

# 2013-14 CRDC

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# 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 and 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>

# Resources for School Districts

- Technical Assistance Materials for School Districts
  - How to select a primary point of contact
  - How to prepare for the CRDC
  - Data quality tips
  - And more available at [crdc.grads360.org](http://crdc.grads360.org)


# CRDC.GRADS360.ORG

Program: [Home](#)


Home

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HAVE YOU VERIFIED YOUR **CRDC** CONTACT INFORMATION AND SCHOOL LIST?



**CLICK HERE TO GET STARTED**

 **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.*

**UPDATE MY LEA'S CRDC INFORMATION**

**Learn about the CRDC**






[About the CRDC](#)

[CRDC Questions & Answers](#)

[Important Information about the CRDC](#)

[Complete List of Data Elements](#)

**Prepare for CRDC Reporting**



# Documents

Keyword Search:

[Provide Feedback](#)

[Request/Suggest a Document](#)

Sort by: **Newest**

Topic(s): **Select options**

Institution Type: **Select options**

[Filter](#)

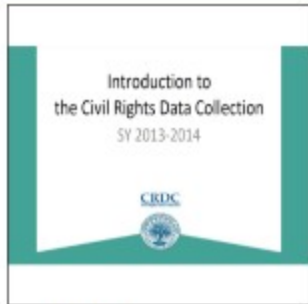
View **Grid**

Institution: **Select options**

State:  Check all  Uncheck all

Year: **Select options**

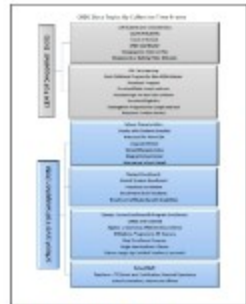
**Federal Agency**



2013-14  
Introduction to the  
2013-14 CRDC  
2014



2013-14 CRDC  
Common  
Scenarios for  
Where to Report  
Students  
2014



2013-14 CRDC  
Data Topics by  
Date  
2014



2013-14 CRDC  
How to Select a  
Principle Contact  
Person  
2014



2013-14 CRDC  
Planning Checklist  
2014



2013-14 CRDC  
FAQs  
2014



2013-14 CRDC  
Data Quality Tips  
2014



2013-14 Phases of  
the CRDC  
2014



2013-14 Changes  
in the CRDC  
2014



2013-14 CRDC  
Data Collection  
Planning Guide  
2014

*Question: Would it also be helpful to also post SEA-developed materials?*

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	

# Outreach Update: What We Are Hearing

- A few districts are ***switching over from Web to flat-file for the first time.*** Mentioning that the flat-file specs are easier to review this time.
- Districts appreciated seeing the new/optional items that will be collected for SY 13-14 and SY 15-16. Some of those items were not currently collected and they have ***started the process for collecting them for SY14-15.***
- Great idea reaching out prior to collection opening up but ***should gather feedback post collection to improve & implement suggestions for next collection.***



# Flat File Instructions

- **Flat File Submission #1:** Your first flat file upload contained just grades (K-3) offered for 2 schools:

SCH_ID	SCH_GRADE_KG	SCH_GRADE_G01	SCH_GRADE_G02	SCH_GRADE_G03
150003000135	Yes	Yes	Yes	Yes
150003000022	Yes	Yes	Yes	Yes

- **Flat File Submission #2:** You can over-ride a value by submitting a new file with new values. For example, if you wanted to change the kindergarten and Grade 1 answers for Barbers Point Elementary (150003000135), you could submit the following file:

SCH_ID	SCH_GRADE_KG	SCH_GRADE_G01
150003000135	No	No
150003000022		

- **CRDC Database Storage:** The “No” for SCH\_GRADE\_KG and SCH\_GRADE\_G01 would override the previously submitted “Yes” for 150003000135. The null field for 150003000022 would make no changes to the previously submitted data. The CRDC database would store the following data

SCH_ID	SCH_GRADE_KG	SCH_GRADE_G01	SCH_GRADE_G02	SCH_GRADE_G03
150003000135	No	No	Yes	Yes
150003000022	Yes	Yes	Yes	Yes

# Flat File Instructions: “NS” Code

- **Flat File Submission #3:** However, let’s assume that you discover the kindergarten grades offered information is wrong for these schools. Maybe pre-kindergarten was pulled by mistake and you want to “clear out” the previously submitted data, basically returning the data to the original default of “not submitted”. By submitting a file with “NS”, you can clear out previously submitted data.

SCH_ID	SCH_GRADE_KG	SCH_GRADE_G01	SCH_GRADE_G02	SCH_GRADE_G03
150003000135	NS			
150003000022	NS			

- **CRDC Database Storage:** The null fields would make no changes to previously submitted data. The NS code would clear out any previously submitted data and **return the data element to a “not yet submitted” state.**

SCH_ID	SCH_GRADE_KG	SCH_GRADE_G01	SCH_GRADE_G02	SCH_GRADE_G03
150003000135		No	Yes	Yes
150003000022		Yes	Yes	Yes

# Pilot Overview

- Open to 50 LEAs (and SEAs)
- 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
- Testing both online data entry and flat file upload
- **Pilot data will not be saved for the official opening of the submission system.**

# SITE PREVIEW

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Draft Screen Shots

# Data “Modules”



Welcome, **John Doe**  
LEA Representative

[LOGOUT](#)

- MY ACCOUNT
- DATA ENTRY**
- FILE UPLOAD
- REPORTING
- RESOURCES
- CERTIFICATION
- ADMIN

## Data Entry

Virginia > Fairfax County > Form

<input type="radio"/> Cardinal Forest Elementary	
<input checked="" type="radio"/> Crestwood Elementary	
<input checked="" type="radio"/> Module 1: School Characteristics	COMPLETE
<input checked="" type="radio"/> Module 2: Preschool	COMPLETE
<input checked="" type="radio"/> Module 3: Enrollment	COMPLETE
<input checked="" type="radio"/> Module 4: Program Enrollment	COMPLETE
<input checked="" type="radio"/> Module 5: Courses - Algebra I, Geometry, Advanced Math, Science	COMPLETE
<input checked="" type="radio"/> Module 6: AP/IB	COMPLETE
<input checked="" type="radio"/> Module 7: SAT/ACT AP Exam Data	COMPLETE
<input checked="" type="radio"/> Module 8: School Staff	COMPLETE
<input checked="" type="radio"/> Module 9: School Security Staff	COMPLETE
<input checked="" type="radio"/> Module 10: Chronic Absenteeism and Retention	COMPLETE
<input checked="" type="radio"/> Module 11: Single-sex Interscholastic Athletics	COMPLETE
<input checked="" type="radio"/> Module 12: Student Discipline (Suspension, expulsion, transfer, corporal punishment, referral to law enforcement, arrest)	COMPLETE
<input checked="" type="radio"/> Module 13: Referrals to law enforcement and school arrests	COMPLETE
<input checked="" type="radio"/> Module 14: Offenses	COMPLETE
<input checked="" type="radio"/> Module 15: Bullying & Harassment	COMPLETE
<input checked="" type="radio"/> Module 16: Restraint/Seclusion	COMPLETE
<input checked="" type="radio"/> Module 17: School and Non-personnel Expenditures	IN PROGRESS
<a href="#">Question 38: Salary for school staff (state and local funds)</a>	
<a href="#">Question 39: FTE and salary for teachers (state and local funds)</a>	
<a href="#">Question 40: FTE and salary for teachers (state and local funds)</a>	
<a href="#">Question 41: FTE and salary for staff (state and local funds)</a>	
<a href="#">Question 42: FTE and salary for staff (federal, state, and local)</a>	
<a href="#">Question 43: Salary for teachers (federal, state, and local)</a>	
<a href="#">Question 44: Non-personnel expenditures (state and local funds)</a>	
<a href="#">Question 45: Non-personnel expenditures</a>	
<input checked="" type="radio"/> Module 18: Justice facilities	NOT STARTED
<input type="radio"/> Hunt Valley Elementary	
<input type="radio"/> Kings Glen Elementary	
<input type="radio"/> Kings Park Elementary	
<input type="radio"/> Newington Forest Elementary	
<input type="radio"/> North Springfield Elementary	
<input type="radio"/> Orange Hunt Elementary	
<input type="radio"/> Ravensworth Elementary	
<input type="radio"/> Sangster Elementary	
<input type="radio"/> Saratoga Elementary	
<input type="radio"/> Springfield Estates Elementary	
<input type="radio"/> West Springfield Elementary	

# Module “Landing” Page



Welcome, **John Doe**  
LEA Representative

[LOGOUT](#)

MY ACCOUNT

DATA ENTRY

FILE UPLOAD

REPORTING

RESOURCES

CERTIFICATION

ADMIN

## Data Entry

Virginia > Fairfax County > Form  > Crestwood Elementary

Module: ALL | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | **17** | 18

Module 17: School Expenditures

### GENERAL INSTRUCTIONS FOR THIS MODULE

- For the 2013–14 CRDC—
- Unless otherwise noted, report data based on the 12-month fiscal school year, as defined by the LEA.
- For the 2015–16 CRDC—
- Unless otherwise noted, report data based on the 12-month fiscal school year, as defined by the LEA.

[Important Inclusions and Exclusions](#)

[Key Definitions](#)

### Module 17: School and Non-personnel Expenditures

IN PROGRESS

[Question 38: Salary for school staff \(state and local funds\)](#)

[Question 39: FTE and salary for teachers \(state and local funds\)](#)

[Question 40: FTE and salary for teachers \(state and local funds\)](#)

[Question 41: FTE and salary for staff \(state and local funds\)](#)

[Question 42: FTE and salary for staff \(federal, state, and local\)](#)

[Question 43: Salary for teachers \(federal, state, and local\)](#)

[Question 44: Non-personnel expenditures \(state and local funds\)](#)

[Question 45: Non-personnel expenditures](#)

# Data Entry Screen



Welcome, [John Doe](#)  
LEA Representative

[LOGOUT](#)

[MY ACCOUNT](#) | 
 [DATA ENTRY](#) | 
 [FILE UPLOAD](#) | 
 [REPORTING](#) | 
 [RESOURCES](#) | 
 [CERTIFICATION](#) | 
 [ADMIN](#)

## Data Entry

Virginia > Fairfax County > Form  > Crestwood Elementary

### MODULE 1: ALGEBRA I PASSING

Module: ALL [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [12](#) | [13](#) | [14](#) | [15](#) | [16](#) | [17](#) | [18](#)

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**QUESTION**
[next](#)

Algebra I is a (college-preparatory) course that includes the study of properties and operations of the real number system; evaluating rational algebraic expressions; solving and graphing first degree equations and inequalities; translating word problems into equations; operations with and factoring of polynomials; and solving simple quadratic equations. Algebra I is a foundation course leading to higher-level mathematics courses, including Geometry and Algebra II.

1. Please enter the number of male students who were enrolled in Algebra I (passed) Algebra I at the end of the school year.

- Successfully completing a course means earning a grade of D or higher, earning a credit for the class, or earning a similar passing mark.
- [Click for help with block scheduling](#)

Data Element	Hispanic	Amer. Indian/ Alaska Native	Asian	Hawaiian Native/ Pacific Isldr	Black	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
<b>Students in grades 7 or 8 (or the ungraded equivalent) enrolled in Algebra I on the Fall snapshot date who passed:</b>										
Male who passed	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000
Female who passed	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000
Total number of passing students	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000

**>> ADDITIONAL INSTRUCTIONS**

- Enter the number of students in grade 7 or 8 who successfully completed (i.e., passed) Algebra I. Include ungraded middle school age students who passed Algebra I in your count.
- Count only students who were enrolled in Algebra I on the Fall 2013 snapshot date.
- [Click here to see how this data will be collected in 2015-16.](#)

LEGEND: Error Warning Information

# File Upload Status



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 (Refresh page to update.)

Show 10 entries

Search:

ID	Username	Timestamp	File Name	Size	Status	Checked File Name	Checked File Status	Element Status
1109	phillip.y.kim+002@gmail.com	Mon, 04 Aug 2014 23:31:40 GMT	chrome_child.dll	5000000	Partial upload complete.			
1108	phillip.y.kim+002@gmail.com	Mon, 04 Aug 2014 22:57:39 GMT	chrome.dll	2000000	Partial upload complete.			
1107		Mon, 04 Aug 2014 18:53:13 GMT	Algorithm Design and Analysis pp. 1~138.pencast	22000000	Partial upload complete.			
107	drestivo@sanamatrix.com	Mon, 04 Aug 2014 18:42:09	FlatFileTest.csv	1892	Upload			



# 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.