

8/23/06 – Draft 6-cb -- **Advance Phase Letter to LEA – (Non-RESA)**

(Date)
Superintendent of Schools
(District Name)
(District Street Address)
(District City, State Code and Zip)

District Login ID: XXXXXX
District Password: XXXXXX

Dear Superintendent:

Your school district has been selected for participation in the upcoming 2006 U.S. Department of Education (ED) Civil Rights Data Collection (CRDC), which is collected as part of the Department's Education Data Exchange Network (EDEN). The CRDC collects information about students in public schools, including enrollment, educational services, and academic proficiency results, disaggregated by race/ethnicity, sex, limited English proficiency, and disability. This information is used by the Department's Office for Civil Rights (OCR) and other ED offices as well as policymakers and researchers outside of the Department. Completion of the 2006 CRDC by your district is mandatory. The 2006 CRDC will begin in January 2007.

We need your help now to establish your contact person and to update and verify your school district's profile. Please login to the CRDC informational Web site at _____ to provide this response. Your district's unique login ID and password are provided in the top right-hand corner of this letter. **Please complete the requested profile update by October 15, 2006.**

The same Web site also serves as a source of information about the 2006 CRDC. For an overview of the process, please download the Supplemental Information for Superintendents. To determine if your district, which has been identified as a Regional Educational Service Agency (RESA), is required to submit the 2006 CRDC, please download the Supplemental General Information for Contact Person in a RESA or BOCES-type district.

The 2006 CRDC is a Web-based data collection. Your district may choose instead to submit your data in the Single File Submission (SFS) format, previously known as Mainframe. Information relating to these reporting modes is available via the Web site. In addition, the Web site will provide the following downloadable CRDC-related material:

- Sample of the 2006 CRDC ED101 (District Summary) and ED102 (Individual School Report) surveys.
- Frequently Asked Questions.
- Information concerning changes from the previous 2004 CRDC survey forms, including new and deleted data groups.
- Updates concerning the 2006 CRDC schedule, including the period of data collection and the survey due date.
- Information about the support services available from the Partner Support Center.
- Procedures for making additional changes to your district's profile after October 15, 2006.

If your district is unable to complete the requested district profile update due to a lack of Web connectivity, please immediately advise ED by contacting the Partner Support Center. You may also contact the Partner Support Center if you have any questions about the CRDC.

U.S. Department of Education Partner Support Center
Telephone: 877-457-3336 (877-HLP-EDEN)
Fax: 888-329-3336 (888-FAX-EDEN)
TTY/TDD: 888-403-3336 (888-403-EDEN)
EDEN_CRDC@ed.gov

Thank you for your time and attention to this important effort.

Sincerely,

Ross Santy
Deputy Assistant Secretary for Data and Information