

Subject: REMINDER! 2015-2016 CRDC Advance Website Open

Dear %%FullName_%%,

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/>.

This is a reminder that you have not yet verified your LEA's contact information and school list in the CRDC Advance Website (AWS). If you have no significant updates to your school list or contact information, this process will only take a few minutes to complete!

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.

As part of this phase of the collection, your LEA, %%Comment_%%, is required to complete the following:

- Confirm or update the contact information for your Principal Contact Person (PCP), Alternate Contact Person (ACP) and Superintendent
- Validate your list of schools in the CRDC Advance Website (AWS)

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

You can access the AWS at <http://www.2015crdc.org> and login with the credentials sent to you in previous emails. **Please contact the Partner Support Center (PSC) if you need assistance with logging into the AWS.**

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 or 855-255-6901. The PSC is available Monday through Friday, 9 a.m. – 5 p.m. ET.