Preparing for the CRDC
Civil Rights Data Collection

Last Updated: 02/15/2019

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Document Updates

Date	Detail	Updated By	Reviewed By
11/16/18	Full document published as draft	Created by Terra Dominguez	
12/03/18	Updated with current images for SY 1718 PowerSchool CRDC Preview Report.	Terra Dominguez	
01/10/19	Updated erroneous headcount dates in Appendix C (replaced '2015' with '2017')	Terra Dominguez	*please note, V3.0 (this update) was not published
02/15/19	Updated erroneous statement: 'The Percent field in the Stored Grades screen must contain a value greater than or equal to **70** to be calculated on the report for students passing math courses. **Value must be greater than 60**	Terra Dominguez	

CRDC Overview

The U.S. Department of Education (USED) conducts the bi-annual Civil Rights Data Collection (CRDC) to collect data on key education and civil rights issues in our nation's public schools.

In the past, this collection was submitted by designated staff at select Local Education Agencies (LEAs) and Charter Schools in North Carolina. As of the 2011-12 school year, all districts in the nation are required to report this data on behalf of all schools to the Office of Civil Rights (OCR).

Beginning school year 2014-15 and forward, the NC DPI will extract the data available from state level systems for LEAs and Charter schools and upload the data to the Federal Submission Portal.

Important: The NC DPI will only extract data elements for this collection that are already required at the state level for other reporting purposes. LEAs and Charter schools are required to provide any remaining data elements not already collected by the state and **Certify** the data collection within the Federal Submission Portal.

Data Collection and Submission Years

The CRDC is submitted to the OCR every two years for the previous year. The data submitted is published and accessible to the nation the following year.

CRDC Collection Year	CRDC Submission Year
SY 2013-2014	SY 2014-2015
SY 2015-2016	SY 2016-2017
SY 2017-2018	SY 2018-2019
SY 2019-2020	SY 2020-2021
SY 2021-2022	SY 2023-2024

The Federal submission window generally opens in the fall and closes within 75 business days. The submission window dates are subject to change per the OCR. LEAs and Charter schools must verify, add data and certify the collection within the 75 day time-frame.

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

Data collected by the OCR

The CRDC collects a variety of information including student enrollment and education programs and services. The data is disaggregated by race/ethnicity, sex, limited English proficiency (EL, formerly LEP) and disability (EC/IDEA).

Note: The data submitted to the OCR is aggregate. No student level information will be provided to the Federal Government.

High level CRDC Data Categories

Enrollment & School Characteristics
- Overall Enrollment
- Prekindergarten
- IDEA and Section 504
- Interscholastic Athletics
- Single Sex Classes

Staffing & Resources
- Teacher Experience
- Teacher Absenteeism
- Teacher Certification
- School Counselors
- School-level Expenditures

Pathways to College & Career
- Early Childhood Education
- Gifted & Talented
- Algebra I Enrollment and Passing by grade 7 or 8, 9 or 10, 11 or 12
- Student Retention by grade

College & Career Readiness
- Geometry: courses & enrollment
- Algebra II: courses & enrollment
- Other Advanced Mathematics: courses & enrollment
- Calculus: courses & enrollment
- Biology: courses & enrollment
- Chemistry: courses & enrollment
- Physics: courses & enrollment
- AP: Courses, Test-taking, and Test-Passing
- IB Enrollment
- SAT/ACT

Discipline, Bullying & Harassment, Restraint & Seclusion
- Corporal punishment
- Suspensions: in-school and out-of-school
- Expulsions: with & without ed. services, zero tolerance
- Referrals to law enforcement & school-related arrests
- Students subjected to and instances of mechanical restraint, physical restraint, and seclusion
- Bullying and harassment on the basis of sex, national origin, and disability

Federal OCR Documentation

CRDC documentation and information is in two places:

- **Nationally Published CRDC Data:**
  http://www2.ed.gov/about/offices/list/ocr/data.html

  This URL includes links to school year 2017-18 national results, school year 2017-18 CRDC LEA and School forms, list of elements and FAQs, and information regarding past collections through school year 2009-10.

- **Documentation to Support the Collection of Data:**

- https://crdc.grads360.org/#program

  This URL is a landing page that provides a wealth of resources:

  - Federal requirements for the CRDC (school year 2017-18 CRDC LEA and School forms)
  - Access Federal Submission Portal
  - Federal Partner Support contact information
  - Latest documents, Workgroups and Starter Kit sections
  - Federal CRDC Announcements
  - Overview information about the CRDC
  - Archived Resources

As the Federal requirements change, so too will the collection submitted by the NC DPI. The NC DPI will work with the appropriate developers to ensure the state level CRDC collection is updated as the Federal requirements change.

Important: Each LEA and Charter should review the CRDC requirements each year. This will inform the appropriate staff of the questions asked by the OCR, the Federal definitions as applicable to the collection, and any special instructions for the specific data requested.

Transmission of Data to the OCR

99% of the data elements required for the OCR Federal submission are already collected in a variety of state level systems to which the NC DPI has access.

Most of the data the OCR requires resides in the state's student information system, PowerSchool. Additional elements required for the collection, such as staff and expenditure information, are collected from the authoritative source system by a state level Operational Data Store (ODS).

Each LEA and Charter school is responsible for ensuring that PowerSchool CRDC related data is accurate and accessible to the NC DPI at the time the NC DPI is ready to extract and upload to the Federal Submission Portal.

The NC DPI will upload all available CRDC data to the Federal Submission Portal after the collection window opens. It is important that LEAs and Charters do not update the Federal system until after NC DPI has completed the upload. The SEA OCR Coordinator will notify the districts when the upload is complete.

DANGER!   LEAs and Charters schools are strongly advised to wait to record data in the Federal Submission Portal until the state level upload is complete. Data recorded prior to the state level, with the exception of Teacher Absenteeism, will be overwritten.

High level diagram of data flow from state systems to state ODS
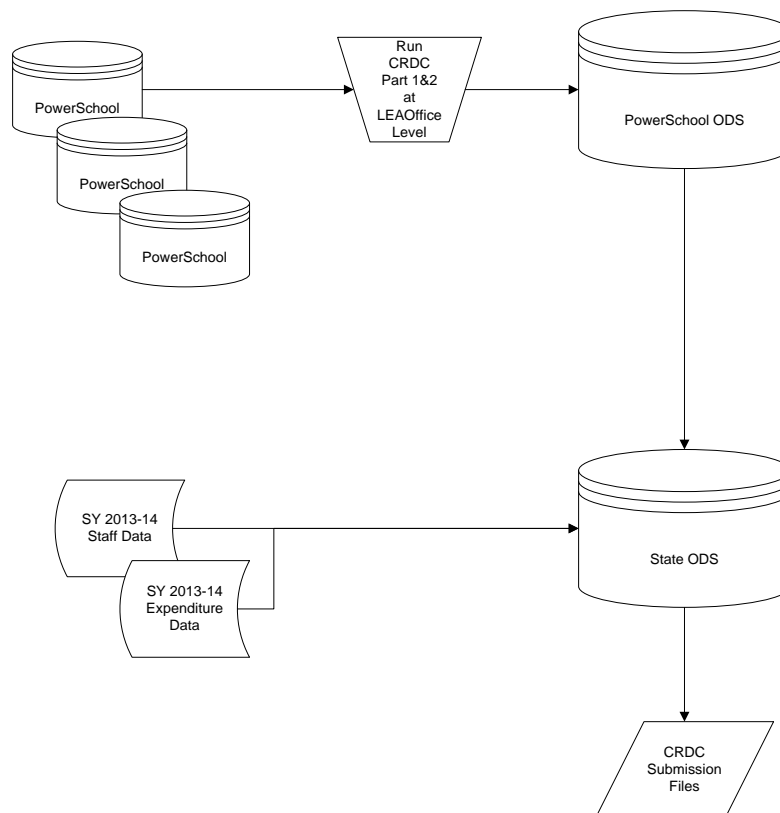
Data not Accessible to the NC DPI

> ***CAUTION:*** LEAs and Charter schools that use third party software to house data elements specific to the CRDC collection that are not integrated into the PowerSchool instance **are responsible for providing that data to the OCR**. Examples include Athletic Eligibility data, Incident data and Section 504 data.

The NC DPI does not have the ability to collect **Teacher Absenteeism**. LEAs and Charter schools are responsible for reporting these data elements directly to the OCR using the Federal Submission Portal.

LEAs and Charters may upload the data to the Federal Submission Portal using a template or manually record the data in the Federal Submission Portal interface. For instructions on using the Federal Submission Portal please visit the Grads 360 CRDC website: https://crdc.grads360.org/#program.

Data the OCR indicates as Optional

Data that the OCR indicates as optional for a given year will be collected by the NC DPI if the data is accessible in any state level systems. If the data does not exist for the NC DPI to extract, it is the responsibility of the LEA or Charter school to collect and submit the optional elements at their discretion. Data that is indicated as optional for the given collection year are not required for the final CRDC submission.

Communication and Support for the CRDC

Contact information for this collection is managed at the district level. During Federal submission years, LEAs and Charters are required to verify and/or update **Office of Civil Rights Coordinator** contact information within the Educational Directory and Demographical Information Exchange (EDDIE) system. **The Student Information Coordinator** contact should be verified and updated also.

The first notification to the LEAs and Charters from the NC DPI will be sent to Superintendents. This notification will include a request to update the EDDIE system within a specific period to allow the SEA OCR Coordinator ability to:

- provide the OCR a list of contacts for the districts
- communicate with the appropriate staff about the collection

Notifications from the SEA OCR Coordinator

Notifications sent from the SEA OCR Coordinator will target two staff roles within the district whose contact information must be updated in EDDIE:

- Office of Civil Rights Coordinator

    Note: Please record no more than two Office of Civil Rights Coordinator records

- Student Information Coordinator

The SEA OCR Coordinator will request the message is re-sent from the NC SIS and Office of Charter Schools distribution lists. Notifications should be distributed by the LEA OCR Coordinator to district and school staff working on the collection.

Notifications from the SEA OCR Coordinator will include information about:

- updates to the PowerSchool CRDC Preview Report
- deadlines for running the PowerSchool CRDC Preview Report
- documentation updates
- Webinar Events
- state level data upload schedule and completion of the upload

Notifications from the OCR

In addition to communications from the SEA OCR Coordinator, designated staff may receive messages from the Federal CRDC Partner Support Center. Expect email from the following address: CRDC@aemcorp.com

Note: The OCR may send a message to the districts requesting that they update the 'AWS' (Advanced Website). These instructions may be disregarded, as the NC DPI will provide contact information and any new school openings directly to the OCR.

North Carolina Grads 360 CRDC Workgroup

The NC Grads 360 Workgroup is available to all North Carolina LEAs and Charter schools OCR Coordinators. The workgroup is an interactive, online platform that will allow members to communicate, collaborate and share resources related to the North Carolina CRDC collection process with each other.

This platform provides access to a discussion board, a collaborative file sharing workspace, a shared events calendar, a member directory, relevant publications and other resources.

LEA members will have the opportunity to reach out to their fellow North Carolina LEAs with:

- North Carolina CRDC concerns
- specific North Carolina CRDC knowledge to be shared
- the desire to seek further understanding of North Carolina CRDC processes.

Members of the group can create or respond to discussions directly on the board or via email. All other members will receive notification.

Staff identified as OCR Coordinators and Student Information Coordinators in EDDIE will be provided a login to the workgroup.

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

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

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

Support from the NC DPI

Support for the CRDC by the NC DPI is limited to the PowerSchool CRDC reports, project timelines and questions about data. Report CRDC issues to the LEA PowerSchool Coordinator. The PowerSchool Coordinator can contact the Home Base Support Center at https://nc-myit.us.onbmc.com.

From the "`I need something fixed.`" link, click "`DPI IT Services`". Select the "`Data, Research and Federal Policy Incident`".

Tickets will be escalated to the NC DPI State OCR Coordinator. Please provide any additional contact information for follow-up purposes.

Questions regarding OCR definitions, instructions and access to the Federal Submission tool should be directed to the Federal CRDC Partner Support Center.

Support from the Federal CRDC Partner Support Center

The Federal CRDC Partner Support Center is available to assist with OCR definitions, instructions and access to the Federal Submission tool.

CRDC Partner Support helpline (855) 255-6901 (9am-5pm ET)

email: crdc@aemcorp.com

LEA Responsibilities

North Carolina LEAs and Charter schools are responsible for reporting and attesting to the accuracy of their data by performing the functional task of **Certifying** the CRDC data in the Federal Submission Portal.

Getting Ready for the CRDC

- Verify and/or update **EDDIE** data
- Download **CRDC Federal documentation**
- Update **PowerSchool CRDC screens**
- Run, validate and approve **PowerSchool CRDC Preview reports**
- Review **CRDC Data files collected outside of PowerSchool**
- **Update Federal Submission Portal with data** not accessible to State
- **Validate and resolve all errors** in Federal Submission Portal
- **Certify the collection** in the Federal Submission Portal

Please see Appendix A for a single page CRDC Preparation Checklist.

EDDIE

The EDDIE system is the authoritative source for public school directory information and has elements that are integrated into each PowerSchool instance. EDDIE information is critical to the success of the OCR collection. It is important to verify all data relevant to the CRDC has been updated prior to the state level upload into the Federal Submission Portal. EDDIE also provides the ability to record staff contact information by role.

For more information on how to update EDDIE, visit:
http://www.ncpublicschools.org/fbs/accounting/eddie/?&print=true

Note: Each LEA and Charter should have a staff member with Write access to the EDDIE system. To identify the staff member in your district, download the `Subscribed User List` from the EDDIE home page.

School Characteristic Data in EDDIE

Some EDDIE data flows to PowerSchool on a nightly basis and is used when generating the PowerSchool CRDC preview reports. Data coming from EDDIE must be validated and updated as needed within the EDDIE system. Updates will flow to PowerSchool in the nightly process.

The following school characteristic data flows from the EDDIE system to PowerSchool and is collected for the PowerSchool CRDC Preview reports:

- Special Education School
- Magnet School
- Charter School
- Alternative School
- Justice Facility

If the school characteristic data is incorrect on the PowerSchool CRDC Preview reports or in the CRDC school level screen, correct the EDDIE system and wait one day while PowerSchool and EDDIE sync.

Contact Information

Each collection year, on a national level, the OCR begins the CRDC by requesting contact information for public schools and Charters open during the collection year. Two staff members and the Superintendent/Charter Director contacts are provided in the event the OCR has questions about the data submitted. Districts must identify at least one **Office of Civil Rights Coordinator** contact within the EDDIE system at the start of the collection school year. It is strongly recommended that LEAs and Charters record two OCR Coordinators. It is also important to verify the **Student Information Coordinator** has been updated.

Staff members who are identified as contacts in the EDDIE system will be granted accounts for the Federal Submission Portal by the OCR once the collection window opens. These staff members can also provision accounts to other staff as needed.

CRDC Federal Documentation

To understand the business rules and data collection, the user must have the Federal OCR documentation available for review. The Federal forms are available for download at the Civil Rights Data Collection Resourse Center. https://crdc.grads360.org/#program

Navigate to the Preparation Resources page
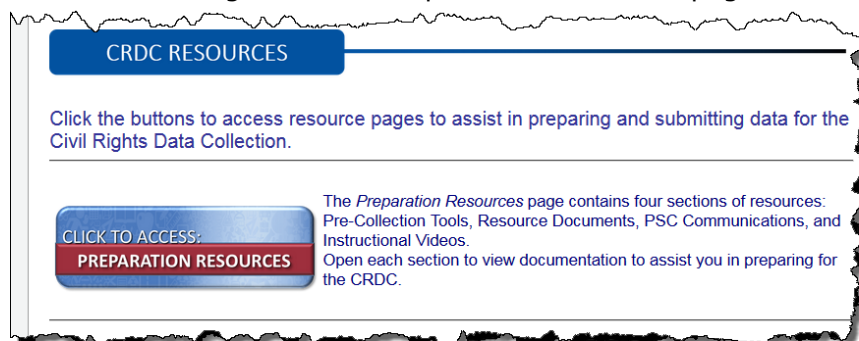
- 2017-18 CRDC LEA Form
- 2017-18 CRDC School Form
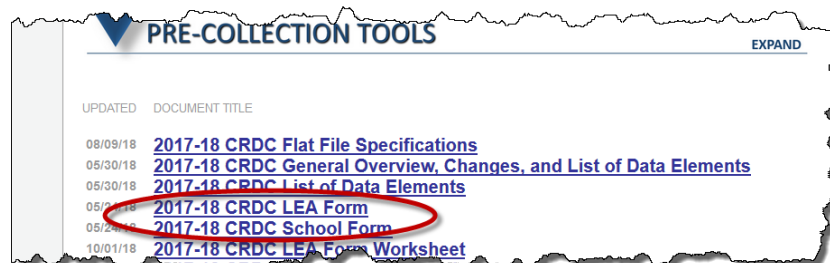
PowerSchool Data

With the implementation of the Home Base solution, the NC DPI can compile and extract previous year data and upload the data to the Federal Submission Portal to assist with this district level Federal collection. The NC DPI will provide this service at the beginning of the Federal collection window.

LEAs and Charter schools must perform specific functional tasks within the PowerSchool system to participate in the state level upload. **LEAs and Charters who do not perform the documented functional tasks will be required to submit data directly to the Federal Submission Tool.**

Functional tasks include:

- Allowing school level users access to the CRDC Preview reports
- Verifying and/or updating the CRDC EDDIE Grade Levels screen
- Updating the LEA Office level Civil Rights Data Collection (CRDC) screen
- Updating each school level Civil Rights Data Collection (CRDC) screen
- Generating the LEA Office level PowerSchool CRDC Preview Report, Parts 1&2

The NC DPI has provided preview reports within PowerSchool that allow users to review most of the data required for the collection prior to upload to the Federal Submission Tool:

CRDC PowerSchool Preview Reports

- **LEA level:**
  - Must be run by the LEA or Charter to participate in the State upload
  - Contains district and school level aggregate data
- **School level**:
  - School level data, displayed as it will be submitted to the OCR
  - Contains detail reports that allow reviewers to identify specific students and courses included in collection

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CAUTION: LEAs and Charter schools that use third party software to house data elements specific to the CRDC collection that are not integrated into the PowerSchool instance **are responsible for providing that data to the OCR**. Examples include Athletic Eligibility data, Incident data and Section 504 data.

CRDC PowerSchool Data Dictionary

A PowerSchool CRDC Preview Report Data Dictionary has been created to assist LEAs and Charters with understanding the business logic used for data displayed in the report views in PowerSchool. The tabs in this Excel workbook mimics the views in PowerSchool and documents the data elements used by the PowerSchool CRDC preview reports. This document is located: http://www.dpi.state.nc.us/data/management/ocr/.

CRDC Data Files Collected Outside of PowerSchool

Data required for the collection that are not part of PowerSchool will be provided for preview on the NC DPI OCR website. These files will be uploaded to the Federal Submission Portal on behalf of the LEAs and Charter Schools and will be published on this site as they become available. The files on this page are static and will not be changed. If data contained in these files are not representative of what the LEA or Charter intends to report to the OCR, the data must be updated in the Federal Submission Portal after the NC DPI completes the upload process. Visit: http://www.ncpublicschools.org/data/management/ocr/data-files/

School Staff Data

School Staff data are not part of the PowerSchool CRDC Preview report. This data will be uploaded directly into the Federal Submission Portal and must be verified and/or updated within that system after the NC DPI uploads the data.

Important: The NC DPI does not have the ability to collect **Teacher Absenteeism**. LEAs and Charter schools are responsible for reporting these data elements directly to the OCR using the Federal Submission Portal.

School Expenditure and FTE Data

School Expenditure and FTE data are not part of the PowerSchool CRDC Preview report. This data will be uploaded directly into the Federal Submission Portal and must be verified and/or updated within that system after the NC DPI uploads the data. Contact the LEA or Charter school Finance Officer with any questions regarding the data.

Internet Access and Devices

School Expenditure and FTE data are not part of the PowerSchool CRDC Preview report. This data will be uploaded directly into the Federal Submission Portal and must be verified and/or updated within that system after the NC DPI uploads the data. Contact Nathan Craver, Data, Assessment, and Continuous Improvement Consultant with any questions.

Federal Submission Portal

The LEA OCR Coordinator and the Student Information Coordinator contact information is extracted from the EDDIE system and is submitted to the Federal OCR by the NC DPI. This information will be used by the OCR for communication purposes and to provide each LEA and Charter school initial access to the Federal CRDC Submission Portal.

Access to the Federal Submission Portal

OCR Coordinators and Student Information Coordinators will receive access to the Federal CRDC Submission tool by the OCR once the submission window opens. Account information will be emailed from the Federal government. Expect email from the following address: CRDC@aemcorp.com

Staff who are provided the initial accounts to the Federal CRDC Submission tool can create additional security accounts to other staff within the LEA as needed. LEAs and Charters may find this feature useful as a way to further ensure that departments have appropriate visibility into the data provided. For instructions on creating accounts for the Federal Submission Portal please visit the Grads 360 CRDC website: https://crdc.grads360.org/#program.

LEA and Charter schools who do not receive notification of access to the Federal Submission portal should contact the CRDC Partner Support helpline (855) 255-6901 (9am-5pm ET), or email: crdc@aemcorp.com. More information on the Federal Submission portal will be available once the CRDC collection window opens. Links to Federal documentation are located: https://crdc.grads360.org/#program.

Validation and Updates

The Federal Submission Portal tool will provide reports that will allow users to verify the data submitted. Verification of data may also be completed at the interface level.

LEAs and Charters may upload data to the Federal Submission Portal using a template or by manually recording the data in the Federal Submission Portal interface. For instructions on using the Federal Submission Portal please visit the Grads 360 CRDC website: https://crdc.grads360.org/#program.

Certification of the CRDC

The Federal Submission Portal will produce `Errors` and `Warnings` that must be reviewed prior to the LEA or Charter `Certifying` the collection. Errors must be corrected in order to certify the collection. Warnings should be reviewed thoroughly and if needed, the data should be corrected.

DANGER!   North Carolina LEAs and Charter schools are responsible for reporting and attesting to the accuracy of their data by performing the functional task of **Certifying** the CRDC data in the Federal Submission Portal.

PowerSchool Functionality for the CRDC

LEAs and Charter schools must perform specific functional tasks within the PowerSchool system in order to participate in the state level upload.

LEAs and Charter schools must perform specific functional tasks within the PowerSchool system to participate in the state level upload. **LEAs and Charters who do not perform the documented functional tasks will be required to submit data directly to the Federal Submission Tool.**

Functional tasks include:

- Allowing school level users access to the CRDC Preview reports
- Verifying and/or updating the CRDC EDDIE Grade Levels screen
- Updating the LEA Office level Civil Rights Data Collection (CRDC) screen
- Updating each school level Civil Rights Data Collection (CRDC) screen
- Generating the LEA Office level PowerSchool CRDC Preview Report, Parts 1&2

Important: The CRDC collects more data than that which resides in PowerSchool. CRDC Preview Reports in PowerSchool will display data regarding district and school characteristics, and student related data only. No staff, financial or Internet Access information will be provided for review in PowerSchool.

Adding PowerSchool CRDC Preview Reports to Schools

By default, the PowerSchool CRDC Preview Part 1 & 2 reports are visible at most schools within the PowerSchool instance; however, there may be times when a school is missing the reports.

The PowerSchool CRDC Preview reports (Part 1 & 2) are accessible in the State Reporting Dashboard at the LEA Office and School level. Generating the LEA Office level PowerSchool CRDC Preview reports allow the state to capture and upload LEA, school and student data to the Federal CRDC Submission portal. School specific PowerSchool CRDC Preview reports allow school level users to review the data that will be submitted and provide detailed student information to facilitate verification.

Use the following instructions to add the CRDC Preview Collection to a school:

1. Set the `School` drop-down to `LEA Office`.
2. From `Reports` on the left side of the screen, click `State Reports`.

   `CRDC Preview Report Part 1 & 2` are located under `Current LEA –Level Collections.`

3.   Click the `Details` drop-down; click `Show/Hide Collection From Schools`.

The `Dashboard Display Settings: PowerSchool CRDC Report- Part 1` screen opens. This screen displays every school created within the PowerSchool instance. Examples of schools that require review: CECAS, Migrant, Homeless.

4.   Make the appropriate `Yes/No` selection from the `Display in Dashboard?` drop-down.

5.   Click `Submit`.

Verifying CRDC EDDIE Grade Levels - Required

The Civil Rights Data Collection (CRDC) uses previous year grade level data from EDDIE to determine which grade levels should be reported for each school. The data that flows from EDDIE is current year. The CRDC EDDIE Grade Levels screen allows user to update previous year grade levels.

Note: EDDIE does not provide grade level data for program schools such as CECAS, Migrant or EL (formerly LEP). It is important to verify the accuracy of these program schools for the CRDC.

Use the following instructions to update previous year grade levels as needed.

Navigation:	Start Screen > Select school > Setup > School > CRDC EDDIE Grade Levels

1. Locate the correct **YEAR_ID**.

    Note: For the SY 2017-18 CRDC, locate **YEAR_ID 27**.

2. Type each grade level and separate with a `colon`.

    Note: Type each grade level using the format in EDDIE. An example is Kindergarten: In EDDIE Kindergarten is '**KG**'.

    LOW_GRADE and **HIGH_GRADE** elements are not used. If updated, the grade level must be in the same format as grade levels in PowerSchool.

3. Click **Submit**.

Updating Civil Rights Data Collection (CRDC) Screens - Required

The Civil Rights Data Collection (CRDC) screens are located at the LEA Office and School levels. These screens are designed to capture or display data elements specific to this Federal collection that are not located elsewhere in the system.

For definitions and guidance regarding a specific question, use the Federal document "2017-18 Civil Rights Data Collection" LEA and School forms, located on the Grads 360 CRDC Resource Center: https://crdc.grads360.org/#program/crdc-prepare-for-crdc

LEA Office Level

The display of this page may be delayed, as calculations begin once the link for this page selected.

Below is the path to the LEA level CRDC screen and a table that provides information regarding each CRDC question. Data elements on this screen may be calculated by the system or may require manual update. If information must be manually updated, this screen is considered the authoritative source for the data element.

All questions that are left NULL will report as No when the preview reports are generated.

Navigation:	Start Screen > Select LEA Office > Setup > LEA > Civil Rights Data Collection (CRDC)

OCR / PowerSchool Question	Manual or System Calculated	Notes
SSPR-4-5. Early Childhood	A: Calculated B: Manual	The answer to question A is calculated based on the student being admitted on or before October 1, the student's age and grade level. If the count appears inaccurate, data will need to be reviewed and if needed, updated at the school level.

OCR / PowerSchool Question	Manual or System Calculated	Notes
SSPR-6-11. Preschool	A: Calculated B – D: Manual E: Manual	The answer to question A is calculated based on the student being admitted on or before October 1, the student's age and grade level. When reviewing the LEA Level Part 1 report, students' age 1 will be excluded from the counts. Answering 'Yes' to the first question under section E will automatically set all related questions to Yes. If Yes is incorrect, reset the first question to 'No' and update remaining questions accordingly.
SSPR -12-13. Kindergarten	A: Calculated B,C: Manual	The answer to question A is calculated based on the student being admitted on or before October 1, the student's age and grade level.
CRCO-2. Civil Rights Coordinator	Manual	**All fields in this section must be completed,** even if same staff member is designated for each of the different OCR Coordinator types.
CRCO-3. Is this LEA covered by a desegregation order or plan?	Manual	Please refer to the Federal CRDC documentation for the definition of a desegregation order or plan.
HIBD-1-3. Harassment and Bullying Policy	Manual	Answering 'No' to either question A or B in this section will disable question C
H-SEE-1. Did this LEA operate a General Educational Development (GED) preparation program	Calculated	GED programs in North Carolina are provided at the college level.

Note: Any Pre-calculated data that appears incorrect must be reviewed and corrected at the source. The system will re-calculate the elements once the Civil Rights Data Collection (CRDC) screen is re-opened and the Preview Reports must be re-run.

School Level

The school level CRDC screen allows the user to exclude a given school from the report as needed. In addition, the screen captures or displays data elements specific to this Federal collection that are not located elsewhere in the system.

The display of this page may be delayed, as calculations begin once the link for this page selected.

Below is the path to the school level CRDC screen and a table that provides information regarding each CRDC question. Data elements on this screen may be calculated by the system or may require manual update. If information must be manually updated, this screen is considered the authoritative source for the data element.

All public and Charter schools open during the collection year are required to report. Program schools such as CECAS and Homeless should also be included in the report if the LEA or Charter provides services to students who do not attend a traditional school. Program schools that provide services should be indicated as Non-LEA facility.

All questions that are left NULL will report as No when the preview reports are generated.

Navigation:	Start Screen > Select school > Setup > School > Civil Rights Data Collection (CRDC)

Important: If you do not have access to all schools within your PowerSchool instance, they will not appear in the School drop-down.

OCR / PowerSchool Question	Manual or System Calculated	Notes
Is this school excluded from CRDC reporting?	Manual	Selecting 'Yes' will remove the school from the Preview reports in PowerSchool. Examples of PowerSchool schools that should be excluded: • Lottery / Assignment schools • Schools not open during the collection year Leaving this field NULL will include the school data in the CRDC preview reports.
SSPR-2. Is this school a Non-LEA facility?	Manual	Selecting 'Yes' will include students in these PowerSchool schools in the aggregate count for question SSPR2 of the LEA level Federal form. Examples of PowerSchool schools that should be identified as Non-LEA Facilities: • CECAS • Migrant • EL (formerly LEP) • Early Childhood and PK Program Schools Leaving this field NULL will identify this PowerSchool school as a public school that should be fully reported on the CRDC.
SCHR-1-2. Grade Levels	Manual	Please refer to the Federal CRDC documentation for the definition of Ungraded students.
SCHR-4. Does the entire school population participate in the magnet school program?	Manual	This question will be available for update only if the school has been identified in the EDDIE system as a Magnet school. If the school is a Magnet school and the option to select Yes or No is unavailable, correct the EDDIE system and wait one day while PowerSchool and EDDIE sync.
SCHR-5. This alternative school is designed to meet the needs of the following. (Check all that apply)	Manual	These questions will be available to update only if the school has been identified in the EDDIE system as an Alternative school/program. If the school is an Alternative school/program and the options are grayed out, correct the EDDIE system and wait one day while PowerSchool and EDDIE sync.
PENR-3. Does this school have students enrolled in Dual Credit courses?	Calculated	The answer to this question is calculated by the system based on course codes and a count of classes is provided on the screen. Please review Appendix B of this document to identify what courses are collected for the CRDC. If the answer or counts appear to be incorrect, the 15-16 course sections will require review and update.

OCR / PowerSchool Question	Manual or System Calculated	Notes
COUR-12. Does this school provide single-gender classes in a co-educational environment?	Calculated	The answer to this question is calculated by the system based on the course section being coded as M or F only.
APIB-5. Are students allowed to self-select to participate in AP courses?	Manual	Please refer to the Federal CRDC documentation for self-selection requirements.
PENR-5. Does this school have students enrolled in Credit Recovery courses?	Calculated	The answer to this question is calculated by the system based on the attribute recorded at either the course or course section level. A count of classes is provided on the screen. If the answer or counts appear to be incorrect, the 17-18 course and course sections will require review and update.
ATHL-1. Single – Sex Interscholastic Athletics Indicator	n/a	**If the LEA/School has chosen not to use the NC Athletic Eligibility feature, the PowerSchool CRDC Preview Report – Part 2 Collection will report all Interscholastic totals as 0. The user will have to manually add these values to the Federal Submission Portal.**
DISC-3. Does this school use corporal punishment to discipline students?	Calculated	This question is calculated by the system based on the Incident code for corporal punishment and a count of the incidents. If the answer or counts appear to be incorrect, the 15-16 Incident data will require review and update.
OFFN-2. Has there been at least one incident at your school that involved a shooting (regardless of whether anyone was hurt)?	Manual	Please refer to the Federal CRDC documentation for the definition of a shooting.
OFFN-3. Have any of your school's students, faculty, or staff died as a result of a homicide committed at your school?	Manual	Please refer to the Federal CRDC documentation for the definition of a homicide.
JUST-1. If this school is a justice facility, what type describes the facility?	Manual	This question only applies to schools at the NC Department of Juvenile Justice, LEA 998

Note: Any Pre-calculated data that appears incorrect must be reviewed and corrected at the source. The system will re-calculate the elements once the Civil Rights Data Collection (CRDC) screen is re-opened and the Preview Reports must be re-run.
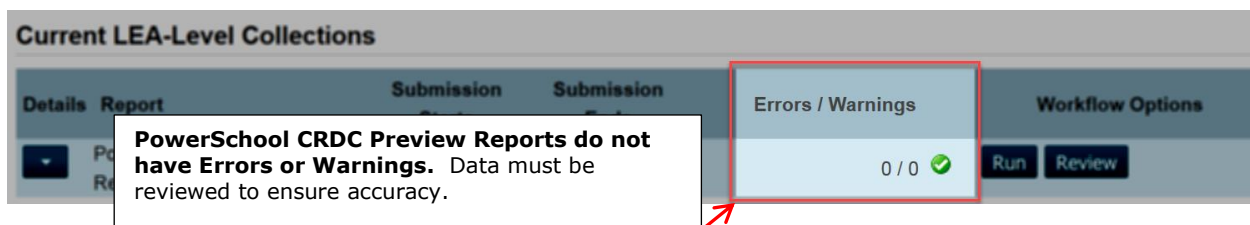
PowerSchool CRDC Preview Reports

Data for the CRDC in PowerSchool is specific to LEA, school and student information only and is not the complete OCR file submission.

LEA Level

The CRDC-Parts 1 and 2 **must run at the LEA level** to capture changes made to the system prior to the `Submission End Date`. The data from the LEA level reports are submitted into the Federal CRDC Submission portal for verification. The PowerSchool CRDC Preview reports Parts 1 and 2 can be approved once the data is verified by the OCR Coordinator or designee. Approval is required to ensure the collection will be archived at the LEA level.

CRDC reports may require hours of run-time based on the size of the LEA. Large and Medium LEAs should execute the reports in the morning, after 5 a.m.

Important: PowerSchool CRDC Preview reports do not have `Errors` or `Warnings`. Data must be reviewed to ensure accuracy.

Note: The data submitted to the OCR is aggregate. No student level information will be provided to the Federal Government.

School Level Preview Reports Provide Student Details

The school level CRDC reports come with additional Data Views that allow staff to view detail information on students and courses that are being reported:

CRDC Part 1

- CRDC Student Detail by School – Part 1

  This view displays every student reporting on the CRDC based on the October 1 enrollment date and indicates the elements/categories the student will report against.

- CRDC Class Detail by School – Part 1

  This view displays courses, including course name, number, and section.

CRDC Part 2

- CRDC Student Detail by School – Part 2

  This view displays every student reporting on the CRDC and indicates the elements/categories the student will report against.
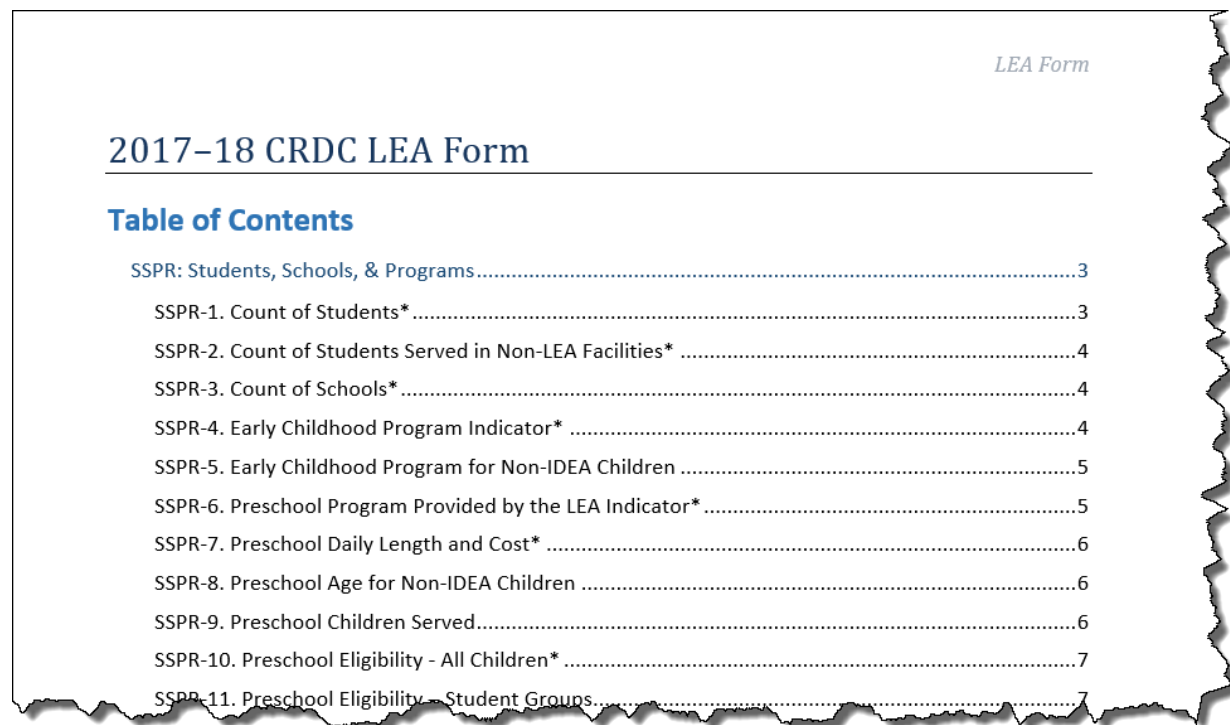
Using Federal Documentation to Review PowerSchool Preview Reports

When working with CRDC PowerSchool Reports, the user must have the Federal OCR documentation available for review.

Federal OCR documentation is first grouped by LEA and then by school level. School level documentation may be downloaded based on school type.

Use the Table of Contents and detailed sections of the Federal OCR documents to understand definitions and instructions for reporting data and to review your PowerSchool CRDC data.

LEA Level Federal Documentation

LEA Form

2017–18 CRDC LEA Form

Table of Contents

School Level Federal Documentation

When a selection is made from the Data View drop-down for PowerSchool CRDC Preview Report Part 1 or 2, the data displayed is formatted much like an Excel spreadsheet. Each row is a single record and groups of data are based on the `Category`.

Filters

Filters for the CRDC Data Views are based on the **Results Category**. If the Data View selected is based on school level data, the first column in the Results table is **School** and will also be available in the Filter options.

1. Click the **Filter** icon beside the **Category.**
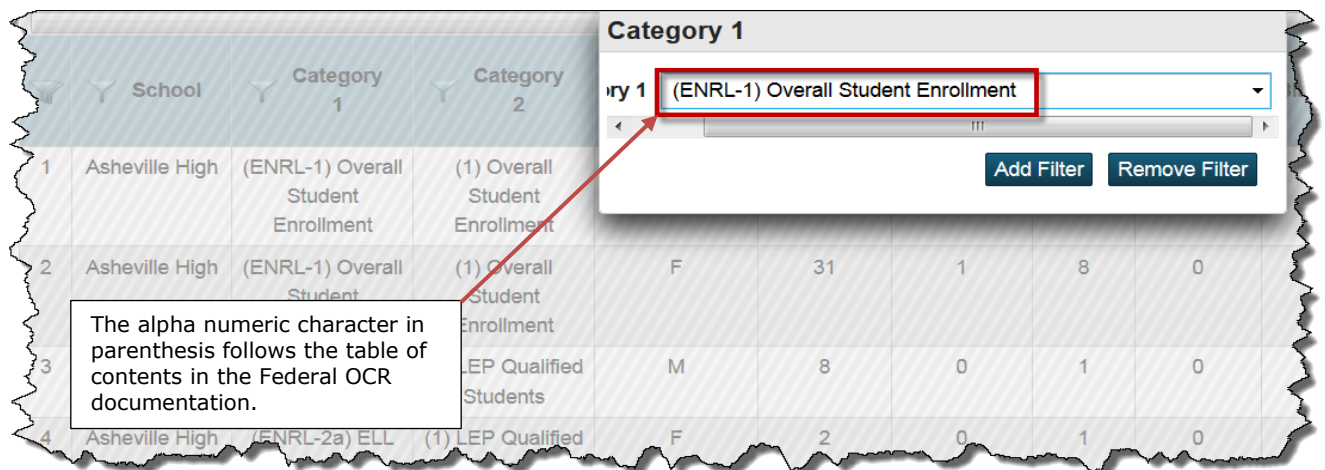
   The Filter section expands and filter options appear based on the CRDC Data View selected.

2. Make the appropriate selection from the drop-down.

   The number in parenthesis follows the table of contents in the Federal OCR documentation.

3. Click **Add Filter**.

   The Results table updates based on the filtered options selected.

The alpha numeric character in parenthesis follows the table of contents in the Federal OCR documentation.

Export

Exporting CRDC data may be beneficial in some situations. Data exported outside of PowerSchool should be protected in accordance to FERPA and HIPPA guidelines.

Appendix A: CRDC Preparation Checklist

Prior to Collection	
	Update EDDIE with the OCR and Student Information Coordinator information.
	Identify additional staff who will be participating in the collection and ensure they receive relevant communications regarding OCR.
	Determine who will make updates to PowerSchool CRDC screens and verify the staff member has the appropriate rights to ALL schools.
	Identify who will re-run and verify the PowerSchool CRDC Preview Reports at the LEA level. Make sure staff understand that when the LEA reports are run, they do not automatically re-run the school level reports.
	Print the Federal OCR documentation: LEA and school level forms
	Sign up for the Grads360 NC CRDC Work Group (optional)
Preparing PowerSchool	
	Verify the PowerSchool CRDC Preview Reports are visible at the school level for all schools that will participate in the collection.
	Verify or update the EDDIE CRDC Grade Levels screen in PowerSchool. For the SY 2017-18, add Reporting Year 27. *Note:* Program schools in PowerSchool should include all grade levels, PK Centers should include the appropriate PK grade levels.
	Update the Civil Rights Data Collection (CRDC) screen at the LEA level and school levels. Flags for excluding the school or indicating the school is a non-LEA facility are located on the School level CRDC screen.
	Review LEA level PowerSchool CRDC Preview Reports.
	Make any corrections as needed to the data or PowerSchool instance.
	Re-Run and review the PowerSchool CRDC Preview Reports Parts 1 and 2, keeping in mind that LEA reports do not automatically re-run the school level reports.
	Approve LEA Level PowerSchool CRDC Preview Reports parts 1 and 2 once all corrections and updates have been made.
Federal Submission Portal	
	After the OCR and Student Information accounts have been provided by the Federal Partner Support Center, log in to verify access.
	Provide any accounts for staff who will be part of the review process.
	Wait for notification from the NC DPI that data has been loaded to the Federal CRDC Submission Portal.
	Review data in portal, update if needed.
	Add any data that was not collected by the NC DPI. Examples include Teacher Absenteeism and third party systems not integrated with PowerSchool.
	Certify data in the Federal Submission Portal before the Federal collection end date.

Appendix B: Imports and Mappings to PS

AP Exam Scores

Process: Upload by state in each PowerSchool instance. AP exam scores were provided by the authoritative source, College Board.

Students indicated as taking and/or passing one or more AP Exam will report on the CRDC only. Records will not be visible at the PowerSchool Interface level.

Exceptional Children (EC) data

Process: Upload by state in each PowerSchool instance. December 2017 Certified EC data was provided by the authoritative source for SY 2017-18, CECAS.

Students designated as EC in SY 2017-18 will report on the CRDC only. Records will not be visible at the PowerSchool Interface level.

SY 2017-18 Course Mapping

2017-18 course code mapping was provided by the NC DPI Course Code Committee.

Algebra I	2109
Geometry	2209
Algebra II	2309
Advanced Math	2400, 2401, 2402, 2403, 2A00, 2A01, 2A03, 2I02, 2I03, 2I04, 2I05, 2V00, 2V01, 2V02, 2V03, 2V04, 2V05
Science	3320, 3420, 3421, 3430, 3431, 3A00, 3A01, 3A03, 3A04, 3A05, 3A06,3I00, 3I01, 3I02, 3I03, 3I04, 3I05, 3V00, 3V01, 3V02, 3V03, 3V04, 3v05, 3V06
Computer Science	BP10, BP12, BP14, BP20, BP22, BP30, BP32, CN32, 0A02, 2A02, 2I00, 2I01, BU01, BL03, BL08, BL14, BL15, BP01
AP Math	2A00, 2A01, 2A03
AP Science	3A00, 3A01, 3A03, 3A04, 3A05, 3A06
AP Com Science	0A02, 2A02
AP 'Other'	AP 'other' courses are all course codes with a numeric character in the first digit and an "A" in the second digit. For the SY1718 data collection, AP Computer Science courses are included in the AP 'Other' count. Exclude the following course codes: 2A00, 2A01, 2A03, 3A00, 3A01, 3A03, 3A04, 3A05, 3A06
IB Courses	IB courses are all course codes with a numeric character in the first digit and an "I" in the second digit.

Dual Enrollment Courses

For non-CTE course codes: First digit numeric, and second digit C, D, or U

For CTE course codes: First two digits CU or IR or IS or IN or IQ
                      OR
                       First digit alpha, and second digit W, X, Y or Z

Appendix C: Frequently Asked Questions (FAQs)

1. Why is the enrollment count for CRDC different from my total enrollment at the end of the collection year?

   a. Enrollment for the CRDC is captured based on October 1, 2017. Any students who were enrolled on or before that date will be counted for your collection period, regardless of when or if the student withdrew from your school.

2. Why do I get the 'red dot of death' on my PowerSchool reports?

   a. Check which schools are reporting for the CRDC. You may have a school in your PowerSchool instance that does not have terms set up for SY 2017-18. Ask yourself if this school should report on the CRDC. Was the school active in SY 2017-18? If the answer is no, the school should be Excluded from CRDC reporting. This is done at the school level: Setup>School> Civil Rights Data Collection (CRDC).

      If you are still experiencing issues, please report CRDC issues to the LEA PowerSchool Coordinator. The PowerSchool Coordinator can contact the Home Base Support Center at https://nc-myit.us.onbmc.com. Tickets will be escalated to the NC DPI State OCR Coordinator.

3. Where did the NC DPI get my EC data from?

   a. The NC DPI uploaded EC data to PowerSchool from the December 2017 Certified headcount from CECAS.

4. Why do I have extra grade levels reporting on my CRDC?

   a. The grade levels reported from EDDIE for SY 2017-18 may be incorrect. To review and/or update previous year EDDIE grade levels for PowerSchool, see the '*Verifying Previous Years Grade Levels*' section of this document.

5. Why am I missing a grade level on my CRDC?

   a. The grade levels reported from EDDIE for SY 2017-18 may be incorrect. To review and/or update previous year EDDIE grade levels for PowerSchool, see the '*Verifying Previous Years Grade Levels*' section of this document.

6. Why is my CRDC LEA Part 1 Count of Schools so high?

   a. PowerSchool program schools such as the CECAS school will report on the PowerSchool CRDC Preview reports if they have been included in the collection when preparing PowerSchool for the CRDC. Students in PowerSchool program schools should be included to provide a count of students being served in non-LEA facilities. The final submission to the OCR will exclude these schools in the LEA level Count of Schools.

   b. Have you excluded all PowerSchool schools that should not be part of the collection?

7. Why does my CRDC have Expulsions?

   a. Students who are OSS until the end of the year are reported as Expulsions to the OCR.

8. Why does my CRDC – Part 2 Student Aggregations by School have a student retained in a grade level my school did not report?

a. The PowerSchool aggregate data for the CRDC is based on the student's enrollment information as of SY 2017-18. In this scenario the student was promoted mid-year to a new school within the LEA. The student was then retained in their new grade level at EOY. Students retained in this fashion will not be reported to the OCR.

9. What is the definition of Interscholastic Sports?

   a. Use the Federal OCR documentation to understand General Instructions and Key Definitions as provided by the Office of Civil Rights.

10. Why is my CRDC School Detail - Part 1, Preschool Age Non-IDEA Students Age 3 reporting as Yes? We didn't have students who were 3.

    a. 'Preschool Age Non-IDEA Students Age 'x'' is a calculated field. The school had students enrolled with a birth date within the calculated range. Select the Data View: CRDC Student Detail by School – Part 1 (at the school level), group and sort the students by age for easy review.

11. How do I change my OCR Coordinator contacts information?

    a. Contact information for this collection is managed at the district level. During Federal submission years, LEAs and Charters are required to verify and/or update the Office of Civil Rights Coordinator and Student Information Coordinator contact information within the Educational Directory and Demographical Information Exchange (EDDIE) system.

12. How do I report that my data is not accurate?

    a. Report CRDC issues to the LEA PowerSchool Coordinator. The PowerSchool Coordinator can contact the Home Base Support Center at https://nc-myit.us.onbmc.com. Tickets will be escalated to the NC DPI State OCR Coordinator.

13. What course codes are reporting for the OCR?

    a. See Appendix B for SY 2017-18 course code mappings.

14. How will my PKs report?

    a. PK students that were active (enrolled) in a public school in your PowerSchool instance will report at that school. PK students that were active (enrolled) in a school in your PowerSchool instance that is not considered a public school will report at the LEA level of the CRDC.

15. How will Grade 13 report?

    a. Grade 13 data will be aggregated into grade 12 for the final OCR submission.

16. I'm not able to see or navigate to schools to Exclude them from the CRDC reporting in PowerSchool. What do I do?

    a. Contact your LEA's PowerSchool Coordinator for assistance.

17. When will the NC DPI consume the PowerSchool Data for the CRDC submission?

    a. It is critical that OCR Coordinators or designated staff update PowerSchool, re-run the PowerSchool CRDC Preview Reports at the LEA level and approve the two reports prior to the Submission End Date displayed on the State Reporting Dashboard.

18. When will I receive an account to the Federal CRDC Submission Portal?

    a. Accounts will be delivered by the CRDC Partner Support Center to the OCR and Student Information Coordinators after a firm Federal submission window is communicated.

19. What if my data is inaccurate in the Federal CRDC Submission Portal?

    a. Data may be updated as needed in the Federal Submission Portal. LEAs and Charters may upload the data to the Federal Submission Portal using a template or manually record the data in the Federal Submission Portal interface. For instructions on using the Federal Submission Portal please visit the Grads 360 CRDC website: https://crdc.grads360.org/#program.

Appendix D: Tips

The below bulleted list is in no particular order.

- All PowerSchool schools that contain students with 2017-18 enrollment records should be included in the CRDC PowerSchool Preview reports.

- PowerSchool schools with school numbers under 300 created to house students who receive services, but do not attend a public school (examples include: CECAS, EL (formerly LEP), Migrant..)) should be included in the report and indicated as 'non-LEA Facilities'.

- PowerSchool schools with school numbers under 300 that were created to group Pre-Kindergarten students that should be associated to brick and mortar schools should be included in the PowerSchool report. Do not indicate the school is a 'non-LEA Facility'. **After the data is uploaded to the Federal Portal, the enrollment data for the public school should be updated by the LEA using the CRDC PowerSchool Preview Report.**

- The Graduated Students and DPI FTE schools are coded out of the preview reports.

- The count of public schools (SSPR-3) may be inflated in the PowerSchool CRDC report due to PowerSchool schools with school numbers under 300. The data will report true public schools when uploaded to the Federal Submission Portal.

- Students must be enrolled on or before October 1 of the collection year.

- The collection of EL (formerly LEP) data is based on the October 1 EL (formerly LEP) headcount of the collection year.

- The collection of AIG data is based on the November 15 AIG headcount of the collection year. AIG enrollment should match the AIG Child Count report in PowerSchool.

- The collection of EC data is based on the December 1 EC Headcount of the collection year.

- The collection of 504 data is based on a student having a 504 program record in the Special Programs screen in PowerSchool. The Entry Date in the Special Programs Screen must be on or before October 1 of the collection year.

- Second semester courses must have the course length of 18 weeks in order to be calculated.

- Credit recovery courses must be scheduled to be included in the report. The report does not look at the Stored Grades screen for this data.

- Dual Credit courses must be scheduled to be included in the report. The report does not look at the Stored Grades screen for this data.

- The Percent field in the Stored Grades screen must contain a value greater than or equal to 60 to be calculated on the report for students passing math courses.

- The students, course codes and course sections that make up the CRDC collection are provided in the PowerSchool CRDC Preview reports at the school level in detail, to assist in data validation.

- Athletics questions are visible on the report only. If you are not using the module or are not satisfied with the data captured, you will need to update in the Federal Submission Portal.

- Teacher Absenteeism must be recorded for the schools by the district once the Portal opens.

- Template files for uploading Athletics, Safety and Teacher Absenteeism data will be published on the NC DPI OCR website by January 1, 2019 for LEA use.

- Data regarding budget, FTE, teacher certification and Internet Access will be separate uploads outside of PowerSchool.

- Data files for budget, FTE, teacher certification and Internet Access will be published on the NC DPI 2017-18 OCR Data Files site: http://www.dpi.state.nc.us/data/management/ocr/data-files/ for review. These files will not be changed by the NC DPI. If you are not satisfied with the data captured, you will need to update in the Federal Submission Portal.

- Webinar recordings will be published to the CRDC Grads360 NC Workgroup, located at: https://crdc.grads360.org/#communities/crdc-north-carolina-workgroup

- To join the CRDC Grads360 NC Workgroup, please contact Molly Hash at molly.hash@aemcorp.com

- Accounts for the Federal Submission Portal will be sent by the Office of Civil Rights Partner Support group directly to the OCR contacts as listed on the contact list published on the 2017-18 OCR Data Files site: http://www.dpi.state.nc.us/data/management/ocr/data-files/.

- For updates regarding the opening of the Federal Submission portal, visit: https://crdc.grads360.org/#program