

Preparing for the CRDC

Collection Year: SY2021-2022

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Revision History

Date	Description	Revised by
09-15-2021	Moved to new template Updated information to reflect SY2020-21 collection information Added links to PowerSchool specific functional documentation, removed from this content	Terra Dominguez
03-21-2021	Updated information to reflect SY2021-22 collection information Removed references to PS setup for the CRDC. Removed references to PS CRDC Preview Report. Consolidated document to PSU and NCDPI responsibilities. Updated Checklist.	Terra Dominguez

Civil Rights Data Collection (CRDC)

The Civil Rights Data Collection (CRDC) is a mandatory data collection, authorized under the following statutes and regulations: • 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 • 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.

- [OCR Legislation](#)
- [OCR Data](#)

The CRDC is a local level collection. PSUs are required to physically complete the collection in the Federal Submission Tool within the time-frame specified by the federal government.

The CRDC is submitted to the Office of Civil Rights (OCR) every two years. Data collected for the CRDC in any given year - are from the previous school year. The data submitted are published by the OCR and accessible to the nation the following year.

The Federal submission window is open for 75 business days. The submission window dates are subject to change per the OCR.

Notification that the Federal submission period has begun will be sent from the Federal CRDC Partner Support center and from NCDPI. Expect email from the following address: CRDC@aemcorp.com.

Federal level resources such as the LEA and School form user guides, submission file specifications and the Federal Submission Tool user guide are located at [the Civil Rights Data Collection Resource Center](#).

Note: Due to COVID-19 the OCR has decided to shift the 2019–20 CRDC to the 2020–21 school year and will also collect data for 2021-2022.

NCDPI will Assist with the CRDC

Most data sets required for the CRDC are already collected in a variety of state level systems to which NCDPI has access.

NCDPI will assist with the CRDC by:

- communicating due dates.
- submitting PSU CRDC Coordinator contact and Superintendent/Charter Director information.
- submitting the North Carolina Universe file.
- reviewing federal requirements.
- building submission files for data available to NCDPI.
- submitting NCDPI created CRDC files.
- providing data sets to PSUs for review.
- clarifying federal definitions.

Each PSU is responsible for ensuring that CRDC related data is accurate and accessible to NCDPI at the time the NCDPI will extract and transmit data to the Federal Submission Tool.

The NCDPI will transmit all available CRDC data to the Federal Submission Tool after the official collection window opens. It is important to wait to update the Federal Submission Tool until NCDPI has completed the data transfer. The SEA CRDC Coordinator will notify the state when the upload has been completed.

DANGER! Each PSU is strongly advised to wait to record data in the Federal Submission Tool until the state level transmission has been completed. Data recorded prior to the state level uploads will be overwritten.

PSUs and Entities Excluded from NCDPI Submission

- **209 – Cherokee Central**
- **269 – Fort Bragg**
- **299 – NC Virtual Public School**
- **679 – Camp Lejeune**
- **996 – DPS Education Services**
- **Entities not open during the CRDC collection year**

Data not Accessible to NCDPI

Data not available to NCDPI must be submitted by the PSU. A PSU may upload the data to the Federal Submission Tool using a template or by manually recording the data in the Federal Submission Tool interface. Federal level resources such as the LEA and School form user guides, submission file specifications and the Federal Submission Tool user guide are located at [the Civil Rights Data Collection Resource Center](#).

Examples of data NCDPI may not have access to include:

- Athletic Eligibility.
- Section 504 Only.
- Staff Offense data.
- Data captured in third party systems not integrated into the PowerSchool instance.

Required vs. Optional Data

Most survey questions in the CRDC are required. Survey questions that are new for the collection are generally optional the first year they are released. When a PSU is unable to provide data for the CRDC, the OCR requires the development of an Action Plan. If the PSU is unsure an Action Plan is required send an email CRDC@aemcorp.com.

Data that is optional and available to NCDPI will be collected if the CRDC submission cycle allows enough time for development.

Data that are required by the OCR and not collected by the state of North Carolina will be addressed with the OCR by NCDPI.

Important: **HIBS-1c: Allegations of Harassment or Bullying – By Religion Type**
Will not be collected for the CRDC per General Statute, Chapter 115C
(ncleg.net) section 402.5.

Communication and Support

The Superintendent/ Charter Director and two CRDC Coordinator contacts are required to be identified for the CRDC.

CRDC Coordinator contacts are technical staff who will participate in the completion of the CRDC. Those contacts who are reported to the [Partner Support Center \(PSC\)](#) will be provided accounts to the Federal Submission Tool when the submission window opens.

The first notification regarding the official federal collection will be sent to PSU Superintendents and Charter School Directors. This notification is generally sent from the federal level. NCDPI has no control over notifications sent by OCR or the Partner Support Center (PSC).

NCDPI will follow up with communications to CRDC Coordinators on timelines, due dates and notifications specific to the CRDC.

SEA CRDC Coordinator communication examples include:

- CRDC submission timelines
- Webinar Events
- State level data upload schedule and completion of the upload

Messages sent by the SEA CRDC Coordinator will be re-sent from the NC SIS and Office of Charter Schools distribution lists. Notifications should be distributed by the PSU CRDC Coordinator to district and school staff as appropriate.

CRDC Contact Information is Managed in EDDIE

CRDC contact information is collected by NCDPI and submitted for the CRDC from [EDDIE](#). Staff role records in [EDDIE](#) are managed at the local level. Each PSU may create two CRDC Coordinators staff records in the system. PSUs should also verify or update the Superintendent/Director Charter School staff role and the Student Information Coordinator staff records. As responsibilities at the local level change, [EDDIE](#) contacts should be updated.

CRDC Information Only

Staff who are not CRDC Coordinator contacts but would like to receive communications can add their information to a form: [2122 CRDC – Info Only Contacts List](#)

Support for the Collection Process

Support for the CRDC by NCDPI is limited to the NCDPI CRDC Submission files, project timelines and questions about data.

Report CRDC issues to the PSU PowerSchool Coordinator. The PowerSchool Coordinator can submit a ticket through the [Home Base Support Center](#). Tickets will be escalated to the SEA OCR Coordinator. Please provide any additional contact information for follow-up purposes.

The [PSC](#) is available to assist with OCR definitions, survey instructions and access to the federal submission tool. The PSC is available by email or phone at 855-255-6901 from 9am-5pm ET.

North Carolina CRDC Workgroup (optional)

CRDC Coordinators can also seek assistance from peers across the state. Those CRDC Coordinator contacts who were on the initial contact file submitted for the CRDC to the federal government will receive access to the NC Workgroup hosted by the CRDC PSC. The NC Workgroup can be accessed from [the Civil Rights Data Collection Resource Center](#).

Membership is optional and will require a username and password.

NC Workgroup members can

- create a new discussion board.
- respond to a NC Workgroup email.
- manage email alerts from the NC Workgroup.
- review archived discussions on the community page.
- post resources to the Workspace section.

Discussion threads can be rapid and frequent during the collection period. Use the workgroup functionality to set the frequency notifications are received.

For access to the NC Workgroup, please contact Molly Hash at molly.hash@aemcorp.com.

Note: The NC Workgroup is not designed to answer technical questions that are best posed to the Federal CRDC Partner Support center or NCDPI

Important: Each PSU must adhere to all FERPA and HIPAA guidelines when participating in this workgroup.

CRDC Planning Checklist

- ☐ Verify CRDC contact information is up to date in EDDIE.
- ☐ Review Universe from NCDPI – be prepared to make updates/or corrections as necessary.
- ☐ Review LEA and School forms from CRDC Partner Support.
- ☐ Review elements needed for each CRDC module, including new required and optional data elements.
- ☐ Identify SME/Content person in PSU who is responsible for data in a specific CRDC module.
- ☐ Identify and review data for each CRDC module - be prepared to make updates/or corrections as necessary.
- ☐ Determine what data must be provided by the PSU.
- ☐ Determine best method for inputting data into the Federal Submission Tool.
- ☐ Verify access to the Federal Submission Tool after NCDPI submission upload is complete.
- ☐ Create and grant access to Federal Submission Tool for local support staff as necessary.
- ☐ Download and review Validation Reports provided by NCDPI.
- ☐ Review data uploaded by NCDPI - be prepared to make updates/or corrections as necessary.
- ☐ Upload data or perform data entry, then resolve all errors and warnings.
- ☐ Certify data - All required data fields must be submitted for both the District Form and all related School Forms (unless exempted by OCR), and no errors may exist for any data submitted that have not been either explained using a reason code and/or comment or overridden by the PSC.