of full-time equivalent (FTE) teachers in preschool and grades K-12 (or the ungraded equivalent) on the Fall 2013 snapshot date overall and by their certification status.

	FTE
TOTAL number of full-time equivalent (FTE) teachers:	<input type="text"/> . <input type="text"/>
Number of FTE teachers who were certified:	<input type="text"/> . <input type="text"/>
Number of FTE teachers who were not certified:	<input type="text"/> . <input type="text"/>

Additional Information

Tenths and hundreds place pre-filled with zero's

12:11 PM
8/22/2014

State Upload Portal: LEA “Opt-in” or “Opt-out”

- Background:
 - One of the criteria for developing a state upload portal was ensuring LEAs remain the responsible entity for certifying to the accuracy of their data.
 - This led to a discussion of what the default choice should be for an LEA when the submission opens in October.
 - Should LEAs have to access the system to **affirmatively “opt-in” to have the SEA pre-populate their data?**
 - Benefits: LEAs entering data would have to take no action to prevent SEAs “overriding” their submitted data.
 - Con’s: Small and mid-size LEAs that would benefit from pre-population are also those LEAs least likely to pro-actively access the system to opt-in.
 - Or, should LEAs have to access the system to **affirmatively “opt-out” of an SEA pre-populating their data?**
 - Benefits: Ensures all LEAs will have data pre-populated where possible without risk of missing the SEA upload window.
 - Cons: Possible that LEAs won’t act to “opt-out” and may have data over-ridden by the SEA.
 - At the NCES Data Conference, several SEAs expressed a preference for LEAs to have to take action to “opt-out”.

Business Rules

- Three Levels:
 - Warning (FYI): No action necessary to resolve warning
 - Example: Non-consecutive grades (e.g. Preschool is checked yes, Grade 1 is checked yes but Kindergarten is checked no)
 - Warning (Comment/Reason Code Required): Explanation required to certify
 - Example: Schools with over 100 students reporting more than 50% of all students [male/female] receiving an expulsion.
 - Error: Must be fixed prior to certification
 - Example: Alpha character in an integer field
- Types
 - Completion: All required data elements are complete
 - Format – text, integer, decimal validation & length limit
 - Skip Condition – Consistency with skip logic rules
 - Reasonableness – Internal consistency checks
 - Validation against outside data - Checks against similar data sets (EDFacts membership, grades offered, etc.) – ***New for 2013-14***

Business Rules

- **Data Element Rule:** Gifted and talented enrollment (fall snapshot) for Female Hispanic students is greater than overall enrollment for Female Hispanic students (fall snapshot).
 - Resolution happens at individual data element level.
- **Table Rule:** School characteristics question on whether the school primarily serves students with disabilities is checked yes, but IDEA and Section 504 enrollment in Overall Enrollment is zero.
 - Resolution happens at the table level, but we do not know which specific data element needs to be corrected (IDEA, 504, males or females), or if the school characteristics question needs to be corrected.
- **Submission Rule:** Sum of school-level enrollment is greater than or equal to 50,000 students and zero allegations of bullying or harassment are reported.

Business Rules: Example

- Data Element Level: SCH_ET_KG_HI_M
 - Format (Error): [Integer/NS]
 - Skip (Error): [SCH_GRADE_KG]; [SCH_RET_KG_IND]
 - AutoZero: [SCH_ENR_HI_M]
 - AutoMax (Warning): [SCH_ENR_HI_M]
- Table Level:
 - Internal Consistency (error): [Male/Female][LEP/IDEA] enrollment cannot exceed total [male/female] enrollment
- Form-level
 - External Validation (FYI): Comparison to grade level membership in *EDFacts* for schools with grade-level enrollment of greater than 10 students .
 - “Using grade level membership provided by your state, the percentage of students retain in [Grade] exceeds 90%. This possibly indicates over reporting of students retained in [Grade], or underreporting in the state-level data. This is an advisory message only and will not disallow certification of your data submission, but we ask that you double check your retention data on this basis.”
 - Internal Consistency: Sum of all grade level retention data does not exceed overall student enrollment.