

Dear OCR Coordinators,

The NCDPI would like to express gratitude for your continued support regarding the State Level Civil Rights Data Collection (CRDC) Submission Project. As a reminder, beginning with the 2013-14 CRDC collection, the state will submit LEA and charter school data to the Office of Civil Rights (OCR) on behalf of all North Carolina public school districts. Please review this message and forward to any applicable staff.

### **Office of Civil Rights – Pilot and Collection Window**

Earlier this week, the OCR announced they will soon begin to pilot their new collection tool with States and Local Education Agencies across the nation. More information will be provided to those who elected to be part of the Pilot phase within the next few weeks. North Carolina will participate in the CRDC State Level Pilot.

In addition, the OCR communicated that the official submission start date would be delayed as well. The OCR has indicated that the collection window could open as early as the first of December or as late as the end of December. The NCDPI will keep the LEAs and charter schools informed as information is available. The OCR assures that the full 75 day window will be provided despite delays.

What does this mean to North Carolina Public Schools?

- More time to enhance, develop and review the PowerSchool CRDC reports, which provide LEAs and Charter Schools a preview of the student information that will be submitted to the OCR.
- The ability to more thoroughly test the state file submission process that will include the teacher and finance data needed to complete the collection.
- Additional opportunities to refine and communicate the latest processes.

### **November PowerSchool Maintenance Weekend**

The November PowerSchool Maintenance weekend begins Friday, November 14 at 5 p.m. The following updates to the PowerSchool CRDC Reports Part 1 and 2 will be implemented:

- The Grades Offered in the LEA and school level reports will be updated to accommodate schools that have gaps in their grade ranges. An example of such a school would be a middle school campus that also has PreK students. The grade level data in this case comes from previous year EDDIE information.
- The PowerSchool Submission End date for CRDC 1 and 2 will be updated to December 31. This end date is required for the PowerSchool system to function appropriately. Once the OCR has communicated the official submission window dates for the CRDC, the Submission End dates in the CRDC Part 1 and 2 PowerSchool reports will be updated. The Submission End date in PowerSchool will reflect the last day an LEA or charter may review PowerSchool student data prior to the state extracting the data in preparation for submission to the OCR.
- An Approval button will be added to the LEA level CRDC reports. When the PowerSchool CRDC reports are run at the LEA level, data from all schools that have not been excluded from the

CRDC reporting will be collected. Once a CRDC report is approved, it will be archived in PowerSchool. The reports may be unapproved by LEAs until the set Submission End date. The NCDPI does not recommend approving any CRDC PowerSchool Reports at this time.

- Report logic will be updated to include the new Incident Action Code 'Zero Tolerance – OCR'.
- Report logic will be corrected for International Baccalaureate courses. IB courses have a fifth character of 8, excluding courses that begin with an alpha character, 6, 7 or 8 and student is in grade levels 9-13.
- Logic will be added to collect students indicated as Limited English Proficient (LEP) during the school year 2013-14. School Year 2013-14 LEP data will be imported into a table for each LEA by the NCDPI from the legacy system – the Consolidated Federal Data Collection (CFDC). LEP data will only be visible on the CRDC reports.
- All NC 2013-14 course codes that apply to the OCR collection will be coded for the CRDC PowerSchool reports.
- Report logic will be corrected to accurately include any student as Section 504 if the Special Programs Enrollment Name includes '504' and the Special Programs Enrollment Entry Date is on or before October 1, 2013.

### **CRDC State Level Submission Project Status Webinars**

Additional webinar dates have been added to the submission project series. These hour and a half sessions are designed to inform staff on status, timelines and needs regarding the state level submission project. The webinars are intended for OCR coordinators, SIS coordinators and any staff who are involved in the CRDC process. Staff that register for this event need only register once. If time-frames or dates change, staff will be notified by the GoTo Meeting application service and by the NCDPI.

#### Dates:

November 18, 2014 – 1-2:30 pm

December 2, 2014 – 1-2:30 pm

December 16, 2014 – 1-2:30 pm

January 6, 2015 – 1-2:30 pm

January 20, 2015 – 1-2:30 pm

Registration Link: <https://www1.gotomeeting.com/register/719879681>

In addition to the single registration link, one presentation will be updated and re-published the afternoon before the next status webinar. The presentation has been published in its original format to allow staff the ability to make updates that may be specific to your LEA, should you need to re-deliver the information to other staff members.

Latest *Office of Civil Rights Data Collection* presentation file: <http://www.nc-sis.org/presentations.html>

Please feel free to contact the Home Base Support Center with any questions or concerns you might have at [homebase.incidents@its.nc.gov](mailto:homebase.incidents@its.nc.gov).