

2013-14 Civil Rights Data Collection

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PART 1 LEA FORM: Fall Snapshot Data

GENERAL INSTRUCTIONS

- Counts by race/ethnicity by sex are unduplicated counts (i.e., a student is counted only once in the race/ethnicity columns).
- Students counted in the race/ethnicity category may also be counted in the Students with Disabilities (IDEA), Students with Disabilities (Section 504 only), and Students who are limited English proficient (LEP) categories. For example, the following may occur:
 - A Hispanic/Latino student with a disability served under IDEA and who is LEP will be counted three times in some tables, once under race/ethnicity, once under Students with Disabilities (IDEA), and once under Students who are LEP.
 - A student with a disability served under section 504 and who is LEP will be counted in both the Students with Disabilities (Section 504 only) category and the Students who are LEP category.
- For tables that include data by race/ethnicity by sex, the Web-based survey tool will keep a running total of the values you enter in the race/ethnicity columns for each row. As you enter a number in any race/ethnicity category, that number will automatically be added to the Total column. Therefore, the sum of the counts that you enter for race/ethnicity by sex will be the total count of students for the particular row. Because it is not possible for your LEA to modify the total, you must ensure that every student is included in one and only one race/ethnicity category.

Section I: LEA-Level Students and Characteristics

GENERAL INSTRUCTIONS

- For the 2013–14 CRDC—Unless otherwise noted, report data based on a single day between September 27 and December 31, inclusive.
- For the 2015–16 CRDC—Unless otherwise noted, report data based on October 1.

1. Count of Students* CONTINUING FOR 2013-14

All LEAs, preschool-grade 12, UG

- Overall student enrollment (LEA) refers to the unduplicated student enrollment, including students both present and absent, excluding duplicate counts of students within a specific LEA or students whose membership is reported by another LEA.
- Non-LEA facilities are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.

Instructions

- Include students who are the responsibility of the LEA, who are served in LEA facilities and non-LEA facilities. Include students in private schools if (and only if) they were placed there by the LEA for the purpose of providing free appropriate public education (FAPE).
- Enter the overall student enrollment count for the LEA. Include students in preschool, grades K-12, and comparable ungraded levels.
- Important note: For 2015-16, there are substantive changes to this question. See question 9 on page 5 for how data will be collected in future CRDC collections.

Data Element	Number
Overall student enrollment for the LEA (include students served in LEA and non-LEA facilities)	

2. Count of Schools* CONTINUING FOR 2013-14 & 2015-16

All LEAs

- A school is an institution that provides educational services and: (1) has one or more grade groups (preschool through grade 12) or is ungraded, (2) has one or more teachers, (3) is located in one or more buildings, (4) has assigned administrator(s), (5) receives public funds as its primary support, and (6) is operated by an educational agency. For purposes of this definition, "public funds" includes federal, state, and local public funds. "Located in a building" does not preclude virtual schools since the administrators and teachers are located in a building somewhere. An "education agency" is not limited to the state or local educational agency, but can include other agencies (e.g., corrections or health and human services) charged with providing public education services.

Instructions

- Enter the number of public schools under the governance of the LEA, including all facilities where students attend. Include charter schools that are under the governance of the LEA.

Data Element	Number
Public schools in the LEA	

3. Civil Rights Coordinators Indicator* NEW FOR 2013-14 & 2015-16!

All LEAs and justice facilities

- A civil rights coordinator is an individual who is appointed by the LEA, to coordinate compliance with civil rights laws, including investigations of complaints alleging discrimination on a particular basis.
- Civil rights laws that prohibit discrimination include:
 - Title IX of the Education Amendments of 1972 (prohibits discrimination on the basis of sex).
 - Title VI of the Civil Rights Act of 1964 (prohibits discrimination on the bases of race, color, or national origin).
 - Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of disability).
 - Title II of the Americans with Disabilities Act of 1990 (prohibits discrimination on the basis of disability by public entities (including public schools), whether or not they receive Federal financial assistance).

Instructions

- Indicate whether the LEA has appointed one or more responsible employees to coordinate efforts to comply with and carry out its responsibilities under federal law prohibiting discrimination against students and others on the basis of sex, race/color/nation origin, and/or disability.
- Civil rights coordinators may be part-time or full-time.

Civil Rights Coordinator	Yes	No
Sex (Title IX)		
Race, color, or national origin (Title VI)		
Disability (Section 504 and/or Title II)		

4. Civil Rights Coordinators Contact Information NEW FOR 2013-14 & 2015-16!

Only for LEAs and justice facilities reporting having civil rights coordinators

Instructions

- Enter the contact information for the civil rights coordinator(s). Contact information includes, name, email address, and phone number.
- For each civil rights law, provide contact information for one civil rights coordinator only. If the LEA has more than one coordinator for a specific civil rights law, then the LEA should provide the contact information for the lead coordinator only.

Civil Rights Coordinator	Name	Phone	Email
Sex (Title IX)	First: _____ Last: _____	(xxx) xxx-xxxx	_____@____.____
Race, color, or national origin (Title VI)	First: _____ Last: _____	(xxx) xxx-xxxx	_____@____.____
Disability (Section 504 and/or Title II)	First: _____ Last: _____	(xxx) xxx-xxxx	_____@____.____

5. Desegregation Order or Plan CONTINUING FOR 2013-14 & 2015-16

All LEAs

- A desegregation order or plan is an order or plan: (1) that has been ordered by, submitted to, or entered into with a federal or state court; the Office for Civil Rights (OCR), U.S. Department of Education, its predecessor the Department of Health, Education, and Welfare, or another federal agency; or a state agency or official, and (2) that remedies or addresses a school district's actual or alleged segregation of students or staff on the basis of race or national origin that was found or alleged to be in violation of the U.S. Constitution, Title VI of the Civil Rights Act of 1964, and/or state constitution or other state law. A school district remains subject to such a desegregation order or plan until the court, agency, or other competent official finds that the district has satisfied its obligations and has been released from the order or plan.

Instructions

- Indicate whether the LEA is covered by a desegregation order or plan.

Question	Yes	No
Is the LEA covered by a desegregation order or plan?		

6. Harassment or Bullying Policy Indicator* REVISED

All LEAs and justice facilities

- Harassment or bullying on the basis of sex includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student's actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.
- Harassment or bullying on the basis of race, color, or national origin refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.
- Harassment or bullying on the basis of disability refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of disability constitutes disability harassment.

Instructions

- Indicate whether the LEA has a written policy or policies prohibiting discriminatory harassment or bullying of students on the basis of sex, race/color/national origin, and disability. Written policy or policies must be for all the categories of discrimination.

Question	Yes	No
Does the LEA have a written policy or policies prohibiting discriminatory harassment or bullying of students on the basis of sex, race/color/national origin, and disability?		

7. Harassment or Bullying Policy Web Link Indicator* NEW FOR 2013-14 & 2015-16!

Only for LEAs and justice facilities reporting having harassment or bullying policy

Instructions

- Indicate whether the LEA has a web link to its written policy or policies prohibiting discriminatory harassment or bullying of students on the basis of sex, race/color/national origin, and disability.

Question	Yes	No
Does the LEA have a web link to its written policy or policies prohibiting discriminatory harassment or bullying of students?		

8. Harassment or Bullying Policy Web Link NEW FOR 2013-14 & 2015-16!

Only for LEAs and justice facilities reporting having harassment or bullying policy web link

Instructions

- Enter the web link to the LEA's written policy or policies prohibiting discriminatory harassment or bullying of students on the basis of sex, race/color/national origin, and disability.

Web Link
http://_____.

OPTIONAL LEA-Level Students and Characteristics Item for 2013–14 (Required for 2015–16)

9. Count of Students Served in Non-LEA Facilities * NEW! OPTIONAL FOR 2013–14, REQUIRED FOR 2015-16

All LEAs, preschool-grade 12, UG

- Overall student enrollment (LEA) refers to the unduplicated student enrollment, including students both present and absent, excluding duplicate counts of students within a specific LEA or students whose membership is reported by another LEA.
- Non-LEA facilities are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.

Instructions

- Enter the number of students enrolled in the LEA, who are served in non-LEA facilities only. Include students in preschool, grades K-12, and comparable ungraded levels.
- Non-LEA facilities may be public or private.

Data Element	Number
Students served in Non-LEA facilities	

Section II: LEA-Level Early Learning, Preschool, and Kindergarten

GENERAL INSTRUCTIONS

- For the 2013–14 CRDC—Unless otherwise noted, report data based on a single day between September 27 and December 31, inclusive.
- For the 2015–16 CRDC there is an important count date change. Unless otherwise noted, report data based on October 1.

10. Early Childhood Program Indicator * NEW FOR 2013-14 & 2015-16!

All LEAs

- Early childhood refers to early childhood education programs and services for children birth through age 2.
- Non-LEA facilities are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.

Instructions

- Indicate whether the LEA provides early childhood services to children birth through age 2. The LEA may provide early childhood services in LEA facilities, non-LEA facilities, or both.
- The LEA may provide the early childhood services or program(s) by contracting with another entity to provide program services to students. Early childhood services or programs that are operated by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

Question	Yes	No
Does the LEA provide early childhood services to children birth through age 2?		

11. Early Childhood Program Provided by the LEA for Non-IDEA Children CONTINUING FOR 2013-14 & 2015-16

Only for LEAs that provide early childhood programs

- Early childhood refers to early childhood education programs and services for children birth through age 2.
- Non-IDEA children include children without disabilities and children with disabilities who are not served under the Individuals with Disabilities Education Act.
- Non-LEA facilities are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.

Instructions

- Indicate whether the LEA provides early childhood services to non-IDEA children birth through age 2. The LEA may provide early childhood services or program(s) in LEA facilities, non-LEA facilities, or both.
- The LEA may provide the early childhood service by contracting with another entity to provide services to students. Early childhood programs or services that are operated by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

Question	Yes	No
Does the LEA provide early childhood services to non-IDEA children birth through age 2?		

12. Preschool Program Provided by the LEA Indicator * CONTINUING FOR 2013-14 & 2015-16

All LEAs

- Preschool refers to preschool programs and services for children ages 3 through 5.
- Non-LEA facilities are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.

Instructions

- Indicate whether the LEA provides one or more preschool services to children ages 3 through 5. The LEA may provide preschool services or program(s) in LEA facilities, non-LEA facilities, or both.
- *The LEA may provide the preschool service or program by contracting with another entity to provide services to students. Preschool programs or services that are operated by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.*

Question	Yes	No
Does the LEA provide preschool services or programs that serve children ages 3 through 5?		

13. Preschool Daily Length and Cost * REVISED

Only for LEAs that provide preschool

- Preschool refers to preschool programs and services for children ages 3 through 5.
- A full-day preschool program is a program that a child attends each weekday for approximately six hours or more.
- Non-LEA facilities are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.

Instructions

- Indicate the daily length(s) and cost(s) associated with the LEA's preschool service(s) or program(s) that serve children ages 3 through 5. The LEA may provide preschool services in LEA facilities, non-LEA facilities, or both.
- *The LEA may provide the preschool service or program by contracting with another entity to provide services to students. Preschool programs or services that are operated by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.*

Data Element	Yes	No
Full-day preschool (free; no charge to parent(s)/guardian)		
Full-day preschool (partial or full charge to parent(s)/guardian)		
Part-day preschool (free; no charge to parent(s)/guardian)		
Part-day preschool (partial or full charge to parent(s)/guardian)		

14. Preschool Age for Non-IDEA Children CONTINUING FOR 2013-14 & 2015-16

Only for LEAs that provide preschool

- Preschool refers to preschool programs and services for children ages 3 through 5.
- Non-IDEA children include students without disabilities and students with disabilities who are not served under the Individuals with Disabilities Education Act.

Instructions

- Indicate whether the LEA's one or more preschool service(s) or program(s) serve non-IDEA children in the specified age range(s).
- *The LEA may provide the preschool service or program by contracting with another entity to provide services to students. Preschool programs or services that are operated by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.*

Ages	Yes	No
Children age 3 years		
Children age 4 years		
Children age 5 years		

15. Preschool Eligibility – All Children * CONTINUING FOR 2013-14 & 2015-16

Only for LEAs that provide preschool

DRAFT Questions noted with an asterisk "*" reflect guiding questions. Answers to these questions determine whether a school is presented with subsequent questions.

- Preschool refers to preschool programs and services for children ages 3 through 5.

Instructions

- Indicate whether the LEA's preschool service(s) or program(s) is(are) offered to all children.

Question	Yes	No
Does the LEA offer its preschool service(s) or program(s) to all children?		

16. Preschool Eligibility – Student Groups CONTINUING FOR 2013-14 & 2015-16

Only for LEAs that provide preschool, but not to all students

- Preschool refers to preschool programs and services for children ages 3 through 5.
- Children with Disabilities (IDEA) refers to students with intellectual disabilities; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; serious emotional disturbance; orthopedic impairment; autism; traumatic brain injury; developmental delay; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities and who, by reason thereof, receive special education and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program, Individual Family Service Plan, or service plan.
- Title I schools are schools with large concentrations of low-income students that receive Title I funds (i.e., supplemental funds under Title I of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act), to assist in meeting their students' educational goals. For an entire school to qualify for Title I funds, at least 40% of students must enroll in the free and reduced lunch program.
- For the purposes of preschool eligibility, low-income is defined by the LEA, and may vary from LEA to LEA.

Instructions

- Indicate whether the LEA's preschool service(s) or program(s) is (are) offered to the groups of children, as specified.

Groups	Yes	No
Children with disabilities (IDEA)		
Children in Title I schools		
Children from low income families		

17. Kindergarten Program Indicator * CONTINUING FOR 2013-14 & 2015-16

All LEAs

- Non-LEA facilities are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.

Instructions

- Indicate whether the LEA provides one or more kindergarten programs that serve any students. The LEA may provide kindergarten program(s) in LEA facilities, non-LEA facilities, or both.

Question	Yes	No
Does the LEA provide one or more kindergarten programs that serve any students?		

18. Kindergarten Daily Length and Cost * REVISED

Only for LEAs that provide kindergarten

- A full-day kindergarten program is a program in which a child attends school each weekday for approximately six hours or more.
- Non-LEA facilities are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.

Instructions

- Indicate the daily length(s) and cost(s) associated with the LEA's kindergarten program(s) that serve students. The LEA may provide kindergarten program(s) in LEA facilities, non-LEA facilities, or both.

Data Element	Yes	No
Full-day kindergarten (free; no charge to parent(s)/guardian)		
Full-day kindergarten (partial or full charge to parent(s)/guardian)		
Part-day kindergarten (free; no charge to parent(s)/guardian)		
Part-day kindergarten (partial or full charge to parent(s)/guardian)		

OPTIONAL LEA-Level Preschool Item for 2013–14 (Required for 2015–16)

19. Preschool Children Served NEW! OPTIONAL FOR 2013–14, REQUIRED FOR 2015–16!

Only for LEAs that provide preschool

- Preschool refers to preschool programs and services for children ages 3 through 5.
- Non-LEA facilities are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.

Instructions

- Enter the number of students of a specific age served in the LEA's preschool service(s) or program(s).
- Include students who are the responsibility of the LEA, who are served in preschool in LEA facilities and non-LEA facilities. The LEA may provide preschool service(s) or program(s) in LEA facilities, non-LEA facilities, or both.
- The LEA may provide the preschool service or program by contracting with another entity to provide services to students. Preschool programs or services that are operated by a non-LEA facility that has been contracted by the LEA are considered LEA-provided services.

Data Element	Number
Children age 3 years served	
Children age 4 years served	
Children age 5 years served	

PART 2 LEA FORM: Cumulative Data

GENERAL INSTRUCTIONS

- For the 2013–14 CRDC and 2015–16 CRDC—Unless otherwise noted, report data based on the entire regular school year.

Section I: Distance Education

Key Definitions:

- Distance education courses must meet all of the following criteria: (1) be credit-granting; (2) be technology-delivered via audio, video (live or prerecorded), the Internet, or other computer-based technology (e.g., via district network); and (3) have either (a) the instructor in a different location than the students and/or (b) the course content developed in, or delivered from, a different location than that of the students.

20. Distance Education Enrollment Indicator* NEW FOR 2013-14 & 2015-16!

Only for LEAs and justice facilities (grades K-12, UG)

Instructions

- Indicate whether the LEA has any K-12 (or ungraded) students enrolled in any distance education courses.
- The LEA should provide a response regardless of where the courses originated. However, distance education courses that students take independently or that are provided by entities outside the control of the LEA should not be considered unless the LEA has access to enrollment and monitoring information for those courses.

Question	Yes	No
Does the LEA have any students enrolled in any distance educational courses?		

Optional LEA-Level Distance Education Item for 2013–14 (REQUIRED for 2015–16)

21. Distance Education Enrollment OPTIONAL FOR 2013-14, REQUIRED IN 2015-16!

Only for LEAs and justice facilities (grades K-12, UG) reporting student enrollment in distance education

Instructions

- Indicate the number of students enrolled in any distance education courses. Include students in grades K-12, and comparable ungraded levels.
- The LEA should provide a response regardless of where the courses originated. However, distance education courses that students take independently or that are provided by entities outside the control of the LEA should not be considered unless the LEA has access to enrollment and monitoring information for those courses.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
Students enrolled in any distance education courses:										
Male										
Female										
Total										

Section II: GED Preparation Programs

General Instructions

- For the 2013–14 CRDC and 2015–16 CRDC—
 - Unless otherwise noted, count should be cumulative based on the entire regular school year.

Key Definitions

- A General Educational Development (GED) preparation program is a program (e.g., course) designed to prepare students to be successful on the GED Test. The GED Test is a nationally recognized test that is used to certify the high school-level academic achievement of national and international non-high school graduates. Upon review of the test results, an education or government agency may award a high school equivalency credential.
- Non-LEA facilities are non-district facilities, such as intermediate units, residential facilities, social service agencies, hospitals, and private schools.

22. GED Preparation Program Provided by the LEA Indicator* CONTINUING FOR 2013-14 & 2015-16

LEAs/justice facilities with students ages 16-19

Instructions

- Indicate whether the LEA provides a GED preparation program for students ages 16 through 19.
- The LEA may provide the GED preparation program by contracting with another entity to provide program services to students. A GED preparation program that is operated by a non-LEA facility that has been contracted by the LEA is considered an LEA-provided program.

Question	Yes	No
Does the LEA operate a GED preparation program for students ages 16-19?		

23. GED Preparation Program Student Participation CONTINUING FOR 2013-14 & 2015-16

Only for LEAs/Justice Facilities that provide a GED Preparation Program

Instructions

- Enter the number of students ages 16 through 19 who participated in the GED preparation program operated by the LEA.
- The LEA may provide the GED preparation program by contracting with another entity to provide program services to students. A GED preparation program that is operated by a non-LEA facility that has been contracted by the LEA is considered an LEA-provided program.
- Do not include students who participated in a GED preparation program that was not provided by the LEA, even if the LEA recommended that these students enroll in the non-LEA provided program.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
Student participants in GED preparation Program:										
Male										
Female										
Total										

24. GED Preparation Program Credentials CONTINUING FOR 2013-14 & 2015-16

Only for LEAs/Justice Facilities reporting student participants in GED Preparation Program

Instructions

- Enter the number of students ages 16 through 19 who participated in the GED preparation program operated by the LEA, succeeded on the GED Test, and received a high school equivalency credential.
- The LEA may operate the GED preparation program by contracting with another entity to provide program services to students. A GED preparation program that is operated by a non-LEA facility that has been contracted by the LEA is considered an LEA-provided program.
- Do not include students who participated in a GED preparation program that was not provided by the LEA, even if the LEA recommended that these students enroll in the non-LEA provided program.

Data Element	Hispanic or Latino of any race	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or more races	Total	LEP	Students with Disabilities (IDEA)
Students who received a high school equivalency credential after participating in GED preparation program:										
Male										
Female										
Total										